

## College of Education Tenure and Promotion Committee Minutes of Tuesday, November 1 meeting

Members present: Dr. Cherry Brewton, Dr. Wendy Chambers, Dr. Ken Clark, Dr. Susan Franks, Dr. Marlynn Griffin, Dr. William Reynolds, Dr. Marti Schriver, Dr. Leon Spencer, Dr. Susan Trimble

The meeting was called to order at 2:00 p.m. The agenda was approved, and the minutes for the last meeting (October 6, 2005) were approved with no corrections or additions.

**Appointment of secretary:** Dr. Schriver stated that she would be unable to serve as the committee secretary; therefore a new secretary needed to be appointed. Dr. Chambers volunteered to serve in this capacity.

**Policies and procedures:** Dr. Clark distributed copies of the COE Tenure and Promotion Committee Policies and Procedures draft, and requested that committee members read over the document and provide feedback to him via email. One notable modification to the draft was the following statement pertaining to election of the committee chair: "The chair of the committee shall be elected by majority vote of the committee members at the April meeting, to begin serving during the next academic year." After the committee members provide feedback to Dr. Clark, he will forward the document to the Faculty Executive Committee for approval.

**Jack Miller awards:** Dr. Clark distributed a timeline for receipt and consideration of candidates' materials for the Jack Miller Educator of the Year awards. Dr. Schriver made a motion to approve the timeline. The motion was seconded by Dr. Reynolds, and passed unanimously. All nominations for the awards will be due in the Dean's office by January 20, 2006. Supporting documentation will be due in the Dean's office by February 24, 2006, and the committee will meet between that date and April 27, 2006 to discuss and vote for candidates. Dr. Franks offered to write up an email to notify faculty members of the timeline and to encourage them to nominate their colleagues for these awards. Dr. Clark stated that the criteria for the awards will be posted on the Tenure and Promotion website.

**Post-tenure review timeline:** Dr. Clark distributed a timeline for receipt and consideration of candidates' documentation for post-tenure review. Dr. Franks made a motion to approve the timeline. The motion was seconded by Dr. Brewton, and passed unanimously. All materials will be due from the candidate (or departmental Tenure and Promotion committee, in the case of the Curriculum, Foundations and Reading department) no later than January 27, 2006. The COE Tenure and Promotion Committee will meet between January 27 and February 17, and will have all recommendations submitted to the Dean by this date. It was noted that the Tenure and Promotion committee of the Department of Curriculum, Foundations and Reading will have to meet between the dates of January 15 (when materials are due to the department chair) and January 27 to review the materials and write a recommendation to the Dean.

**Review of candidates' materials for tenure and/or promotion:** The following candidates submitted papers for tenure and/or promotion, for the 2005-2006 academic year:

- Dr. Creighton Alexander: Promotion to Full Professor
- Dr. Missy Bennett: Tenure
- Dr. Marla Morris: Tenure; Promotion to Associate Professor

Dr. Missy Bennett's documentation for tenure was discussed first. . . . .

Dr. Marla Morris's documentation for tenure was discussed next . . . . .

Next, Dr. Marla Morris's documentation for promotion was discussed. . . . .

Finally, Dr. Creighton Alexander's documentation for promotion was discussed. . . . .

Dr. Spencer, Dr. Reynolds, Dr. Griffin and Dr. Trimble volunteered to write letters of recommendation for each of the candidates (respectively listed above), for submission to the Dean's office. Letters will be forwarded to Dr. Clark by Monday, November 7.

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,  
Dr. Wendy Chambers  
Secretary, COE Tenure and Promotion Committee