

P&T Committee 2019-2020 Report

Members:

Muhammad Hameed, Camille McCutcheon, Mary L Hightower, Joshua Ruppel, Andrew Myers, Scott Meek, Frank Rudisill, Greta Freeman.

- I. Reviewed 15 files for Promotion and/or Tenure
- II. Creating a P&T Procedural Handbook to support P&T Chairs & Committee Members
 - a. Chair Responsibilities before during and after file review
 - b. Committee members responsibility
 - i. Review Forms are being evaluated.
 - ii. Unit Criteria Review
- III. Review the FM
 - a. Reviews the Appendices related to P&T (see Attached critique)
 - b. Reviewed FM for Committee description
- IV. Gathering Peer Review information
 - a. Gather results of a Peer Review Survey
 - b. Soliciting issues encountered by peer review members
 - c. Would like to develop a peer review workshop for Fall for new chairs and new members
- V. P&T Workshop
 - a. Conducted a Virtual workshop April 7 and another scheduled for April 17.
- VI. Preparation for next year activities
 - a. Prepared the master calendar (Peer Review and P&T Calendars)
 - b. Letters have been sent to Faculty meeting their penultimate year
 - c. Updating the Website (forms, links, etc.)
- VII. Post-tenure Review
 - a. Reviewing proposed changes
 - b. Will be providing comments (soon)
- VIII. Unit Criteria Review
 - a. Psychology – approve
 - b. SCW – in review process
- IX. Supporting P&T procedures
 - a. Peer review of Teaching
 - i. Contacting Dr. Kusch to support faculty in Peer Teaching evaluation.
<https://www.uscupstate.edu/faculty-staff/center-for-academic-innovation-and-faculty-support/peer-observation-of-teaching/>
 - b. Discussed the use of Online Portfolio for future P&T documentation (Thanks to the work of Dr. Kusch)
 - c. P&T Workshop: Producing a Scripted video (Completion: June 2020) to support faculty.
- X. 2020-2020 Committee
 - a. Chair: Dr. Darlene Amendolair
 - b. Chair-Elect: Dr. Mary Lou Hightower

Submitted:

Dr. Amendolair

4/27/2020