

Administrative Council Meeting
Agenda
Wednesday, December 8, 2021
10:00 a.m. ED 330

NOTES

Attendees: MJBradley, LGBryant, JANalley, PFinnicum, KDavis, APimpleton-Gray, RTowery,

New Business

1. Commencement – Saturday, December 18 at 1:00 p.m. – MJBradley provided a reminder of event.
2. Adjunct & Online Program Faculty Expectations – MJBradley & LGBryant reminded and discussed handouts regarding expectations for online faculty and adjunct instructors and requested that chairs ensure faculty follow.
3. Position Line – MJBradley discussed approval, advertisement, filling of positions and hiring process of the university. Chairs and Directors had discussions regarding various needs within departments/areas.
4. Office Coverage December 13-17 – MJBradley requested that departments/areas ensure that offices are covered.
5. Department Updates
 - a. Childhood Services – Winterfest is scheduled for December 15th, expect monies for 13 sites, meeting Friday to discuss Build Better America, believe “hands-on” training is better. Seeking funding for CDA training.
 - b. ELCSE – 6 positions are awaiting approval, holiday party is scheduled for this Friday, December 10.
 - c. TE – Interns are coming in, Pearson boot camp is scheduled, anticipate meeting with Thilla regarding details of online ELED program, teacher intern supervisor meetings planned for January 5 and will include edTPA details.
 - d. HPESS – No report
 - e. P&C – awaiting information regarding open departmental position, expect update by March 15.
6. Other
 - a. Educator Rising event on campus, December 8th was mentioned and discussed.
 - b. College holiday luncheon
 - c. ELCSE 216
 - d. Graduate Assistant justifications – MJBradley requested that chairs ensure these requests are submitted to PGraham by January 7th.
7. Return on Monday, January 3, 2022

Deadlines:

January 3rd

- Last day for PRT candidates to submit promotion and tenure applications to their Department PRTC
- Last day for 3rd-year pre-tenured faculty to submit applications for Comprehensive Pre-tenured Review to their department PRTC

- Professional activities, productivity, and merit evaluation documents to be considered for reappointment recommendation for individual faculty members are due to department chair

January 6-12th

- Department PRTC meets to review promotion and tenure applications and make recommendations (5 working days)

January 14th

- **Faculty achievement Nominations close**

January 17th

- The department PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department PRTC chair by the close of the third business day following receipt of written notification, but no later than day end 01/20/2022 (3 working days)

January 20th

- Last day for applicants to contact the department PRTC to withdraw from further promotion and/or tenure consideration

January 21st

- Department chair receives promotion and tenure applications and recommendations from the department PRTC
- Department chairs receive applications and recommendations from the department PRTC for 3rd-year Comprehensive Pre-tenured Reviews