

Subject: 2nd Request: TP committee upcoming tasks

Date: Thursday, April 18, 2013 10:51:11 AM Central Daylight Time

From: Petty, Pamela

To: Dietrich, Sylvia, Atwell, Nedra, Boman, Marty, Houston, Cynthia, Daniel, Toby, Davison, Judy, Gandy, Kay, Jukes, Pamela, Maxwell, Margaret, Moore, John, Pierce, Judy, Roberts, Julia, Huss, Jeanine, McDonald, Michael, Maples, Lucy, Suzuki, Tadayuki, Applin, Janet, Burch, Barbara

Priority: High

Hello,

Thank you to those who have responded and selected which subcommittee they will serve on. I have expedited the process a bit by making assignments for all other committee members. Please find your name in the list below and respond as quickly as possible to the chair of your subcommittee to set up a brief meeting to complete this work – Chairs, it might be a good use of effort to do a doodle and move forward with getting your folks together. Refer to my original email of Tues, April 16 for the attachments you need to use to complete these tasks. Please strive to meet by end of next week (Friday, April 26). Chairs are only responsible for contacting members to set up a meeting and for sending me the subcommittee's recommendations. I will then share all the recommendations with the full TP committee and we will submit our recommendations to Sylvia. I thank you immensely for your time and expertise at this very busy time of the semester.

Pam

1) each unit has been directed to **critically review their current tenure and promotion documents and ensure they are aligned with the 18th edition of the faculty handbook.**

Marge Maxwell, Chair

Nedra Atwell

Toby Daniel

Kay Gandy

Julia Roberts

Janet Applin

2) **craft a statement related to departmental citizenship/collegiality** that will be included in the tp document.

Pam Jukes, Chair (Pam, please email me if you cannot serve in this position)

Barbara Burch

Marty Boman

Judy Davidson

John Moore

Michael McDonald

3) CEBS administrative council is in process of approving a new annual faculty evaluation form, so **our STE document will also need to align with this document.**

Lucy Maples (Lucy, please email me if you cannot serve in this position)

Tadayuki Suzuki

Cindy Houston

Judy Pierce

Jeanine Huss

Dr. Pam Petty
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From: <Petty>, Pam Petty <pamela.petty@wku.edu>

Date: Tuesday, April 16, 2013 5:33 PM

To: Sylvia Dietrich <sylvia.dietrich@wku.edu>, "Atwell, Nedra" <nedra.atwell@wku.edu>, "Boman, Marty" <marty.boman@wku.edu>, "Houston, Cynthia" <cynthia.houston@wku.edu>, "Daniel, Toby" <tabitha.daniel@wku.edu>, Judy Davison <judy.davison@wku.edu>, "Gandy, Kay" <kay.gandy@wku.edu>, Pamela Jukes <pam.jukes@wku.edu>, "Maxwell, Margaret" <marge.maxwell@wku.edu>, "Moore, John" <john.moore@wku.edu>, "Pierce, Judy" <judy.pierce@wku.edu>, Julia Roberts <julia.roberts@wku.edu>, "Huss, Jeanine" <jeanine.huss@wku.edu>, "McDonald, Michael" <michael.mcdonald@wku.edu>, Lucile Maples <luccile.maples@wku.edu>, Tadayuki Suzuki <tadayuki.suzuki@wku.edu>, Janet Applin <janet.applin@wku.edu>, Barbara Burch <barbara.burch@wku.edu>

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Hello,

As Sylvia addressed in the previous email (see below) we are charged with three more tasks:

- 1) each unit has been directed to **critically review their current tenure and promotion documents and ensure they are aligned with the 18th edition of the faculty handbook.**
- 2) **craft a statement related to departmental citizenship/collegiality** that will be included in the tp document.
- 3) CEBS administrative council is in process of approving a new annual faculty evaluation form, so **our STE document will also need to align with this document.**

We need to get these items done and to Sylvia as soon as possible so that all STE faculty can review, comment, and approve (hopefully) and we can get the information to the Dean.

To move forward expeditiously and to allow for more depth of expertise in each area, **please email me with your**

request for which of the three tasks you would be willing to serve on as subcommittees of the TP Committee.

All the information you need is attached. All should be able to be accomplished in one sitting. I would like to ask for a **volunteer** from each group to be the **chair** and responsible for **organizing** the meeting and **reporting** the subcommittees results to me. Please **COPY ME** on those arrangements and I will attend each of the meetings if I can possibly work it into my schedule.

I promise these are not HUGE tasks, but each is very **important** and we would be very wise to do these tasks with considerations for possible implications on TP for ourselves and our esteemed colleagues.

Thank you — am waiting anxiously by my computer to see those requests for committees start rolling in! Once we have a chair for each, I will cease emailing everyone at once and only contact that person so as not to bomb your inbox.

Pam

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From: <Dietrich>, Sylvia Dietrich <sylvia.dietrich@wku.edu>

Date: Wednesday, March 20, 2013 9:57 AM

To: "Atwell, Nedra" <nedra.atwell@wku.edu>, "Boman, Marty" <marty.boman@wku.edu>, "Houston, Cynthia" <cynthia.houston@wku.edu>, "Daniel, Toby" <tabitha.daniel@wku.edu>, Judy Davison <judy.davison@wku.edu>, "Gandy, Kay" <kay.gandy@wku.edu>, Pamela Jukes <pam.jukes@wku.edu>, "Maxwell, Margaret" <marge.maxwell@wku.edu>, "Moore, John" <john.moore@wku.edu>, Pam Petty <pamela.petty@wku.edu>, "Pierce, Judy" <judy.pierce@wku.edu>, Julia Roberts <julia.roberts@wku.edu>, "Huss, Jeanine" <jeanine.huss@wku.edu>, "McDonald, Michael" <michael.mcdonald@wku.edu>, Lucile Maples <lucile.maples@wku.edu>, Tadayuki Suzuki <tadayuki.suzuki@wku.edu>

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Good morning;

I trust everyone had a restful break and enjoyed some time away from work. As announced at a faculty meeting at the beginning of the year, Pam Petty will be serving as chair of the tenure and promotion committee. As such, she will be in touch in the near future to discuss the review of two candidates who have submitted materials for third year review and scheduling a meeting to discuss the candidates strengths and areas for growth. Portfolios are available in the STE office for review.

Additionally, each unit has been directed to critically review their current tenure and promotion documents and ensure they are aligned with the 18th edition of the faculty handbook. We will also need to craft a statement related to departmental citizenship/collegiality that will be included in the tp document. Lastly, CEBS administrative council is in process of approving a new annual faculty evaluation form, so our STE document will

also need to align with this document. We will need to have materials ready for faculty review by the April faculty meeting, allowing for any additional revisions and final submission to the Dean by the end of the year.

I am including samples of citizenship statements and a copy of the college faculty evaluation form.

Regards,
Sylvia

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