

MVCC COLLEGE SENATE COMMITTEE REPORT FORM

Please fill in the requested information and email to Senate Secretary Anna Radlowski and Senate Chair Alex Haines

Name of Committee: Non-Teaching Professionals Promotion Review Committee

Year: 2017-2018 Academic Year

Committee Chairperson's Name: Patti Antanavige

Names of Committee members: Theresa Paladino, Kate Barefoot, Debbie Otis, Jim Myers

COMMITTEE CHARGE:

- Reviews promotion packets from Non-Teaching Professionals
- Discusses Non-Teaching Professionals packets with committee for selection
- Recommends Non-Teaching Professionals for promotion
- Communicates all decisions appropriate Administrators and Human Resources

Number of Meetings: 1

Summary of Committee Meetings: The committee met to discuss the non-teaching professional candidates under review for their respective promotions and made the appropriate recommendations based upon our findings.

Recommendations for College Senate Action: Several suggestions were made directly to HR concerning some of the new requirements that were imposed upon our committee through changes that the faculty promotion review committee recommended in the previous academic year. The following are the recommendations that were forwarded to Nancy Wallace on Wednesday, March 28th, 2018 via email.

1. No introduction/professional summary or copy of resume is needed **UNLESS** access to their personnel file is not granted to the committee.
 - a. Rationale: The introduction/summary and resume is redundant to the information that is included in the personnel file and other areas of their promotion packet.
2. Applicants are permitted to include organizations they support financially for Public/community services but they cannot exceed **25%** of the overall entries for the section.
 - a. Rationale: If you are able to be recognized as a TEAM MVCC participant/ 4-Runner by donations only, other donations should be permitted.
3. When listing college committee memberships, applicants must also provide a synopsis of the purpose of the committee and any outstanding contributions they have made or the committee has achieved in the time that the applicant has served.

a. Rationale: Committee work varies by membership and purpose. It is our belief that by providing the information above that we will understand the work that is being done both by committee and individual.

It is the suggestion of this committee that **IF THE COLLEGE DESIRES PROOF** of work done and attendance at meetings, then every committee should appoint a secretary, all meetings should have recorded attendance and minutes which should be held in a repository on the M drive for HR, supervisors, career/continuing appointment committees, and promotion committees to reference if necessary.

Submitted by: Patti Antanavige

Date: April 19, 2018