Faculty Senate Professional Standards Committee

MEETING MINUTES MAR. 17, 2023

- The digital binder should be stored in a password-protected folder on the VPAA's drive;

- The digital binder should be password protected and, if need be, the password should be time-sensitive;

- The digital storage should follow the same regulations for disposition as the paper binders (NSHE Procedures and Guidelines Manual pursuant to Section Title 2, Chapter 5, Section 5.6.2, the tenure binder is part of the faculty member's personnel record);

- The computers on campus that are equipped with Adobe licensing should be used for creating, editing, and saving the digital binder; additionally, the college has a limited, yet sufficient, number of Adobe licenses available per request to be downloaded onto personal computers;

- Professional Development office should develop training sessions to demonstrate how to create PDF binders;

 - A 2-year grace period should be offered to tenure track faculty, allowing them to choose between submitting their binder in a digital or paper form; after that, the digital binder should be the only available option to apply for tenure.