

**M E M O R A N D U M**

TO: Deans’ Council

 Dr. Mary Beth Williams, Vice President for Student Affairs and

Mr. Ron Wiafe, Associate Vice President for Student Affairs-Engagement

Department Chairs

Mr. Larry Earnesty, Chair, University-wide Promotion and

Tenure Committee

Dr. Robyn Davis, President, APSCUF-Millersville University

FROM: Gail Gasparich

 Provost and Senior Vice President

 for Academic Affairs

DATE: November 13, 2023 (revision to August 24,2023 memo)

SUBJECT: **2023-2024 REAPPOINTMENT, TENURE AND PERFORMANCE REVIEW EVALUATION OF NON-TENURED FACULTY (FULL-TIME, PART-TIME, REGULAR, AND TEMPORARY)**

This memorandum lists the non-tenured faculty members for whom actions relative to granting reappointment or tenure must be taken during the fall or spring semester of the 2023-2024 academic year. In addition, it contains information related to the evaluation of RPT and temporary faculty. **Please review this document carefully, and promptly call any errors or omissions to the attention of Donna Peters (x7463) in the Provost’s Office.**

For more complete information regarding the renewal/non-renewal and tenure processes, the appropriate sections of the CBA and University Governance & Policies should be consulted.

**In compliance with Article 12 of the CBA, the department evaluation committee and the department chairperson shall provide the FACULTY MEMBER with a reasonable opportunity to discuss their evaluation. A reasonable time must be provided after classroom observations and during the performance review process.**

1. **First Year Tenure-Track Fall (Full-time)**

Begins first year of full-time service 2023 Fall semester

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| ***Verbal Summative or Formal Eval. Deadline:***Faculty to Chair /Chair to Faculty | ***Verbal Eval. Report Deadline:***Department Chair to Dean | **Reappointment Notification by the President to the Faculty Member/Due Date** |
| November 15, 2023 | February 7, 2024 | April 1, 2024 |

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| --- | --- |
| Chemistry | Dr. Kristen Baker |
| Counseling & Human Development | Dr. Lesley Huff |
| Earth Sciences | Dr. Eleanor Casas |
| Earth Sciences | Dr. Timothy Sevison |
| Psychology | Dr. Jessica Grady |
| Wellness & Sport Sciences | Dr. Colleen O’Connell |

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| ***Formal Eval. Report Deadline:***Departmental Evaluation Committee to Chair | ***Formal Eval. Report Deadline:***Department Chair to Dean | ***Formal Eval. Report Deadline:***Dean to Provost | **Reappointment Notification by the President to the Faculty Member/Due Date** |
| January 30, 2024 | February 7, 2024 | February 28, 2024 | April 1, 2024 |

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| --- | --- |
| English | Dr. Joshua Rea |

1. **Second Year Tenure-Track Fall (Full-time)**

Begins second year of full-time service 2023 Fall semester

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| ***Report Deadline:***Departmental Evaluation Committee to Chair | ***Report Deadline:***Department Chair to Dean | ***Report Deadline:***Dean to Provost | **Reappointment Notification by the President to the Faculty Member/Due Date** |
| November 1, 2023 | November 8, 2023 | December 15, 2023 | January 30, 2024 |

|  |  |
| --- | --- |
| Accounting & Finance | Dr. Baizhou Chen |
| Earth Sciences | Dr. William Blumberg |
| Library | Mr. Frank Vitale |
| Management & Marketing | Dr. Leo Hong |
| Mathematics | Dr. Lindsay Dever |
| Music | Mr. Brandon Martinez |
| Psychology | Dr. Drew Hunter |

1. **Third Year Tenure-Track Spring (Full-time)**

Began third year of full-time service 2023 Spring Semester

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| --- | --- | --- | --- |
| ***Report Deadline:***Departmental Evaluation Committee to Chair | ***Report Deadline:***Department Chair to Dean | ***Report Deadline:***Dean to Provost | **Reappointment Notification by the President to the Faculty Member/Due Date** |
| November 1, 2023 | November 8, 2023 | November 30, 2023 | December 15, 2023 |

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| --- | --- |
| Early, Middle & Exceptional Education | Dr. Sarah Jackson |
| English and World Languages | Dr. Kaitlin Mondello |

1. **Third Year Tenure-Track Fall (Full-time)**

Begins third year of full-time service 2023 Fall semester

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| --- | --- | --- | --- |
| ***Report Deadline:***Departmental Evaluation Committee to Chair | ***Report Deadline:***Department Chair to Dean | ***Report Deadline:***Dean to Provost | **Reappointment Notification by the President to the Faculty Member/Due Date** |
| November 1, 2023 | November 8, 2023 | December 15, 2023 | January 30, 2024 |

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| Biology | Dr. Jessica Fellmeth |
| Criminology, Sociology & Anthropology | Dr. Stephanie Jerstad |
| Nursing | Dr. Kelly Rotondo |
| Psychology | Dr. Rachel MacIntyre |

1. **Fourth Year Tenure-Track Spring (Full-time)**

Began fourth year of full-time service 2023 Spring Semester

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| --- | --- | --- | --- |
| ***Report Deadline:***Departmental Evaluation Committee to Chair | ***Report Deadline:***Department Chair to Dean | ***Report Deadline:***Dean to Provost | **Reappointment Notification by the President to the Faculty Member/Due Date** |
| November 1, 2023 | November 8, 2023 | November 30, 2023 | December 15, 2023 |

|  |  |
| --- | --- |
| Biology | Dr. Isaac Ligocki |

1. **Fourth Year Tenure-Track Fall (Full-time)**

Begins fourth year of full-time service 2023 Fall semester

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| ***Report Deadline:***Departmental Evaluation Committee to Chair | ***Report Deadline:***Department Chair to Dean | ***Report Deadline:***Dean to Provost | **Reappointment Notification by the President to the Faculty Member/Due Date** |
| November 1, 2023 | November 8, 2023 | December 15, 2023 | January 30, 2024 |

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| --- | --- |
| Applied Engineering, Safety & Technology | Dr. John Haughery |
| Biology | Dr. Carolyn Weaver |
| Communication and Theatre | Mr. Jonathan Strayer |
| Computer Science | Dr. Jingnan Xie |
| Educational Foundations | Dr. Ann Marie Licata |
| Mathematics | Dr. Patrick Stewart |

1. **Fifth Year Tenure-Track Spring (Full-time)**

Began fifth year of full-time service 2023 Spring semester

Tenure Deadlines:

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| --- | --- | --- |
| Notice from President to faculty member notifying them to submit request for tenure | Faculty member must submit tenure letter to President and application | Department Evaluation Committee and Chair Tenure recommendation  |
| February 1, 2023 | May 1, 2023 | October 2, 2023 |

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| Dean’s recommendation to UPTC | UPTC Committee Recommendation to President | President’s Tenure Decision |
| October 23, 2023 | November 21, 2023 | January 2, 2024 |

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| Chemistry | Dr. Melissa Mullen-Davis |
| Art and Design | Ms. Dorothy Frey |
| Intercollegiate Athletics | Ms. Heather Wolfe |

1. **Fifth Year Tenure-Track Fall (Full-Time)**

Begins fifth year of full-time service 2023 Fall semester

Tenure Deadlines:

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| --- | --- | --- |
| Notice from President to faculty member notifying them to submit request for tenure | Faculty member must submit tenure letter to President and application | Department Evaluation Committee and Chair Tenure recommendation |
| October 2, 2023 | January 2, 2024 | February 15, 2024 |

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| Dean’s recommendation to UPTC | UPTC Committee Recommendation to President | President’s Tenure Decision |
| March 8, 2024 | April 22, 2024 | May 31, 2024 |

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| Accounting and Finance | Dr. Brian Trout |
| Biology | Dr. Laura Ramos-Sepulveda |
|  | Dr. Eric Ryndock |
|  | Dr. Laura Weise Cross |
| Educational Foundations | Dr. Abdul Ibrahim |
| Intercollegiate Athletics | Mr. Ryan McGovern |
|  | Dr. Wendy Wheeler Dietrich |
| Music | Dr. Jeffrey Gemmell |
|  | Dr. Jennifer Jester |
| Nursing | Dr. Susan Moyer |

1. **Regular Part time Faculty Fall Hire**

Begins fourth year of regular part time service 2023 Fall semester

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| ***Report Deadline:***Departmental Evaluation Committee to Chair | ***Report Deadline:***Department Chair to Dean | ***Report Deadline:***Dean to Provost | **Reappointment Notification by the President to the Faculty Member/Due Date** |
| November 1, 2023 | November 8, 2023 | December 15, 2023 | January 30, 2024 |

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| Nursing | Dr. Michele Chronister |
|  | Dr. Linda Lee |
|  | Ms. Tracee Matincheck |

1. **Temporary Full-Time 2023-2024 Only**

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| ***Report Deadline:***Department Evaluation Committee to Chair | ***Report Deadline:***Department Chair to Deanor appropriate Manager | ***Report Deadline:***Dean to Provost |
| April 1, 2024 | April 8, 2024 | May 15, 2024 |

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| Accounting and Finance | Mr. David Deputy |
| Applied Engineering, Safety & Technology | Dr. Justin Egresitz |

1. **Temporary Part-time Faculty - Fall 2023 Only Hire**

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| ***Report Deadline:***Department Evaluation Committee to Chair | ***Report Deadline:***Department Chair to Deanor appropriate Manager | ***Report Deadline:***Dean to Provost |
| November 1, 2023 | November 8, 2023 | November 30, 2023 |

For your information:

CE: Teaching Continuing Education only

ST: Supervising Student Teachers only

II: Supervising an Individualized Instruction only

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| **Accounting and Finance** | Mr. Blaze Cambruzzi—Fall 23 |
|  | Mr. James Davies—Fall 23 |
|  | Ms. Jennifer DiRusso—Fall 23 CE |
|  | Mr. Stephen Fries—Fall 23 |
|  | Mr. James Hipolit—Fall 23 |
|  | Dr. Gabrielle McClure-Nelson—Fall 23 CE |
|  | Dr. Emma Neuhauser—Fall 23 |
|  | Mr. George Soukas—Fall 23 |

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| **Applied Engineering, Safety & Technology** | Dr. Amy Fasano—Fall 23 |
|  | Ms. Rachel Haynes—Fall 23 |
|  | Ms. Julie Keich—Fall 23 |
|  | Mr. James Knapp—Fall 23 |
|  | Ms. Marie Leatherman—Fall 23 |
|  | Dr. Molly Miller—Fall 23 |
|  | Mr. Daniel Noel—Fall 23 |
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| **Art & Design** | Ms. Elizabeth Burns—Fall 23 |
|  | Mr. Aaron Chu—Fall 23 CE |
|  | Mr. David Johanson—Fall 23 |
|  | Mr. Edward Kahler—Fall 23 |
|  | Ms. Laura Lesswing—Fall 23 |
|  | Ms. Heather Magenta—Fall 23 CE |
|  | Mr. Timothy Magenta—Fall 23 |
|  | Ms. Brooke Martin—Fall 23 |
|  | Mr. Zachary Mellman-Carsey—Fall 23 |
|  | Ms. Autumn Wright-Hess—Fall 23 |
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| **Biology** | Ms. Heather Fogell—Fall 23 |
|  | Dr. Carsten Sanders—Fall 23 |
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| **Chemistry** | Dr. Anthony Drager—Fall 23 |
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| **Communication & Theatre** | Mr. Harry Schueren—Fall 23  |
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| **Computer Science** | Dr. Amy Antonucci—Fall 23 |
|  | Mr. Dwight Hobbs—Fall 23 |
|  | Mr. Brian Nolan—Fall 23--CE |
|  | Mr. Thomas Rogers—Fall 23 |
|  | Mr. Kevin Workman—Fall 23 CE |
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| **Early, Middle & Exceptional Education** | Mr. Miguel Antunes—Fall 23 |
|  | Dr. Christopher Garchinsky—Fall 23 II |
|  | Ms. Karen Green—Fall 23 ST |
|  | Ms. Wendy Hancock—Fall 23 |
|  | Ms. Jocelyn Hockley—Fall 23 ST |
|  | Ms. Deborah Holt—Fall 23  |
|  | Dr. Michael Holtzapple—Fall 23  |
|  | Ms. Nanda Mitra-Itle—Fall 23 CE |
|  | Ms. Krista Palmquist—Fall 23  |
|  | Ms. Addie Ritenour—Fall 23 ST |
|  | Dr. Daniel Snyderman—Fall 23 CE |
|  | Ms. Michelle Sosnoski—Fall 23 |
|  | Ms. Jennifer Sugra—Fall 23 |
|  | Ms. Michelle Trasborg—Fall 23  |
|  | Ms. Dawn Ullmann—Fall 23 |
|  | Mr. George Vaites—Fall 23 ST |
| **Earth Sciences** | Mr. Paul Benyeda—Fall 23 CE |
|  | Dr. Rochelle Brittingham—Fall 23 CE |
|  | Mr. Kyle Elliott – Fall 2023 II |
|  | Mr. Jeffrey Jumper—Fall 23 CE |
|  | Ms. Anne Marie McLaughlin—Fall 23 CE |
|  | Dr. Jennifer Meehan—Fall 23 II |
|  | Mr. Troy Neville—Fall 23 CE |
|  | Dr. Tamitha Skov—Fall 23 CE |
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| **Educational Foundations** | Dr. Anne Carroll—Fall 23 CE & ST |
|  | Dr. Emily Davis—Fall 23 |
|  | Dr. Camille Hopkins—Fall 23  |
|  | Dr. Lara Willox—Fall 23  |
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| **English and World Languages** | Mr. Joel Berg—Fall 23 CE |
|  | Ms. Marie Calderoni—Fall 23  |
|  | Dr. Leah Hamilton—Fall 23 CE |
|  | Mr. Darrell Lagace—Fall 23 CE |
|  | Dr. Elizabeth Mutzabaugh—Fall 23 |
|  | Mr. Rashid Noah—Fall 23 |
|  | Ms. Naoko Rotunno—Fall 23  |
|  | Dr. Sascha Skucek—Fall 23 CE |
|  | Mr. Timothy Smith—Fall 23 |
|  | Ms. Mery Soto-Harner—Fall 23  |
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| **Management & Marketing** | Mr. Devin Cohle—Fall 23 |
|  | Ms. Debra Dunn—Fall 23 |
|  | Mr. Joshua Hartranft—Fall 23 |
|  | Mr. Dwight Hobbs—Fall 23 |
|  | Mr. Jim Lee—Fall 23 |
|  | Ms. Maria Petrovici—Fall 23 |
|  | Dr. Jeffrey Podoshen—Fall 23 |
|  | Mr. Charlie Reisinger—Fall 23 |
|  | Dr. Marc Tomljanovich—Fall 23 |
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| **Mathematics** | Ms. Annette Cook—Fall 23 |
|  | Ms. Rebecca Detweiler—Fall 23 |
|  | Ms. Deborah Hansell—Fall 23 |
|  | Ms. Cynthia McCombs—Fall 23 |
|  | Mr. Christopher Rachor—Fall 23--CE |
|  | Ms. Joan Valentin—Fall 23 |
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| **Music** | Mr. James Banks—Fall 23 |
|  | Dr. Amy Cherry-Fall 23 |
|  | Mr. David Cullen—Fall 23 |
|  | Ms. Morgann Davis—Fall 23 |
|  | Mr. Stephen Goss—Fall 23 |
| **Music (continued)** | Mr. Robert Horton—Fall 23 II |
|  | Mr. Ryan Kauffman—Fall 23 |
|  | Mr. Paul Murr—Fall 23 |
|  | Mr. Ian Petruzzi—Fall 23 |
|  | Ms. Faith Shiffer—Fall 23 |
|  | Mr. Stephen Shiffer—Fall 23 |
|  | Ms. Kristin Sims—Fall 23 |
|  | Ms. Anne Stuart—Fall 23 |
|  | Mr. Michael Vitale—Fall 23 |
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| **Nursing** | Ms. Edie Baldwin—Fall 23 |
|  | Dr. Trudy Bauer—Fall 23 CE |
|  | Dr. Tiffany Boyd—Fall 23  |
|  | Ms. Susan Brackbill—Fall 23 CE |
|  | Ms. Jaima Brown-Kishbaugh—Fall 23 |
|  | Dr. Jennifer Marvelous—Fall 23 CE |
|  | Mr. Justin McFail—Fall 23 CE |
|  | Mr. Kenneth Myers—Fall 23 |
|  | Ms. Jacquelyn Raco—Fall 23 |
|  | Dr. Lisa Senft—Fall 23  |
|  | Dr. Bryan Weinberg-Wonsidler—Fall 23  |
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| **Psychology** | Dr. Jo-Ellen Asbury—Fall 23 |
|  | Dr. Jane Clipman—Fall 23  |
|  | Ms. Carolyn Hsiao—Fall 23 |
|  | Ms. Kelly Kirk-Wentzel—Fall 23 |
|  | Ms. Yolanda Larson—Fall 23 |
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| **Social Work** | Ms. Patience Buckwalter—Fall 23 CE |
|  | Ms. Lauren Corso—Fall 23  |
|  | Ms. Andrea Heberlein—Fall 23 CE |
|  | Ms. Debra Jones—Fall 23 CE |
|  | Ms. Sarah Primak—Fall 23--CE |
|  | Ms. Heather Strohman—Fall 23 CE |
|  | Mx. MK Strohman—Fall 23 CE |
|  | Dr. Jessica Weiss-Ford—Fall 23 CE |
|  | Ms. Abigail Wilson—Fall 23 |
|  |  |
| **Special Education** | Ms. Margaret Brown—Fall 23 |
|  | Mr. Chris Keeler—Fall 23 II |
|  | Ms. Carol Kline—Fall 23 ST |
|  | Dr. Theresa Kreider—Fall 23 II |
|  | Ms. Risa Paskoff—Fall 23 Coop |
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| **Wellness & Sport Sciences** | Mr. Louis Cesarone—Fall 23 |
|  | Ms. Jocelyn Hockley—Fall 23 |
|  | Dr. Branden Lippy—Fall 23  |

1. **Temporary Part-time Faculty – Academic Year 2023--2024**

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| ***Report Deadline:***Department Evaluation Committee to Chair | ***Report Deadline:***Department Chair to Deanor appropriate Manager | ***Report Deadline:***Dean to Provost |
| April 1, 2024 | April 8, 2024 | May 15, 2024 |

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| **Educational Foundations** | Dr. Marion Pontz AY 23-24 |

For full-time temporary *academic year appointments* only, the CBA specifies that evaluations shall be conducted using the procedures described in Article 12, Section C and the schedule described in Article 12, Section H. One (1) classroom observation from the department chairperson and one classroom observation from a member of the department evaluation committee shall be required.

For all other temporary appointments (i.e., part-time temporary *academic year, fall only or spring only appointments*; and full-time temporary *single semester* appointments only), the CBA specifies that evaluations shall be conducted using the procedures described in Article 12, Section C and the schedule described in Article 12, Section H. Only one (1) classroom observation from either the department chairperson or a member of the department evaluation committee shall be required.

Temporary FACULTY MEMBERS appointed in the spring semester who were

evaluated in the preceding fall semester shall not be evaluated in the spring semester. All temporary FACULTY MEMBERS will be evaluated no more than once per academic year.

The CBA specifies that the following materials should be included in the written evaluation of temporary faculty members:

1. Student evaluations in all classes.
2. Peer evaluations as described above.
3. Curriculum vitae.
4. Any other pertinent data the temporary faculty member wishes to submit.
5. The evaluation process for temporary faculty with work assignments outside of their department shall be conducted by the department in the unit where the work is performed and forwarded to the faculty member’s department for inclusion in his/her total evaluation.
6. Other data, which the department evaluation committee may deem pertinent.

dp

c: Dr. Daniel A. Wubah, President

 Human Resources

 Administrative Managers

 APSCUF-MU

 Department Secretaries