

Chairs' Meeting
Agenda
Thursday, January 18, 2024
[10:00](#) a.m. ED 330

NOTES

Attendees: MJBradley, LGBryant, APimpletonGray, AHux, AWheelerGryffin, NCovey

New Business

1. Conflict of Interest – MJBradley discussed email from HR regarding required forms and documentation. Departments asked to submit completed forms to MAdams by Friday, January 26, 2024.
2. Provost Engagement Request Form – MJBradley discussed this requirement and provided handout.
3. Convocation of Scholars – Monday, April 15, 2024 @ 6:00 p.m. (FNBA Hames Room/tentative) – MJBradley discussed event.
4. Create@State – April 17-18, 2024 (handout) – MJBradley discussed and requested that chairs encourage faculty and students to present at event.
5. ADC Updates – MJBradley provided a handout listing items discussed by Provost.
6. Department Updates
 - a. HPESS- hiring of adjunct has been of concern, course is running. EPAFs have been delayed.
 - b. P&C- MMedley has resigned effective August 15. Use of professional development funding was discussed.
 - c. TE- Offer for Admin Specialist has been extended (KBuford). RTowery has decided to retire at the end of the semester.
 - d. ELCSE- Data Coordinator job position closing soon. ELS building has maintenance concerns.
7. Other
 - a. Departmental budgets handout provided and discussed.
 - b. State Review – February 12
 - c. PRT – discussed.

Deadlines:

January 18th

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

January 19th

- 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.

January 23-25th

- The department chair provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department chair by the close of the third business day following receipt of written notification, but no later than day end 01/31/2023 (3 working days)

January 26th

- Undergraduate Curriculum Proposals Due

January 29th

- Suggested date for chairs to provide retention recommendations for 1st year pre-tenured faculty to deans.

January 30st

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

February 1st

- College PRTC receives promotion and tenure applications and recommendations from department chairs.
- College PRTC receive applications and recommendations from the department chairs for 3rd-year Comprehensive Pre-tenured reviews.

February 2nd

- Deans provide to the Provost and EVC recommendations for 1st year pre-tenured faculty to receive 2nd year appointments for the upcoming academic year.

February 2nd

- Graduate Curriculum Proposals Due