

Chairs' Meeting
Agenda
Wednesday, January 31, 2024
10:00 a.m. ED 330

NOTES

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

New Business

1. Merit- MJBradley reported updates regarding faculty merit reports, potential for merit, and equity considerations.
2. Infrastructure- LGBryant & MJBradley discussed recent meetings with the Deans Advisory Council to discuss the process for determining and requesting infrastructure requests. Chairs were asked to be on the lookout for students who will visit with them regarding items.
3. 10-80-10 Class Schedule- MJBradley reminded chairs of importance of %s of courses offered 8a-10a (10%), 10a-4p (80%), & 4p-beyond (10%), chairs were asked to begin moving courses in this direction.
4. EPAF's- Specify – MJBradley requests that chairs be very specific with details, Review - thoroughly, and be sure and Stop the process if needed. Chairs requested to Pay close attention to payroll schedule.
5. Grants- MJBradley discussed and reminded chairs of the importance of using Cayuse for grants, faculty buyout. Start-up packages for new faculty were discussed, MJBradley discussed parameters, policies, are there deliverables associated with these funds?
6. Carry Forward- Spending Plans – Handout provided and discussed departmental finds with chairs.
7. Self-Review of 2023–2024 unit goals- MJBradley of February 23 deadline to deans office and March 1 deadline to provost's.
8. Convocation of Scholars – COEBS Honors Banquet – Monday, April 15 (Hames 1,2,3) – Chairs were reminded of event.
9. Department Updates
 - a. HPESS- Faculty meeting on Wednesday, 1/31
 - b. P&C- TEldridge successfully defended; APaolini did NPR interview; McGregor is pro elect in national org.; searches ongoing; Fulbright Finalist from department.
 - c. TE- Searches ongoing; retirement party for Towery (2/25 3:30-4:30). Grand re-opening of 2nd floor went well.
 - d. ELCSE- SPAs incoming today & submitted on AIMS in March. Data coordinator position closes 2/12. Search committee has been given access. Still need revenue share from Spring 2022.
10. Other
 - a. MJBradley requested that chairs check w/ Chris Boothman for AOS courses on schedule prior to 1st draft being sent.
 - b. Nominations for faculty achievement awards.

Deadlines:

February 1st

- 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.
- Graduate Council Curriculum Proposals Due

February 6th-13th

- The College PRTC meets to review promotion and tenure applications and make recommendations (5 working days)

February 9th

- Chairs complete faculty performance reviews, counseling sessions and merit evaluations (in accord with the departmental procedures and chair's evaluation form for individual faculty member) and provide reviews and evaluations to deans.
- Undergraduate Curriculum Council Meeting

February 15th

- The College PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their college PRTC chair by the close of the third business day following receipt of written notification, but no later than day 02/20/2024 (3 working days)
- Graduate Council Meeting