

AC Meeting  
Agenda  
Wednesday, February 14, 2024  
10:00 a.m. ED 330

**NOTES**

Attendees: MJBradley, LGBryant, AWheelerGryffin, APimpleton-Gray, NCovey, AHux, JANalley, ABowser, JClogston

**New Business**

1. Transcripts for adjunct and full-time faculty- MJBradley shared and discussed handout of email regarding the need for submission of academic transcripts ASAP.
2. Employee Evaluations Schedule- MJBradley shared and discussed an email from HR regarding due dates and schedule of employee evaluations.
3. Census data- MJBradley shared and discussed the University's Census Report from FYu.
4. Convocation of Scholars – **COEBS Honors Banquet – Monday, April 15 (Hames Room 1, 2, 3) 6:00 pm.** – MJBradley reminded chairs and directors of event. Discussion of Marketplace setup, dates regarding attendees, etc. Chairs agreed to cover cost of award recipient and 3 guests.
5. Policy for hire- MJBradley discussed a document that will be forthcoming regarding hiring procedure.
6. Teaching schedules for Summer and Fall 2024- **Deadline to have them submitted to Morgan by 3-29-2024** – MJBradley dicussed MAdams request for submission.
7. Professional Advisors- MJBradley shared that professional advisors may move toward a centralized reporting. We may need to provide advisement training for faculty and it's applicability to maintaining of scholarships.
8. Living Calendar- FYu has developed a living calendar. Chairs are encouraged to be on the lookout for additional information.
9. April Events- Discussion of attendees and the invitations moving forward
10. Department Updates
  - a. HPESS- Sport Mgt/Adm reaffirmation from COSMA was received.
  - b. P&C- Searches are continuing, 2 in negotiation, finalizing choice of 1. APimpleton-Gray shared info regarding justification of salary negotiation. LOverly has resigned. AEldridge defended recently. APaolini spoke on NPR.
  - c. TE- Reading search is ongoing, RTowery has retired and a reception will be held, February 28, new admin (KBuford) in department.
  - d. ELCSE- ELS facility concerns. Data coordinator position recently closed, review of candidates soon.
  - e. CS- Staff retreat at the Clinton library in April. AR Children's week. Continue seeking external funding. Seeking a new administrative specialist.
  - f. PEP- New administrative specialist (DDavid), 156 Capstone interns in field, March 4 interns will have placement switch if needed, intent meetings just completed, seminar upcoming for current interns, preteacher meetings at the end of February.
  - g. ERZ- Information regarding PLC@Work Continuum (handout) was shared.
11. Other
  - a. MJBradley shared budget page and departmental account balances with chairs and directors.

- b. EPAC may meet this summer but will need to avoid last week in June and first week in July.
- c. Sick time – chairs and directors should inform HR if faculty cannot be in office to perform duties for extended illness.
- d. A-State celebrations @ local high schools for those being admitted.
- e. March 11-13 - State Review team & TPI US review team
- f. March 8 – EPP Collaborative Design meeting in Little Rock.
- g. PRT - Chairs were asked to check calendar and write letters that identify any areas that may be weak/hindering tenure/promotion.

## **Deadlines:**

### **Feb 21st**

- College Deans receive applications and recommendations from the College PRTC for 3<sup>rd</sup>-year Comprehensive Pre-Tenured Reviews
- College deans receive tenure and promotion applications and recommendations from the College PRTC

### **Feb 23rd**

- Undergraduate Curriculum proposals due

### **March 1st**

- Self-review of current year (2023-2024) unit goals from deans and directors due to the Provost and EVC

### **March 1st**

- Dean provide written recommendations to PRT applicants; Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their college dean by the close of the third business day following receipt of written notification, but **no later than day end 03/06/2024 (3 working days)**

### **March 7th**

- Date for chairs to provide retention recommendations for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> year pre-tenured faculty to the dean (for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> year reappointments)

### **March 8th**

- Graduate Curriculum proposals due

### **March 8th**

- Undergraduate Council Meeting

### **March 21st**

- Graduate Council Meeting

### **March 26-29th**

- Deans review promotion and tenure applications and make recommendations (4working days)

**March 29th**

- Deans provide appropriate feedback and written documentation to 3<sup>rd</sup>-year Comprehensive Pre-tenured Review