

AC Meeting
Agenda
Wednesday, December 13, 2023
10:00 a.m., ED 330

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

NOTES

New Business

1. Carry Forward Budgets- MJBradley provided and discussed handout. Requested that each departmental request provide additional specifics/details. Additional column has been added to spreadsheet. Revisions needed before resubmission – deadline January 30. Department budget handout was provided.
2. Faculty Achievement Awards- Regulations and Handout- AWheelerGryffin provided update regarding awards and the process to nominate, criteria, etc. and discussed university policy. APimpleton-Gray will serve as chair on the university committee and AWheelerGryffin will serve as chair on the college committee.
3. Spreadsheets for workload- MJBradley discussed handout and an agreement was made to send over an attachment justifying any overloads. Deadline is December 15.
4. 9 mo. work policy- MJBradley provided and discussed handout.
5. Commencement- Handout regarding information provided.
6. ADC Updates-
 - a. Bowl game
 - b. Workload policy committee to begin in January 2024, APimpletonGray
 - c. HLC strategic plans
 - d. Commencement
 - e. Staff meetings by college
7. Department Updates
 - a. ELCSE – data coordinator position has been approved. Holiday party recently.
 - b. HPESS – COSMA rejoinder is ongoing, DLaVetter is leading. PEM club is doing well.
 - c. P&C – MMedley has resigned her position and the end of the summer. Searching for open positions.
 - d. TE – Holiday party recently. Searching for open positions.
 - e. PEP – Exit evaluations recently completed for 62 Fall interns. 159 anticipated for Spring semester. Orientation on January 4. Open administrative specialist position.
 - f. ERZ – recognized several individuals, SFelkins, ADavis. A-State P-20 Summer Institute, June 6, guest speaker (Agarwal). APSI, July 16-19.
 - g. CS – No report
8. Other
 - a. Course Fee spreadsheet – deadline, December 14. Chairs & Directors were requested to email LGBryant.
 - b. GA Lines – MJBradley discussed email from SJonesBranch of the importance of justifying GA.
 - c. Staff meeting – MJBradley discussed meeting with college staff.

Deadlines:

December 8th

- Undergraduate and Graduate Meeting Date (NO New Proposals Accepted)

January 2nd, 2024

- Last day for PRT candidates to submit promotion and tenure applications to their Department PRTC.

January 2nd, 2024

- Last day for 3rd-year pre-tenured faculty to submit applications for Comprehensive Pre-tenured Review to their department PRTC.

January 2nd, 2024

- Professional activities, productivity, and merit evaluation documents to be considered for reappointment recommendation for individual faculty members are due to department chair.

January 4-10th, 2024

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

January 17th, 2024

- 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, 2024

- 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 end of day 01/30/2024.

January 29th, 2024

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

January 30th, 2024

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