

Chair's Meeting
Agenda
Wednesday, February 1, 2017
9:00 a.m., ED 330
NOTES

Attendees: MJBradley, LGBryant, Kbiondolillo, SBounds, RTowery, PFinnicum, GHogue, TMosley

Old Business

N/A

New Business

1. Proctor U (Dr. Gina Hogue & Ms. Tiffany Mosley) – TMosley discusses with chairs the use of ProctorU by faculty and students. Departments will determine minimum number of authentication. TMosley requests that chairs share this with the faculty center so that they will know how to assist. Recommended that live proctoring be used.
2. Chancellor's Search Update (Dr. Bradley) – Dean provides update from CWelch. Search committee has been established. Announcement will be posted on various sites.
3. Deans Meetings Update (Dr. Bryant) – Information from Dean's Administrative Council meeting from 1/30/17 was shared.
4. Academic Capitol - \$29, 250. Discussion among chairs regarding proposals.
5. College Administration Update – Dean provides update regarding meetings with departmental faculty.

Upcoming Deadlines

Monday, February 6

- Chairs provide retention recommendations for 1st-year faculty to Dean
- Chairs receive applications and recommendations from the Department PRTC
- Chairs receive applications and recommendations from the department PRTC for 3rd-year Comprehensive Pre-tenured Reviews

Tuesday—Monday, February 7-13

- Chair provides written recommendations to promotion and/or tenure applicants

Friday, February 17

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

Monday, February 20

- College PRTC receives applications and recommendations from chairs
- College PRTC receive applications and recommendations from the chairs for 3rd-year Comprehensive Pre-tenured Reviews

Monday—Friday, February 20-March 3

- The College PRTC meets to review promotion and tenure applications and make recommendations (10 working days)

Other