

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

**NOTES**

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

**Old Business**

1. Brief discussion regarding "Circle" reception
2. PFinnicum requests an update on the status of Xerox and expresses concerns regarding billing and lack of itemization.

**New Business**

1. E-marketing of graduate programs – MJBradley shares that Dr. Karen Wheeler wants to know how departments can E-market for current graduate programs. Expenses for current graduate recruiting should be directed to KWheeler's office. Template will be sent electronically
2. Merit Sheets due to Dean by 5:00 p.m., March 2<sup>nd</sup> (Thursday) – Discussion regarding merit and productivity and the need for an improvement plan if a faculty member receives a 0.
3. Search updates – SBounds shares that he needs to search. KBiondolillo has 3 searches. PFinnicum has 4 searches. RTowery has 2 STEM positions and 1 in Reading.
4. ADC update – MJBradley shares,
  - a. Board approval of Mexico campus
  - b. Budget – no anticipated new funds, reallocation may be necessary
  - c. PD for chairs March 15<sup>th</sup>
  - d. eMarketing reminder
  - e. International hires
5. Honors Banquet – MJBradley reviews materials below,
  - a) Payment methods (handout)
  - b) Department student award recipients' names are due to the Dean's Office no later than March 10
  - c) Chancellor's Scholar and 4.0 nominees' names due to the Dean's Office no later than March 10
  - d) Menu: Traditional Chicken Piccata  
Market House Salad  
Oven-Roasted Herbed Potatoes  
Fresh Green Beans and Carrot Medley  
Traditional Cheesecake w/Fresh Seasonal Berries  
Freshly Brewed Iced Tea

**Upcoming Deadlines**

**March 3:** The College PRTC provides written recommendations to applicants

**March 3:** 2016-2017 Projected Unit Goals—Accomplishments (due to Dean)

**March 8:** Off-budget instruction (Fall 2017-Spring 2018)

**March 9:** Dean receives applications and recommendations from the College PRTC for 3<sup>rd</sup>-year Comprehensive Pre-tenured Reviews

**March 9-14:** Dean reviews promotion and tenure applications and make recommendations

**March 10:** Dean provides chair/associate dean evaluation statements to chairs/associate dean and Provost

**March 14:** Dean provides written recommendations to PRT applicants

**March 16:** Dean provides appropriate feedback and written documentation to 3<sup>rd</sup>-year Comprehensive Pre-tenured Review applicants

**March 17:** Chairs 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 22:** Summer instruction (June 2017-July 2017 (FY 18))

**April 5:** Carry-forward spending plans (no template just use word and state fund and fund name, balance, and spending plan)

**Other**