

Chairs' Meeting  
Agenda  
Wednesday, September 27, 2017  
10:00 a.m., ED 330

**NOTES**

Attendees: MJBradley, LGBryant, KBiondolillo, PFinicum, JHenley, RTowery

**New Business**

1. Argos – MJBradley discusses the data system Argos and the ability to pull data (GPA, graduates, etc.). Mihir will provide training for deans and chairs.
2. Website Updates—Cheryl Nichols – resides in Education 213D is the new Data Assessment Coordinator (replaces MSpence). Is currently working on Praxis II report for the college. MJBradley reminds chairs of the Assessment office reports that are due by October 15. Request is made to review departmental websites to ensure it “tells the story” of our programs.
3. CAEP Update – MJBradley requests that all EPP faculty plan to attend on Sunday, November 5. Information is provided regarding, travel for site team, schedule, items to be completed in preparation.
4. Searches – MJBradley shares a document containing existing open positions within each department.
5. Senior Preview Day—October 7th – Reminder is provided.
6. Commission on Completion (Lance G. Bryant) – LGBryant discusses the Chancellor’s initiative.
7. Retirement Buyout – MJBradley shares with chairs the possibility of a buyout. LWinn has provided number possibilities to administration. Has yet to be approved.
8. PRT – See deadlines below. Faculty applications for equity must be submitted to the Dean’s office by November 17.

**Old Business**

1. Homecoming Celebration Updates
  - Plaques
  - Program
  - List of Invitees

**Deadlines:**

**November 6<sup>th</sup>**

- Suggested date for chairs to provide retention recommendations for 2<sup>nd</sup>-year faculty to the dean
- Departments provide one electronic copy of their proposed promotion and tenure criteria for the upcoming academic year (2018-2019) to the dean

**November 17<sup>th</sup>**

- Faculty applications for equity must be submitted to the Dean’s office

**November 20<sup>th</sup>**

- Official retention notices are sent to 2<sup>nd</sup>-year faculty from the Provost

**January 12<sup>th</sup>**

- The Office of Institutional Effectiveness solicits faculty comments for the evaluation of chairs

**February 5<sup>th</sup>**

- Suggested date for chairs to provide retention recommendations for 1<sup>st</sup>-year faculty to dean
- Department chairs receive applications and recommendations from the department PRTC
- Department chairs receive applications and recommendations from the department PRTC for 3<sup>rd</sup>-year Comprehensive Pre-tenured Reviews

**February 6<sup>th</sup>-13<sup>th</sup>**

- Department chairs provide written recommendations to PRT applicants

**February 16<sup>th</sup>**

- Chairs complete faculty performance reviews, counseling sessions and merit evaluations
- Official retention notice to 1<sup>st</sup>-year faculty from the Provost