

Chairs' Meeting  
Agenda  
Wednesday February 6, 2019  
10:00 a.m., ED 330

**NOTES**

Attendees: MJBradley, LGBryant, JBiondolillo, PFinnicum, JHenley, RTowery

**New Business**

1. Faculty Equity Task Force/ABC Update - KBiondolillo provided an update regarding the equity formula with chairs (not working/process for submitting). Committee has recommended that the current formula be removed due to present errors. Further discussions included how/the process of submission for applicants should look and how the University will address existing inequities throughout campus.
2. GA Request – MJBradley discussed a recent email from KHicks regarding the request for future GA needs with chairs. Chairs were requested to submit justifications to the Dean's office by February 11.
3. March 9<sup>th</sup> Preview Day - LGBryant discussed the upcoming Spring semester preview day and how the college would like to proceed and what events will be held.
4. Faculty Awards - Kris Biondolillo shared information regarding nominees from the college for awards.
5. Committee Appointments - MJBradley discussed the need for departments to begin considering which faculty will be appointed to College PRT committee.
6. Infrastructure Update – MJBradley and LGBryant shared information from recent Dean's Advisory Committee discussions with chairs.
7. Superintendent Planning Meeting Update – MJBradley shared with chairs the upcoming meeting on March 14 at the Cooper Alumni Association. Next meeting, March 5.
8. Department Updates
  - a. **P&C – KBiondollio** – No report
  - b. **TE – RTowery** – Provided discussion points regarding 2+2 programs, providing updates.
  - c. **ELCSE – JHenley** – KHancock will work temporarily with ELCSE. Doc position searches have failed. Will start new searches soon.
  - d. **HPESS – PFinnicum** – 2 searches in the department have closed (PETE, ES) Administrative specialist position has opened.
9. Other

**Deadlines:**

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

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

**February 15<sup>th</sup>**

- 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

**March 13<sup>th</sup>**

- Suggested date for chairs to provide retention recommendations for 3rd, 4th, and 5th-year pre-tenured faculty to the dean (for 4th, 5th, and 6th-year reappointments)

**April 1<sup>st</sup>**

- Departments and colleges should fill any vacancies on the department and College PRT committees, elect their university PRTC representative, and forward the name of replacements to Office of the Provost/Academic Affairs and Research by 4/29/19

**April 2<sup>nd</sup>**

- Chairs complete evaluations for non-tenured faculty and forward to the deans