

Chairs' Meeting
Agenda
Wednesday, January 23, 2019
10:00 a.m., ED 330

NOTES

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

New Business

1. Concur- Phase II – MJBradley discussed with chairs the importance of Concur phase II and it not having the ability to encumber monies. KBiondolillo requests training assistance for administrative specialists. Discussions occurred regarding the forthcoming opportunity for a T-Card for faculty.
2. Pack Preview-March 9th (Handout) – MJBradley reviewed upcoming event
3. Commission Completion Update (Dr. Bryant) – LGBryant provided chairs with an update regarding last week's meeting with the commission and their guest, Dr. Bryan Terry. Erin Lynn has accepted another job at another institution. Alyssa Simpson will replace her as Pack Support liason.
4. Faculty Awards (Dr. Bionodolillo) – KBiondolillo provided chairs with an update regarding website status and the process for nominations and selection.
5. Syllabi Review – MJBradley reviewed spreadsheet sent via email from the Assessment office and requested that chairs contact SDeprow to ensure that PLOs are lined up with curriculum maps as well as any other outstanding areas.
6. Faculty Equity Task Force/ABC – MJBradley provided chairs an update regarding faculty equity. Reported that equity would not be awarded this year and may not be awarded until this has been resolved.
7. ADE Update (Handout) – MJBradley provided chairs with handouts regarding TEACH Summit (2/8) and educator career fair (3/4) and educator commitment signing week (4/13-19).
8. Department Updates
 - a. **P&C – KBiondollio** – BS Psych position has been approved to be updated to tenure track position. School counseling is continuing paperwork. Status update regarding CTP position is needed.
 - b. **TE – RTowery** – AOS enrollment has increased. Looking into remodel options in the department.
 - c. **ELCSE – JHenley** – Doctoral faculty open position is looking positive, candidate negotiations are taking place. Joyce Mann is currently on leave.
 - d. **HPESS – PFinnicum** – Open positions within the department are ongoing, applications in progress.
9. Miscellaneous
 - a. March 14th – Craighead County Superintendent's meeting scheduled in the Cooper Alumni Center.

Old Business

1. Conflict of Interest/ Commitment Forms

Deadlines:

January 25th

- Department chairs receive 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 29-31st

- 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 day end 02/5/2019 (3 working days)

February 4th

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

February 5th

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

February 15th

- 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

April 2nd

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