

Chairs' Meeting  
Agenda  
Wednesday, November 20, 2019  
10:00 a.m., ED 330

**NOTES**

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

**New Business**

1. Civitas/Illume - EWakefield provided an introductory training session for the chairs
2. AOS Faculty Responsibilities – MJBradley shared concerns regarding existing faculty responsibilities related to AOS courses. Concerns regarding lack of connection to students and the courses in which they teach. Proposal under consideration is that faculty teaching future AOS courses have a set number of students that they are responsible for in addition to facilitating AOS Academic Assistants within the course.
3. Data Analysis – MJBradley shared with chairs that EWakefield and the Dean's office will be meeting to discuss techniques and specifics related to data analysis by college.
4. ADC Update
  - a. EAtchinson from systems office shared Powerpoint
5. Christmas Lunch, December 18 @ 11:00 in Fat City - Reminder provided
6. Top three (3) Priorities – MJBradley shared information with the chairs regarding the email request for priority funding. Discussion was had regarding what directions the college wishes to move. Due Wednesday, December 11.
7. Dean's Student Advisory Council – departmental representatives have been identified.
8. Department Updates
  - a. HPESS – PFinnicum discussed with chairs issues concerning PRT processes. Sport Management search ongoing.
  - b. ELCSE – JHenley – No report.
  - c. P&C – KBiondolillo – HOWL Transition Program open house, tomorrow November 21 @ 4:00.
  - d. TE – RTowery – working with BHall regarding renovations. Positive meeting with Mid-South regarding facility upgrades.
9. Graduate Assistantship Allocation – MJBradley reminded chairs that they cannot require students to accept prior to April 15.
10. Other
  - a. Summer office hours – MJBradley asked chairs to consider summer office hour requirement for faculty who teach in the summer. Chairs voted unanimously that faculty will be required to serve 6 office (“physically – in office”) in the summer terms regardless of course format (online or face-to-face).
  - b. Professional advisement – LGBryant discussed current professional advisement with the college.
  - c. Incident report – Discussion was had regarding the need for a college template for
  - d. Administrative Assistant shared services – discussion was had regarding LWinn sharing the need for shared services which would allow support staff to fulfill specialty roles (i.e. travel, expense, budget, etc.).

**Deadlines:**

**January 24<sup>th</sup>**

- Department chair receives promotion and tenure 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 28-30<sup>th</sup>**

- 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 02/4/2020 (3 working days)

**February 3<sup>rd</sup>**

- Suggested date for chairs to provide retention recommendations for 1<sup>st</sup>-year pre-tenured faculty to deans

**February 4<sup>th</sup>**

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

**February 7<sup>th</sup>**

- Deans provide to the Provost and VCAAR recommendations for 1st-year pre-tenured faculty to receive 2nd-year appointments for the upcoming academic year

**February 14<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
- Official retention notice to 1<sup>st</sup>-year faculty from the Provost and VCAAR

**Other:**