

Chairs' Meeting
Agenda
Wednesday, January 6, 2021
10:00 a.m., ED 330

NOTES

Attendees: LGBryant, KBiondolillo, RTowery, JHenley

New Business

1. Conflict of Interest/Commitment – turn into Pam by Monday, Jan. 25th – Chairs were reminded that HR will be sending these forms out soon as is usual within the beginning of each year, requested that faculty complete and submit by the deadline. Discussion was had regarding communicating the importance of “conflict” and A-State commitment of time with departmental faculty.
2. Syllabi – Repository – Chairs were asked to ensure that course syllabi be submitted via Banner icon by the 11th day of classes.
3. PRT – LGBryant noted upcoming due dates and deadlines regarding PRT.
4. Winter Session Grades Due – Jan. 13th – Chairs were asked to ensure that final grades from winter session be submitted by the deadline
5. AOS Faculty Guidelines Follow-up – Jan. 13th – Meetings will resume next week.
6. Department Updates
 - a. P&C, KBiondolillo – No report, preparing for Spring semester.
 - b. TE, RTowery – reshuffling the schedule of interns slightly.
 - c. HPESS, PFinnicum – A new Administrative Specialist, Peyton VanHoy started on Monday, January 4th. Alternative classes will still take place this spring semester.
 - d. ELCSE, JHenley – No report
7. Other – None

Deadlines:

January 7-13th

- Department PRTC meets to review promotion and tenure applications and make recommendations (5 working days)

January 18th

- The department PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department PRTC chair by the close of the third business day following receipt of written notification, but no later than day end 01/21/2021 (3 working days)

January 21st

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

January 22nd

- 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 26-28th

- 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 02/2/2021 (3 working days)

January 29th

- Undergraduate Curriculum Proposals Due