

Chairs' Meeting
Agenda
Wednesday, November 18, 2020
10:00 a.m., ED 330

NOTES

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

New Business

1. 2021-2022 Performance Scholarships – MJBradley reminded chairs of the opportunity to award these scholarships – due date in May 2021. LGBryant will follow-up with BHendrix regarding email addresses.
2. AOS Faculty Responsibilities - December 2 @ 10:00 a.m. – MJBradley reminded chairs of upcoming meeting.
3. Dean's Student Advisory Update – MJBradley and LGBryant met with student group on Monday, November 16th. Students have concerns regarding student union/cafeteria. Discussions were had regarding campus return post-thanksgiving holiday, future infrastructure requests.
4. Academic Advisors – LGBryant reminded chairs that BHendrix and AWade will be relocating to the Ed./Comm. building after the Thanksgiving break.
5. Program Evaluation Update – KBiondolillo provided an update regarding the upcoming program viability study and recent task force meetings. The next meeting is scheduled for Thursday, November 19th.
6. Department Updates
 - a. P&C, KBiondolillo had no report. Asked a question posed from her faculty regarding requirements of faculty and staff to return to campus following Thanksgiving. Discussion was had regarding resolution put forward by staff senate.
 - b. TE, RTowery reported that the library has completed 6 live Praxis study sessions, and have reviewed videos that will be posted on YouTube. Hopes that facilities will move forward with renovations.
 - c. HPESS, PFinnicum provided HPESS building updates, room renovations. Seeking replacement for administrative specialist, job posting should close soon.
 - d. ELCSE, JHenley reported that the 2 computer rooms will be renovated over the holiday break.
7. Other
 - a. Top 3 Priorities email came from academic affairs today – MJBradley discussed with chairs and requested that they review and submit potential ideas.
 - b. Carry-forward plan has been approved.
 - c. Praxis/Mometrix update – MJBradley requests that chairs encourage faculty to share with students.
 - d. Graduate Assistant hourly rates have increased.

Deadlines:

November 19th

- Graduate Council Meeting

December 4th

- Official retention notices are sent to 2nd-year faculty from the Provost
- The UPRTC reviews current college and department criteria for promotion and tenure and provides written comments to colleges, departments, and the Provost and VCAAR

January 4th

- Last day for PRT candidates to submit promotion and tenure applications to their Department PRTC
- Last day for 3rd-year pre-tenured faculty to submit applications for Comprehensive Pre-tenured Review to their department PRTC

- Professional activities, productivity, and merit evaluation documents to be considered for reappointment recommendation for individual faculty members are due to department chair

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)