

Chairs' Meeting
Agenda
Wednesday, November 4, 2020
10:00 a.m., ED 330

NOTES

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

New Business

1. AOS Faculty Responsibilities – MJBradley discussed with chairs the desire to continue work on the documents that outline expectations of AOS and online faculty. Chairs decided to meet every other week beginning November 11. LGBryant will email current documents.
2. Tuition/Fees Spreadsheet – LGBryant discussed recent emailed spreadsheet and reminding chairs of Friday, November 6 due date.
3. Strategic Plan Meeting Update – MJBradley updated chairs on the meeting with chancellor, provost, and other college deans. Deans were charged with providing specific examples for goals 2 & 4.
4. Dean's Student Advisory Council – November 16 at 4:00 p.m.
5. Department Updates
 - a. P&C, KBiondolillo requested an update regarding her 3 open positions. Provided information regarding status of program viability task force in which she serves.
 - b. TE, RTowery reported that off campus programing is making a significant shift as enrollment is down at degree centers. Review of enrollment, recruiting is ongoing.
 - c. HPESS, PFinnicum reported that Brookes (Administrative Specialist) has resigned and her last day will Friday, November 13th.
 - d. ELCSE, JHenley reported that they have hired 4 dissertation mentors. The doctoral program is continuing to grow. Adjunct hiring is ongoing.
6. Other

Deadlines:

November 6th

- Graduate Council Proposals Due

November 13th

- Undergraduate Curriculum Council Meeting

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)

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