

Chairs' Meeting
Agenda
Wednesday, January 5, 2022
10:00 a.m.

<https://astatecall.zoom.us/j/98377812171>

NOTES

Attendees: MJBradley, LGBryant, KDavis, AWheeler, APimpletonGray, RTowery

New Business

1. Conflict of Interest/Commitment – turn into Pam by Monday, Jan. 24th – MJBradley reminded chairs the importance of ensuring that faculty submit these forms. Discussion took place regarding the Appendix A, Conflict of Commitment.
2. Syllabi – Repository – due 11th day of classes- MJBradley asked chairs to ensure that faculty complete this requirement.
3. PRT – MJBradley asked chairs to review the deadlines listed below and ensure that departmental PRT committees meet and make recommendations to applicants so that they may make determinations regarding their applications.
4. Winter Session Grades Due – Jan. 12th – Grades are due by this date
5. Department Updates
 - a. **ELCSE** – KDavis reported that her department is currently receiving applications for 6 positions.
 - b. **TE** – RTowery reported that one classroom projector has been replaced, still waiting on classroom renovations. Planning to request 2 positions.
 - c. **HPSS** – AWheeler reported 2 new adjuncts, looking to fill 2 GA positions, dance area/classroom is in renovations.
 - d. **P&C** – APimpleton-Gray reported that MHance had her baby.
6. Other
 - a. Merit – discussions took place with chairs regarding merit and forthcoming spreadsheets for faculty merit.
 - b. LGBryant mentioned the possible collaboration with Marjon Plymouth University, UK.
 - c. MJBradley mentioned the need to include the “protentional interruption of class statement due to COVID” in their syllabus.
 - d. MJBradley discussed daily enrollment reports that have been shared.
 - e. Forward Arkansas – representatives on campus February 7, 8, 9, & 11

Deadlines:

January 6-12th

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

January 14th

- **Faculty achievement Nominations close**

January 17th

- 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 01/20/2022 (3 working days)

January 20th

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

January 21st

- 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 25-27th

- 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 02/1/2022 (3 working days)

January 28th

- Undergraduate Curriculum Proposals Due

January 31st

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

February 1st

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

February 2nd

- College PRTC receives promotion and tenure applications and recommendations from department chairs
- College PRTC receive applications and recommendations from the department chairs for 3rd-year Comprehensive Pre-tenured Reviews