

Chairs' Meeting  
Agenda  
Wednesday, September 21, 2022  
10:00 a.m., ED 330

**NOTES**

Attendees: MJBradley, LGBryant, AWheeler, APimpletonGray, NCovey, AHux, BHendrix

**New Business**

1. Debrief from Advisors Council – BHendrix provide chairs with an description, update and follow-up of recent meeting. Select-a-major fair last week – received approx. 20 students October 13 - Exploratory Majors dinner; Advising Summit – September 30, advisors will meet to discuss new and various systems; View only schedule will drop October 10; current pre-advising is taking place; Academic integrity system is in place; Will update dates and locations regarding Pack Preview events.
2. Interim Chairs – Vacation accrual – MJBradley discussed with chairs that they are now receiving annual leave and how various legal holidays are taken during the winter break. Allowed to “carry-over” up to 240 hours of leave. The use of faculty sick time was discussed.
3. Homecoming Events – MJBradley shared a handout regarding university events.
4. Hiring Policy Compliance – MJBradley shared an email from LWinn regarding hiring policy and compliance; final approval is in HR; chairs can negotiate; forms to HR within 3 days of hire.
5. Department Updates
  - a. ELCSE – 2 hiring freeze forms have been submitted; currently working on MSE SPED & program proposal.
  - b. HPESS – Searching for an administrative specialist; information regarding cornhole tournament was shared; PETE faculty search will commence soon.
  - c. P&C. – 2 ongoing searches; job shadowing at JHS; Athletics meeting to have clinical mental health (athletic support/not StB); Faculty achievement awards committee, APimpleton-Gray is chair
  - d. TE – Reading position expected posting – Oct/Nov; ELED online positions sent to Katheryn P.; No updates on ForwardAR grant.
6. Other
  - a. Recruiting event handout was provided and discussed.
  - b. Email from ROliver was discussed.
  - c. Josh Miller email regarding EAST@Macarthur Junior High was discussed.
  - d. Revenue sharing was discussed.
  - e. MSERA – college has an institutional membership; good opportunity for pre-tenured faculty and students.

**Deadlines:**

**September 1<sup>st</sup> – 30<sup>th</sup>**

- Department chair and department PRTC chair meet with each new faculty member to review PRT documents

**September 23<sup>rd</sup>**

- Proposals due to the dean (UCC & GC)

**October 10<sup>th</sup> – 31<sup>st</sup>**

- Suggested dates for departments/colleges to receive student evaluations of faculty

**October 14<sup>th</sup>**

- Undergraduate Curriculum Council Meeting

**October 20<sup>th</sup>**

- Graduate Council Meeting

**Events:**

- **Homecoming Celebration – Outstanding Alumni**  
**When: September 30, 2022**  
**Where: FNB Arena, Hames Rooms**  
**Who: Outstanding Alumni – One from each department**  
**Read info about**  
**How: Face to face**