

Administrative Council
Meeting Agenda
Wednesday, October 25, 2017
10:00 a.m., ED 330

Notes

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

New Business

1. Searches – MJBradley discusses the need to provide justifications to AAR for any requested positions with chairs/directors. Chairs provide status of current positions. Plans for the search of 3 new deans.
2. Graduate School – As announced by Chancellor search is on for graduate dean (50% graduate related duties)
3. Employee—HR Paperwork – MJBradley discusses with chairs/directors the need to ensure that all HR paperwork for temporary/part-time/adjunct positions are complete before these individuals are allowed to begin teaching or being added as instructor to schedule in Banner.
4. Graduate Faculty Status— MJBradley discusses with chairs/directors that only part-time can apply for temporary status. MJBradley requests that chairs ensure that all faculty that they anticipate teaching graduate level courses complete the graduate faculty status.
5. Digital Marketing Criteria: - MJBradley discusses with chairs/directors that funding is available marketing campaigns for unique areas.
 - Program Unique
 - Target
6. 2+2 MOU – MJBradley discusses
7. Adjunct Reviews—Faculty 180 – Adjunct curriculum vitae must be included in faculty 180 beginning Spring 2018. Dean will confirm with AAR that adjunct faculty has access to faculty 180.
8. Budget Shortfall – MJBradley discusses with chairs/directors the shortfall and the need to identify \$16,085 from budgets to address. Chairs/directors vote unanimously to provide 12% of their departmental carryover accounts along with approx. 28% from dean’s office to meet the requested need.
9. Newsletter Articles – requests that newsletter items be sent to Patti Reed

Old Business

1. TESS/Ed Reflect Calibration—November 15th; 2:00 to 4:00; HSS 2001

Deadlines:

November 6th

- Suggested date for chairs to provide retention recommendations for 2nd-year faculty to the dean
- Departments provide one electronic copy of their proposed promotion and tenure criteria for the upcoming academic year (2018-2019) to the dean

November 20th

- Official retention notices are sent to 2nd-year faculty from the Provost

January 12th

- The Office of Institutional Effectiveness solicits faculty comments for the evaluation of chairs

February 5th

- Suggested date for chairs to provide retention recommendations for 1st-year faculty to dean
- Department chairs receive applications and recommendations from the department PRTC
- Department chairs receive applications and recommendations from the department PRTC for 3rd-year Comprehensive Pre-tenured Reviews

February 6th-13th

- Department chairs provide written recommendations to PRT applicants

February 16th

- Chairs complete faculty performance reviews, counseling sessions and merit evaluations
- Official retention notice to 1st-year faculty from the Provost