**CAS DEPARTMENT CHAIRS &**

**PROGRAM DIRECTORS MEETING**

Wednesday, March 13, 4 pm, 412 Lee Hall

Notes

**In Attendance**: Claudine Ferrell, Miriam Liss, Don Lee, Anand Rao, Joe Romero, Brooks Kuykendall, Gregg Stull, Gary Richards, Janet Asper, Karen Anewalt, Dianne Baker, Jodie Hayob, Grant Woodwell, Michael Spencer, Julius Esunge, Zach Whalen, Kelli Slunt, Rosalyn Cooperman, Laura Mentore, Melina Patterson, Jeremy LaRochelle

Three motions from CAS Promotion and Tenure Committee to CAS Faculty Council

1. Motion 1 – Limit the maximum size of candidates’ credential files.
   1. No more than 100 pages per section or 300 pages total
   2. Excludes course evaluations and faculty data sheet
   3. Already a 10-page maximum for rationale – limitations are for the appendix/supporting information
2. Motion 2 – Disambiguate the status of work completed at the end of one probationary period that dovetails with a second probationary period.
   1. It is important to clarify in the handbook that the final year of a candidate’s record of achievement should be counted as part of the candidate’s record of achievement for the next promotion
   2. This will eliminate a “lost year” while Promotion and Tenure Committee is reviewing files for promotion from Assistant Professor to Associate Professor
3. Motion 3 – Candidates will submit credential files electronically in the LMS
   1. Documents would be uploaded to Canvas or similar platform
   2. Dept. chairs would gather external recommendation letters and upload them
   3. Promotion and Tenure Committee is prepared to offer training and video tutorials to candidates
   4. Dean’s office would coordinate access to Canvas site to ensure proper security and confidentiality

**Discussion:**

* Could audio or video files be added by the candidate to supporting material in credential files?

Joe Romero: No. Will submit a recommendation to the P&T committee to consider this.

*Note: Romero is currently the chair of CAS P&T.*

* When would these changes be effective if approved?

Joe Romero: Effective immediately

Joe Romero: P & T committee will provide videos and support for candidates putting in files this coming academic year. A template for the course has been created by Andi Smith

* Is there a possibility that candidates could download letters of recommendation?

Joe Romero: There should be information sessions during dead week and access to Canvas by the middle of April, assuming motions are approved by the CAS FC and the UFC.

* Two or three faculty have already submitted letters stating they intend to apply
* There have been about a dozen applicants the last two years.

Keith Mellinger: Ideally, as part of the reorganization of academic affairs, I would like to see us change to a single P&T committee

Description of Department Chairs Role and Duties

A. In order to help define role of each leadership position in new administrative structure, we need to understand everything that a department chair does or should be doing in the role.

B. Main areas of department chair role:

1. Curriculum and instruction

2. Personnel

3. Budgeting and strategic planning

**Discussion:**

* Student facing responsibilities is a big part of the job that needs to be added to the bullets
* Some student facing responsibilities: declaring majors, assigning advisors, approving requests for study abroad undergrad research… transfer student advising, student scholarship selections
* Planning social events for department
* Crisis management is another responsibility
* Managing facility. This may go under managing resources and budgeting
* Communication through social media and email, etc.
* Strategy and budget are very different. Perhaps they shouldn’t be grouped together
* Managing student employees/aides

Keith Mellinger: I will clean this document up and email to all of you. We will see what the UFC, Provost, and President do with the reorg before we go much further.

* Chair role in making changes to department curriculum needs to be more clearly stated
* The Chair is also responsible for acknowledging and thanking donors

Keith Mellinger: It is best to limit the number of primary responsibilities in the bullets. This helps when completing performance evaluations.

* There needs to be some guidance on how budgets are going to work for merged departments that previously had independent operating budgets
* It is not at all clear to me what the role of the school director will be in the new administrative structure
* Has the Provost read all of the comments on reorganization submitted by the faculty?

Keith Mellinger: Yes. He has read them.

Keith Mellinger: Provost O’Donnell requested from UFC leadership that all the comments be aggregated. I’m not aware of any more discussion. We’ll all find out together at next week’s UFC meeting.

Different topic: What is going on with the undergraduate research budgets. Why were we told that there may not be a budget next year?

Keith Mellinger: There are a number of budgets that had to be slashed during COVID. That includes: Undergraduate Research (from $120k down to 0), Faculty Supplemental (from $180k down to $15k), the Summer Science Institute (from $150k down to $35k), the CAS Summer Research grants (from $85k down to 0), and others. Since that time, many of those budgets have been funded from strategic reserves. There are exceptions. The CAS Research grants never returned, and SSI received some funding from Dahlgren, for example. The money from strategic reserves will eventually run out. At that time, the money will have to come from another source. We probably have about a year until that time comes, which gives us some time to figure it out. But it’s important to understand that we will need to reallocate from another source in order to keep these important programs alive.