



February 19, 2018

TO: A&S Department Chairs

FROM: Leonidas G. Bachas, Dean 

SUBJECT: **AGENDA** for the Department Chairs' Meeting
Wednesday, February 21, 2018 at 1:30 p.m. – Physics Conference Room


1. Approval of the Minutes of the January 17, 2018 Meeting
2. Active Shooter Training -- by Matthew Shpiner, Director, Emergency Preparedness
3. Integrating Skills of Students of Different Fields: Engineering Tank with Arts and Sciences – by Zuri McFarlane, e-board member of Engineering Tank
4. Dean's Remarks
5. Guidelines for Review and Reappointment of Endowed Chairs
6. Update on Admissions-Related Activities – by Sr. Associate Dean Stampino
7. Human Resources Reminders
8. Other Business
 - a. Graduation Ceremonies: May 10 at 1:00 p.m. Masters' ceremony for all; May 11 at 8:30 a.m. A&S undergraduate ceremony

LGB/rkg



January 24, 2018

TO: A&S Department Chairs and Program Directors

FROM: Leonidas G. Bachas, Dean 

SUBJECT: **Minutes for Department Chairs' and Program Directors' Meeting
Wednesday, January 17, 2018 at 1:30 p.m.
Location: Miller Center Auditorium**

1. Approval of the Minutes of the October 18, 2017 Meeting

A motion to approve the minutes of Wednesday, December 13, 2017 Department Chairs' meeting was offered, seconded, and unanimously approved.

**2. Proposal to Extend Parking Enforcement to Nights and Weekends – by
Director Richard Sobaram**

Mr. Richard Sobaram gave a brief presentation on a draft proposal to extend parking enforcement. This proposal has been shared with several entities at the University. He explained that traffic and demand for parking space has increased tremendously when comparing with 40 years ago. This surge of demand on parking necessitated a review of its department's operations and the cost associated with it. He also noted that those who currently park at the University after 4:00 p.m. and on weekends are parking for free. As a result, Mr. Sobaram proposed a change to the policy where parking permits will be enforced from 8:00 a.m. -11:00 p.m., seven days a week, with the possibility to switch lots after 4:00 p.m. To ensure that everyone is treated fairly, the parking department will create special passes for those who only use parking in the evenings and weekends. Mr. Sobaram will work with departments who need special arrangements, such as the Theatre Arts Department. He indicated that there are University events that will be exempt from the parking enforcement rule; i.e. commencement, homecoming, parents' weekends, to name a few. At the end, Mr. Sobaram entertained a few questions from the Chairs and the Program Directors regarding those coming from the medical campus for meetings and others. He also explained that his office is willing to work with departments. He responded to a question about the internal road and the construction on campus near Brunson Street. He explained that this work is Coral Gables' mandate associated with the internal road project.

3. Academic Integrity Proposal – Dr. Michelle Gonzalez- Maldonado

Dr. Michelle Gonzalez- Maldonado expressed her concerns regarding academic integrity. She noted that the Honor Council has no impact on grades and vice versa. She explained that currently the two systems, the Faculty and the Honor Council, are not communicating as they should. The recommendation is to create a new institutional structure, a more coherent process. Dr. Maria Astorini explained the different categories in the system, where faculty, when a violation occurs, will need to talk to their academic dean to place holds on the student's record. Dr. Manzor suggested that the proposal goes to the college/school faculty before it goes to the Senate.

In the proposal, Dr. Gonzalez- Maldonado proposed to create a new Honor Council with both faculty and students, create an electronic system that documents violations and sanctions, appointment of an Associate Director for academic integrity, transfer of the Honor Council from the Dean of Students to the Provost's Office, and finally change the Faculty Manual and the Honor Code. The proposal will provide a website for students to look up the clear definition of plagiarism and the consequences if caught.

4. Budget Update

Dean Bachas and Ms. Dawn Reynolds gave a quick update on the current budget. The guidelines for the FY19 are not published yet, but the Chairs are encouraged to submit their budget without them. Dean Bachas talked about the Holmes Fellowship's principals and returns, which in FY16 were all spent. The same experience is recorded with the Kriloff funds. Ms. Reynolds introduced Nicole Frisbee, Director of Business Operations, a new hire in the College to help the Finance Office. With Workday, all approvals are being sent almost exclusively to Ms. Reynolds, Ms. Sue Ratcliff, and Ms. Tracy Enrich. Dean Bachas noted that soon the Chairs will receive an email from Nadieka requesting their Chairs' report.

5. Re-appointment of Endowed Chairs and Distinguished Professors

Dean Bachas indicated that there are four (4) distinguished professors in the College. Typically, these appointments are for five (5) years. With regard to Endowed Chairs/Professorships, the Faculty Manual does not have a language for the re-appointments or evaluation of this category of faculty appointments. The Promotion and Tenure Committee of the College will be consulted in drafting a policy to address the evaluation and reappointment of holder of endowed positions. Department Chairs are asked to send their suggestions as well.

6. Dean's Remarks

Dean Bachas informed the chairs that anyone who is currently interviewing any international candidate to be aware that the H1B process has slowed down. That any department who is looking into offering an international candidate a position to either place a January date of hire or both August and January, 2019 date of hire as the process might not be completed on time. Maggie Pertierra will give an update when it is available.

7. Request for information on international initiatives in the departments – by Sr. Associate Dean Fuller

Senior Associate Dean Fuller asked on behalf of the strategic planning workgroup “Beyond Coral Gables” to share with him any faculty international work from the last few years. Further, what faculty have done regionally in the state of Florida so, they may add them onto their report to be presented at the Strategic Planning Meeting on Friday, February 2, 2018. Dean Stampino noted that she has some information from the Vice Provost for Hemispheric Initiatives that she could share.

8. Strategic Planning Meeting – Friday, February 2, 2018 at 11:30 a.m. at the Student Complex Grand Ballroom Center

Dean Bachas reminded Chairs and Directors of the Strategic Planning Meeting of Friday, February 2, 2018 at 11:30 a.m.-3:30 p.m. at the Student Complex Grand Ballroom Center. He encouraged all faculty to attend when they can between these hours. A website will be created so faculty can add their comments and suggestions. The plan is to synthesize the information collected at the retreat to be presented at the last meeting of the faculty in April 2018.

9. Other Business

- **Approved Independent Minor -- by Sr. Associate Dean Stampino**

Senior Associate Dean Maria Galli Stampino announced that the Independent Minor has officially been approved. It will be added to the bulletin. A code will need to be created in CaneLink.

- **Renaming Undeclared Students -- by Sr. Associate Dean Stampino**

Senior Associate Dean Maria Galli Stampino explained the proposal to change the name of “undeclared student” track to “exploratory student” track. It was noted that this is a CaneLink placeholder and no approval by the Senate or other bodies are needed nor required. Dean Stampino will discuss this with the College Curriculum Committee.

The meeting adjourned at 3:04 p.m.

DRAFT

Guidelines for Review and Reappointment of Endowed Chairs¹

In the College of Arts and Sciences

Draft: February 15, 2018

DRAFT

The College provides a number of endowed professorships (or “named chairs”) to distinguished faculty across a wide range of disciplines. Endowed positions include a title, annual research funds that accrue from a major gift and such positions are normally granted for a period of five years. Consistent with their initial appointment, reappointment of endowed professorships after five years carries an expectation that the person occupying the position have demonstrated continued success in their scholarship, creative endeavors, and teaching. Continued success is defined here as a level of productivity and teaching excellence commensurate with expectations for promotion from Associate to Full Professor within the person’s discipline. Accordingly, the College has established the following procedures for evaluation and reappointment of its named chairs:

1. Near the end of their fifth year of their appointment, candidates will submit to their Department Chair a copy of their CV, examples of published or creative works, and a career statement that highlights their accomplishments over the period of their most recent appointment as a named chair.
2. The Department Chair will consult with the Dean on appropriate senior scholars/artists at other research universities within their discipline who are qualified to write a letter reviewing the work of the candidate over the past five years. The Department Chair will solicit external review letters after consulting with the Dean on appropriate reviewers. The Department Chair will also ask the candidate for names of potential reviewers.
3. The College requires that 2-3 letters from such distinguished scholars/artists be included in the file that will go forward to the Dean. The Department Chair will review the candidate’s file and provide her/his own assessment of the candidate’s record in a letter of recommendation to the Dean, paying special attention to the external letters, the person’s scholarly/artistic record, and their teaching performance. The review will not include a vote on reappointment by regular faculty in the Department as is normal in tenure and promotion cases.
4. The Dean will share the candidate’s file with the College Promotion and Tenure Committee, which will review it and make a recommendation to the Dean on reappointment. Normally, these reviews will take place during the fall semester of the candidate’s sixth year in the endowed position. When conducting the review, the Dean and members of the Promotion and Tenure Committee will take into consideration the candidate’s allocation of professional responsibilities (i.e., research, teaching, and service) over the course of the most recent appointment period.
5. The Dean will inform the candidate promptly of his decision to reappoint (or not) and may decide to reduce the length of the reappointment period if she/he deems it appropriate in certain cases.

¹ This set of guidelines resulted from discussion and review by members of the College’s Promotion and Tenure Committee.