




November 6, 2013

TO: A&S Department Chairs


FROM: Leonidas G. Bachas 
Dean

SUBJECT: **AGENDA** for Department Chairs' Meeting
Wednesday, November 13, 2013 at 1:30 p.m. at the Physics Conference Room

1. Approval of the Minutes of the October 9, 2013 Meeting
2. Dean's Remarks
3. Comments and Questions for President Shalala and Provost LeBlanc
4. Report Back on Discussion with College Lecturers – Maria Stampino
5. College Policy on Leaves and Supplemental Salary for Fellowships and Scholarships (New Top-Off Policy for Faculty Awards) – Doug Fuller
6. Faculty Support Policy: Review of Book-Length Manuscripts before Submission – Angel Kaifer
7. Joint Initiative to Create Online BGS – Jennifer Lewis
8. Online Education in the College
9. Other Business

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To: Arts & Sciences Department Chairs
From: Leonidas G. Bachas 
Dean
Subject: MINUTES of Chairs' Meeting
Wednesday, October 9, 2013, Physics Conference Room
Date: October 15, 2013

- 1. Approval of the Minutes of the September 11, 2013 Meeting**
A motion to accept the minutes of the September 11, 2013 meeting was offered, seconded, and unanimously approved.
- 2. Dean's Remarks**
Over the Fall Break, on October 17th, Dean Bachas will hold a discussion session with the lecturers regarding the important role they play in the College of Arts & Sciences. An online invitation was sent to all faculty requesting input/comments of topics they would like to discuss at this informative session.

Setting a Special Meeting:

The Dean noted that the College Council has approved a Special Meeting of the Faculty for Monday, October 21st to finalize the INS/POL merger and other proposals that will be brought to the faculty for their actions.

Talk with Graduate Students:

The Dean also announced a Town Hall Meeting with graduate students in the morning of October 17th to get their input on life on campus and their concerns. The Graduate School and Toppel Career Center will be presenting on academic careers and non-academic careers. The Dean asked the Chairs to encourage their graduate students to attend, and he also noted that the meeting will have a QnA session. Senior Associate Kaifer had reached out to the Graduate Directors about this as well.

Tenure and Promotion:

The Dean indicated that the deadline to submit all Promotion and Tenure materials to the Dean's Office is Friday, October 18th. He also highlighted the change in the Promotion and Tenure Guidelines – in that: a department's voting faculty needs to elect a reporter. Copies of the approved written summary of the recommendation of the voting faculty, as prepared by the faculty member elected as reporter and approved by the voting faculty according to Section C13.4(b)(iv), and of the written statement of the Chair's reviews, as outlined in Section C13.4(b)(v) of the Faculty Manual, shall be placed in the faculty member's file.

- 3. Research Reporting Demonstration – by Allen Mora, Office of Research Administration**
Allen Mora, from the Office of Research Administration presented a PowerPoint presentation illustrating the uses and information that can be pulled from the research.miami.edu website. He said he will send the presentation to the Dean for distribution to Chairs. The information found on the site is not live time, but is updated each month.
- 4. Cane Link Update**
The Dean informed the Chairs on CaneLink updates. All prerequisites are expected to be listed in CaneLink beginning with the Spring 2014 semester. They are still working on the class role. A small committee composed of faculty has been formed to discuss Academic Alerts. Please send all issues and concerns related to CaneLink to Senior Associate Dean, Maria Stampino.
- 5. United Way Campaign Update – Professor Robert Johnson**
Professor Bob Johnson, United Way Ambassador for the College of Arts and Sciences, showed a graph regarding participation rates. He asked that everyone please continue to donate. We are currently at 45% of our goal. He also asked that if anyone had any sort of apprehension on making donations to the United Way, to please let him know so that he can try to address these concerns and remedy any false beliefs regarding the usage of United Way funds.
- 6. College By-laws**
The Dean explained that he had asked the College Council to provide suggestions and also asked the Chairs to provide their suggestions to review or make changes to the College bylaws.
- 7. Processing Statistics – Hector Silva, Executive Director for Finance and Administration**
A presentation was made by Hector Silva showing the statistical improvements of document output from Faculty Affairs, Personnel, eBerf's and Purchasing.

The meeting adjourned at 2:45 p.m.

College Policy on Leaves and Supplemental Salary for Fellowships and Scholarships

November 5, 2013

This policy addresses support for faculty members whose main source of extramural funding comes from fellowships and scholarships. Typically, these faculty members are best represented in the Humanities and Social Sciences where Federal grant opportunities are limited.

Policy on Supplemental Salary: When a regular faculty member receives a prestigious scholarship or fellowship that is greater than or equal to one-third of her/his nine-month base salary the College will provide the equivalent of a full-year of research leave at two-thirds salary or full salary for a semester. In cases where the award provides benefits such as a housing allowance and discretionary funds (e.g., for books, materials, travel, etc.), these benefits shall count toward the one-third threshold. If the award is less than one-third of the faculty member's nine-month base pay, the College will provide research leave and salary equivalent to twice the amount of the award. It is expected that faculty members apply for the full amount allowed by the funding agency in each competition and that supplements provided through this policy not be written into proposals to funding agencies. Therefore, salary supplements tied to awards will only be considered upon formal notification of an award from the funding agency.

Current university policy stipulates that faculty salary may not exceed 100 percent of the annualized base pay (9-month base plus summer salary)

Leave Policy: The faculty member's effort must be devoted to research/scholarship during the period of the fellowship/scholarship. Research leaves granted for external awards may count toward the six years of continuous service required for sabbatical leave. An awardee may not receive a research leave if they have been on sabbatical or research leave within two out of the last four semesters. After award of research leave, the faculty member is expected to return to active status in residence for a minimum period of two semesters. The timing of the research leave, salary supplement, and the award period must coincide. Therefore, research leave and salary supplement will not be granted after the award period has expired. Please note that it is College policy that all proposals for awards, no matter their size, must be approved by the College's Office of Research Support Services and Administration.

Faculty Support Policy: Review of book-length manuscripts before submission

The College recognizes that developing a manuscript for publication as a book is a complex and lengthy process and that early reviews of a manuscript may be extremely useful to the author before the final manuscript is submitted to the publisher of choice. In order to assist faculty in the final stages of manuscript preparation, and before submission to a press, the College has developed a mechanism to solicit an extensive reader's report from an expert in the pertinent research area. All full-time faculty members (including lecturers) are eligible.

A faculty member who wants to take advantage of this process should have (i) a book proposal and sample chapter(s), or (ii) a finished book manuscript ready for submission. To initiate the process, the author is expected to consult with the Department Chair and discuss possible reviewers. Once the author and the Chair have identified a suitable expert reviewer, s/he should inform the Dean's office of the intent to request an external review. Typically, the Senior Associate Dean for Research will be the main contact within the CAS Dean's office for this purpose. Once the Dean's office approves the request, the author can proceed to submit the manuscript or book proposal to the selected reviewer after securing the reviewer's agreement to provide a significant report by a set deadline. For full manuscripts, the reviewer is expected to provide a minimum of three pages of critical comments on the strengths and weaknesses of the manuscript. For book proposals, the reviewer should provide a minimum of one full page of critical comments. Usually, the reviewer should send their comments to the author within a reasonable period of time, to prevent significant delays in the overall publication process. Specific deadlines will, however, be decided by agreement between the selected reviewer and the author.

Once the reviewer comments are received, the College will compensate the reviewer with an honorarium of \$500 for a full manuscript review or \$250 for review of a book proposal. The College will not invest more than \$750 in the review of a given manuscript. Any author who benefits from this program will, as a professional courtesy, (i) explicitly thank the CAS for its support in bringing the book to publication in the Acknowledgments and (ii) provide a free copy of the book to the manuscript reviewer.