



April 20, 2018

TO: A&S Department Chairs
FROM: Leonidas G. Bachas, Dean 
SUBJECT: **AGENDA** for the Department Chairs' Meeting
Wednesday, April 25, 2018 at 1:30 p.m. – Physics Conference Room

1. Approval of the Minutes of the Department Chairs' Meeting of March 21, 2018
2. Brandon Gilliland, Vice President & Chief Financial Officer
3. Dean's Remarks
4. Faculty work distribution policy
5. Spring schedule; Pre-reqs in Canelink; Teaching request spreadsheets – Sr. Associate Dean Stampino
6. Academic year effort and graduate tuition in grants – Sr. Associate Dean Kaifer
7. TALK statistics – Director Pertierra
8. Other Business:
 - a. Faculty Scholarly and Creative Activities Recognition – Tuesday, May 1st at 3:30 p.m. at the Shalala Student Center, Moss Terrace (**President Frenk is expected to attend**).
 - b. Graduation Ceremonies:
 - i. Thursday, May 10 at 1:00 p.m. Masters' ceremony
5:00 p.m. Doctoral ceremony
 - Friday, May 11 at 8:30 a.m. A&S undergraduate ceremony
9. Next Department Chairs' Meeting (if needed) May 14th



DATE: April 6, 2018

TO: A&S Department Chairs

FROM: Leonidas G. Bachas
Dean

A handwritten signature in blue ink, appearing to read 'L. Bachas'.

SUBJECT: **MINUTES** for Department Chairs' Meeting
Wednesday, March 21, 2018 at 1:30 p.m. in the Physics Conference Room

1. Approval of the Minutes of the February 21, 2018 Meeting

A motion to approve the minutes of Wednesday, February 21, 2018 Department Chairs' meeting was offered, seconded, and unanimously approved.

2. Window Project in Ashe – by Jim Durante

Mr. Jim Durante informed the Chairs that starting in May, the University will be installing new impact windows in the Ashe Administration building from the third up to the seventh floor. During this time, departments will be asked to vacate each floor for approximately 28 to 40 days. Temporary space will be provided in Ashe 132 to those individuals who will need to be on campus during working hours. Mr. Durante explained that, for safety issue, they will be limited access into the building. Mr. Durante asked that faculty and staff remove all personal belongings from their office, and any work related items needed for day-to-day operation. His team will work on moving all furniture as they begin their work on each floor. Mr. Luis Vidal noted that the IT department will work with the affected departments to ensure all computers are stored in a secure location or moved to the temporary location. A schedule for each individual floor was distributed to the Chairs. At the request of the Chairs, Mr. Durante's office will send Ms. Reynolds an email detailing all the information and what needs to be removed from the offices.

3. Workday Finance Update

Dean Bachas introduced the team of Workday specialists, who were invited to give an update on the newest added features as well to answer questions the Chairs might have. It was noted that Workday is currently working on an issue raised by Dr. Tim Watson, in which he asked if there was a possibility to lengthen the time given to a user before the system automatically logs out for lack of movement. Several Chairs expressed issues confronted by their office managers

not being able to view the department budgets to know what has been spent, as well as issues with funds for grants. Dr. Sutcliffe noted that a meeting of the Workday team with the Office Managers should also be scheduled. The specialists offered their help to meet with the Office Managers to discuss and help with Workday issues. The team also noted that some business processes would be moving onto the Business Intelligence Tool to help Workday be more user-friendly and allow them to see more information.

4. Dean's Remarks

Dean Bachas asked the Chairs to identify faculty who might be interested in the upcoming Air Force's Science and Technology 2030 Workshop at the University of South Florida in Tampa. The Office of the Vice Provost for Research has asked the Deans to send name(s) and C.V. and/or Biosketch of these potential faculty members no later than Friday, March 23.

Dean Bachas introduced Luis Vidal to give an IT update on VPN services. Mr. Vidal informed the Chairs that the University will soon be blocking the RDP (Remote Desktop Protocol) within its network. A new protocol will require the faculty and staff to use VPN client to remotely access the University systems. The University is implementing this new system in order to limit access, prevent unauthorized users from accessing University computers, and to limit security breaches or compromised systems. Mr. Vidal asked the Chairs to inform their faculty of the coming changes, as UMIT is still fine-tuning the new policy. He asked to contact his office to assist in downloading the new program.

Maggie Pertierra reminded the Chairs to complete their TALK session with their staff by the deadline of March 31st. She explained the importance of the TALK session; staff who has not had a TALK session with supervisor will not receive the recommended merit increase, because it is tied with their evaluation.

Senior Associate Dean Angel Kaifer encouraged the Chairs, if possible, to move their graduate admissions process to an earlier date, in order to make offers in late January instead of late March. Dean Kaifer also mentioned that he will move the application deadline for the graduate awards earlier to help Chairs in the process, and also help to know the number of TA lines available for the following year.

Senior Associate Dean Stampino explained that the bulletin is open for changes, and that even if no changes are needed, they must still log in in order to put it into workflow by March 31, 2018. If not done by this date, the Registrar's Office will automatically lock the bulletin as current. Dean Stampino gave an update on the recent SACS visit, stating that the University did well in general with three recommendations: Assessing QEP; How the Board of Trustees reviews the President; and Evaluation of Adjuncts.

Dean Bachas reminded the Chairs to send their nominations for next year's Cooper Fellows and/or Gabelli Senior Scholar Awards to the Dean's Office. Dean Bachas announced that Rose Glemaud will coordinate a couple sessions of Active Shooter Response Training for the College faculty and staff.

5. Evaluation of Adjuncts

Dean Bachas explained that one of the recommendation of SACS was the evaluation of the adjunct faculty. He noted that the College has a simple form for this purpose. Chairs will need to fill out the form for their adjuncts. The form will be posted on the College website for their convenience in future years. The timetable would be the same as all other faculty evaluations.

6. Green Card Sponsorship

Dean Bachas brought the issue of early green card sponsorship. He is seeking advice as when to allow individuals to request green card sponsorship – should it be after the end of their first H1B or earlier? Several Chairs expressed that options should be available to applicants. Dean Bachas asked them to send all requests for H1B and green card sponsorship first to Nadieska Gonzalez in the Dean's Office.

7. Guidelines for Review and Reappointment of Endowed Chairs

Dean Bachas requested the opinion of the Chairs regarding the above subject. Several comments were provided. A final document will be produced and distributed.

8. Faculty Workload Policy

The Faculty Workload Policy was distributed to the Chairs with the agenda. Dean Bachas explained that this policy was approved by the College faculty, under previous Deans. He asked the Chairs to review it for any changes they would like to make and get back to him.

9. Other Business

- a. Associate Dean Mallery noted the changes that will occur in access control to offices, labs and studios, where everyone will be issued new Cane cards.
- b. Cooper Fellow Lecture – Tuesday, April 10th at 3:30 p.m. by Professor Frank Palmeri at the Lowe Art Museum, Beaux Arts Gallery
- c. Faculty Scholarly and Creative Activities Recognition – Tuesday, May 1st at Shalala Student Center, Moss Terrace
- d. Graduation Ceremonies: May 10 at 1:00 p.m. Masters' ceremony for all; May 11 at 8:30 a.m. A&S undergraduate ceremony

The meeting adjourned at 3:07 p.m.

Faculty Work Distribution Policy

College of Arts & Sciences
Dean's Summary of
Faculty Work Distribution Assignment Principles and Practices
(adopted Feb 20, 2008; reconsidered April 25, 2018)

1. Undergraduate and graduate instruction, advising, research or other creative work, and service to the department, University, and the profession are among the expectations of faculty activity. Faculty work distributions within the College of Arts & Sciences are those that are appropriate for a university in the Carnegie Research I category.
2. Teaching activities are a combination of classroom contact, laboratory supervision, preparatory work, grading, and one-on-one contact with students (especially with regard to thesis direction and in writing-intensive courses, graduate-level courses, and courses in the arts). The number of 3-credit courses taught, usually referred to as "teaching load," is only one measure – an inadequate one at that – of teaching activities. Teaching loads are determined by the Chair in consultation with the Dean after careful consideration of a faculty member's total contribution to the University's various missions. Faculty vary widely in their talents and in their scholarly activity over the years. It is the responsibility of the Chair and the Dean to help maximize each faculty member's contribution to the total academic enterprise.
3. A capsule summary of indicators of the level of scholarly/creative activity and the nominal teaching load in the various disciplines within the College is given in the Tables below; the norm for the fields are indicated by the highlighted columns. They are comparable to those in similar universities. They should be understood as brief and general indicators, which receive further definition and amplification as they are applied in departments to activities that are specific to a given discipline. The examples of activities are disjunctive (i.e., a faculty member is not expected to be engaged in all these activities at all times). The nominal teaching duties for tenured faculty with a research and teaching focus correspond to four courses per year in the humanities, social sciences, and mathematics; two courses per year and laboratory and/or seminar instruction in the natural sciences; and five courses per year in the arts. For those departments not specifically covered in the summary tables (e.g., mathematics), similar considerations apply. Also, there are some variations for departments without graduate programs. Any reduction from nominal teaching duties requires the explicit approval of the Dean.
4. Tenure-track faculty are always hired into the "research and teaching" category and maintain this status during the entire probationary period.
5. All College faculty are evaluated annually. Salary increments are neither automatic nor uniform, but based on a detailed evaluation. Faculty complete an activity report, and the Chair and the Dean evaluate faculty performance. The evaluation takes both quality and quantity into consideration and involves peer consultation where necessary. This evaluation is used to make salary recommendations and to determine if work distribution adjustments are warranted. During any particular period, if a faculty member's scholarly productivity appears to be below the normal

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expectation, the Chair will meet with the faculty member to appraise the situation. If a potential problem is identified, the Dean and the Chair will arrange to provide reasonable support to that faculty member to help increase scholarly productivity (e.g., reduction in committee or administrative duties, additional travel or materials funds, summer support, etc.), along with setting mutually acceptable expectations.

6. For those faculty with standard teaching duties, whose scholarly activity has been consistently below normal expectations, a reexamination of their assignments will take place at the appropriate time. If the Chair, in consultation with the faculty member, his or her peers, and the Dean, determines that a change in the assignments is warranted, such changes will be phased in appropriately. If this happens, that faculty member's salary increment will correspondingly be weighted more heavily on these other duties.
7. Administrative course releases are determined on a case by case basis taking into account the nature and amount of work (i.e., the size of the program, whether extensive student contact is involved, etc.), the degree of scholarly activities of the individual, and the other responsibilities assigned to the individual. The Dean and the Chair strive to strike a balance between assigning the best person for the job and not taking too many faculty members out of the classroom.

College of Arts & Sciences

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Faculty Work Distribution Assignment Principles and Practices

(adopted Feb 20, 2008; reconsidered April 25, 2018)

Highlighted column represents normal expectation.

Studio or Performing Art	Teaching and Creative Work Focus	Teaching and Increased Focus on Creative Work	Increased Focus on Teaching
<p>Examples of Activities</p>	<p>Maintain a degree of regional or national recognition via exhibitions, guest appointments, publications, etc.</p> <p>Be involved in professional organizations; participate regularly in workshops, etc.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Maintain a high degree of national recognition via exhibitions, guest appointments or appearances, theatre production with companies with a national or international reputation.</p> <p>Publish articles regularly in peer-reviewed journals, and/or be actively engaged in longer-term projects (e.g., book chapter, book).</p> <p>Lead workshops at professional meetings.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Maintain currency in the field via local exhibits, involvement in professional organizations, participation in workshops, etc.</p>
<p>Nominal Assignments</p>	<p>5 courses/year</p>	<p>4 courses/year</p>	<p>6 courses/year</p>

College of Arts & Sciences

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Highlighted column represents normal expectation.

Humanities	Research and Teaching Focus	Increased Teaching Focus	Primary Teaching Focus
<p>Examples of Scholarly Activities</p>	<p>Maintain national recognition in the field via publishing articles regularly in leading, peer-reviewed journals of the field or subfield or by being actively engaged in long-term projects (e.g., book chapters, books).</p> <p>Deliver papers or organize sessions at professional meetings regularly.</p> <p>Edit journals or books; contribute book reviews regularly; hold offices in professional societies.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Publish articles in peer-reviewed journals, occasionally.</p> <p>Publish book reviews, encyclopedia entries, and other such materials.</p> <p>Participate in professional meetings.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Engage in pedagogical research.</p> <p>Participate in departmental research seminars.</p>
<p>Nominal Assignments</p>	<p>4 courses/year</p>	<p>5 courses/year</p>	<p>6 courses/year</p>

College of Arts & Sciences

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Highlighted column represents normal expectation.

Social/Behavioral Sciences	Teaching and Research Focus	Teaching and Increased Research Focus	Primary Teaching Focus
Examples of Activities	<p>Publish articles regularly in high quality, peer-reviewed journals.</p> <p>Engage in a programmatic research, funded programs and/or apply for external funding.</p> <p>Regularly present papers at professional meetings; maintain national recognition as evidenced by invitations to other institutions, service on panels, editorial boards, etc.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Publish articles frequently in high quality, peer-reviewed journals.</p> <p>Regularly obtain substantial extramural funding.</p> <p>Regularly present papers at national and international professional meetings; maintain a high degree of national/international recognition in the field as evidenced by invitation to other institutions, service on review panels, editorial boards, etc.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Publish articles occasionally; advise either undergraduate or graduate students in independent research or other scholarship.</p> <p>Occasionally participate or attend national professional meetings.</p>
Nominal Assignments	4 courses/year.	3 courses/year + extensive laboratory/student supervision.	5 or 6 courses/year depending on degree of research and other duties.

College of Arts & Sciences

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Highlighted column represents normal expectation.

Natural Sciences	Research and Teaching Focus	Increased Focus on Teaching	Primary Teaching Focus
<p>Examples of Scholarly Activities</p>	<p>Publish articles regularly and frequently in leading, peer-reviewed journals.</p> <p>Regularly obtain competitive extramural funding.</p> <p>Regularly present papers at national or international professional meetings; maintain national/international recognition in the field as evidenced by invitations to other institutions, service on review panels, editorial boards, etc.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Publish articles regularly in peer-reviewed journals.</p> <p>Have a consistent record of applying for and receiving extramural funding.</p> <p>Present papers at national professional meetings.</p> <p>Serve on thesis and/or dissertation committees.</p>	<p>Publish articles occasionally; participate in departmental seminars; attend professional meetings.</p>
<p>Nominal Assignments</p>	<p>2 courses/year + laboratory and/or seminar instruction.</p>	<p>3 courses/year + laboratory and/or seminar instruction.</p>	<p>4 courses/year + laboratory and/or seminar instruction.</p>