



March 23, 2015

TO: A&S Department Chairs

FROM: Leonidas G. Bachas 
Dean


SUBJECT: **AGENDA** for Department Chairs' Meeting
Wednesday, March 25, 2015 at 1:30 p.m. at the Physics Conference Room

1. Approval of the Minutes of the February 18, 2015 Meeting
2. Dean's Remarks
3. Searches
4. Concept and Process of Establishing Educator Faculty Lines
5. Workday
 - o Goes live on March 26, 2015
 - o Research personnel will now be under the HR umbrella effective March 26, 2015. This includes Research Associates, Sr. Research Associates, post-docs, and non-enrolled fellows. Changes include:
 - Sterling (a third party company) will be conducting educational verifications – no more submission of transcripts by candidates.
 - Offer letters will be executed centrally by HR
 - Drug testing is mandatory
 - Orientation is mandatory
6. Other Business and Announcement
 - o Performance Appraisals are due March 31, 2015
 - o Next College Faculty Meeting, April 14th at 3:30 p.m. at the Wesley Gallery
 - o Annual College Scholarly and Creative Activities Recognition Reception: April 28th at 3:30 p.m. at the Wesley Gallery

LGB/rkg



To: Arts and Sciences Department Chairs

From: Leonidas G. Bachas 
Dean

Subject: **Minutes** of the Department Chairs' Meeting
Wednesday, February 18, 2015, at 1:30 p.m.
Physics Conference Room

Date: March 7, 2015

1. Approval of the Minutes of the January 21, 2015 Meeting

A motion to approve the minutes of the Department Chairs' meeting of January 21, 2015 was offered, seconded, and unanimously approved.

2. Dean's Remarks

Dean Bachas talked about faculty evaluations and review of salaries. He noted that, as soon as he receives the parameters from the Provost's Office, he will share the information with the Chairs. He also reminded them that documents on faculty evaluations should be forwarded to his office by the deadline.

3. Salary and Merit Increases

Dean Bachas mentioned a form that Hector has designed to send to the Chairs to facilitate their work on faculty evaluation and salary increase. Hector indicated that the Excel sheet will allow Chairs to analyze the way merit can be distributed amongst faculty. If Chairs would like to use this excel sheet, please let him know so that he may customize for the appropriate department. The Dean will begin scheduling meeting with Chairs to discuss salaries for their respective departments.

4. CaneLink

Senior Associate Dean Maria Galli Stampino informed Chairs that CaneLink has the ability to include prerequisites for courses. This can be seen as a great benefit when advising students or when looking for course equivalencies. She encourages departments to input prerequisites into CaneLink, which will need to be done by the course scheduler for each department. Senior Associate Dean Stampino also informed the Chairs that the Foote Fellow Program is replacing the Honors program, and will be more competitive in its selection with fewer students accepted. She also talked about the "W" courses, and that a Committee is working on a proposal to submit to the University Curriculum Committee (UCC). This proposal will be presented to the College faculty for their approval prior to submission to the UCC. Departments will need to create learning outcomes on writing.

5. Other Business

- Senior Associate Dean Stampino thanked those who attended the last Open House and noted that this year was different than previous year. The Admissions Office will review this year and bring some modifications or changes to this year's event.
- Stamp/ Singer Interviews will be held on February 28, March 21 and March 28. Dean Bachas thanked those who volunteer to interview the students.
- Employee Performance Appraisal- March 31st deadline
- Workday Training for BPI's is weeklong and mandatory for Office Managers to attend in order to be ready for the implementation of Work Day.