



April 27, 2015

TO: A&S Department Chairs

FROM: Leonidas G. Bachas
Dean

SUBJECT: **AGENDA** for Department Chairs' Meeting
Wednesday, April 29, 2015 at 12:00 p.m. at the Flipse Conference Room
(5th Floor of the Flipse Building)


1. Approval of the Minutes of the March 25, 2015 Meeting
2. Dean's Remarks
3. New Legislation on College Council
4. Spring Schedule due in May
5. Course Entry into CaneLink for Spring 2016 semester
6. No more merit on Summer supplements as per a change in the University's merit base calculation for faculty
7. New budgeting procedures/practices for FY '16 and beyond
8. Other Business

(Lunch will be provided)

LGB/rkg



To: Arts and Sciences Department Chairs

From: Leonidas G. Bachas 
Dean

Subject: **Minutes** of the Department Chairs' Meeting
Wednesday, March 25, 2015 at 1:30 p.m.
Physics Conference Room

Date: March 27, 2015

1. Approval of the Minutes of the February 18, 2015 Meeting

A motion to approve the minutes of the Department Chairs' meeting of February 18, 2015 was offered, seconded, and unanimously approved.

2. Dean's Remarks

Associate Dean Charles Mallery talked about a new catalog management system, Course Leaf Catalog (CAT), which will be instituted throughout the University. The departments do not need to do anything at this point. Everything that is currently listed will be migrated onto the new system. Dean Mallery and Gylla Lucky will be proofing what is being transferred over. There will be a one-hour training session that will be offered from June 2-19 to those interested. Dean Mallery handed out a task schedule.

Dean Bachas asked Chairs to inform their faculty that when they recognize a student who shows signs of being in distress to contact Nicole Abramson in the Dean of Students' Office for help. The Dean updated Chairs on the status of the science building, and the expectation of its completion in 2019. The Dean mentioned the Provost's request to submit a list of five top potential risks ranging from financial, health, and/or safety that university could face. Professor John Paul Russo added that there are environmental risks with the moldy and aging buildings. Professor Geoff Sutcliffe added that the university has a very big cyber security risk. Associate Dean Charles Mallery and Professor Hal Wanless believe that the biggest risk being faced is that on the impact of global warming. The Dean asked the Chairs to send him any other suggestions they may have. Rose read some risks that the Dean's Office has outlined. The Dean spoke about salaries, and that the market pool is smaller this year than previous year.

3. Searches

Dean Bachas informed Chairs that they have had a good year in terms of faculty searches, and that due to the high searches this year (30), they will probably only have 15-18 searches for next year. He noted that some science searches may be put on hold until closer to when the new Science building opens. Request for faculty lines will be sent out soon.

4. Concept and Process of Establishing Educator Faculty Lines

Senior Associate Dean Douglas Fuller updated Chairs on his conversation with the Faculty Senate Chair regarding the term of educator faculty lines and the various titles suggested by faculty. He noted that he will send back to each department the language they have provided for the creation of educator lines for their respective department. He asked Chairs to discuss these with their faculty and receive their vote prior to sending the proposal to the Dean's Office. Dean Fuller indicated that according to the Faculty Manual, faculty from the relevant departments need to vote on the language and title for each position.

5. Workday

Maggie Pertierra informed Chairs that Workday will be going live on March 26, 2015. She also noted that all employees will need to go into Workday and input their beneficiary information. Kronos will no longer be used as of March 26, 2015, and all clocking in/out will have to be done via Workday. Maggie also informed Chairs that compensation is changing and will have different career paths based upon the job of the employee. She notified Chairs that research personnel will be under the HR umbrella effective March 26, 2015, and this includes: Research Associates, Sr. Research Associates, post-docs and non-enrolled fellows. Submission of transcripts by candidates will be handled by a third party company, Sterling, who will conduct educational verifications for the University. Also, all offer letters will be executed centrally by HR, and mandatory drug testing and orientation will be reinforced.

6. Other Business

- Performance Appraisals are due March 31, 2015
- Next College Faculty Meeting, April 14th at 3:30 p.m. at the Wesley Gallery
- Annual College Scholarly and Creative Activities Recognition Reception: April 28th at 3:30 p.m. at the Wesley Gallery
- Take your child to work day, April 10th; for children 8-14 years old

The meeting adjourned at 2:45 p.m.



MEMORANDUM

To: Donna E. Shalala, President

From: Tomas A. Salerno
Chair, Faculty Senate

Date: April 2, 2015

Subject: Faculty Senate Legislation #2014-32(A) – Revise *Faculty Manual* Section A5.1, A5.2, and add A5.3, School Councils

The Faculty Senate, at its March 25, 2015 meeting, voted unanimously to approve the amended proposal to revise Section A5.1, A5.2 and add A5.3, School Councils, of the *Faculty Manual*.

The requirement concerning who presides over the School Council is only relevant for those academic units that have a School Council which is a separate entity from the full Faculty. In non-departmentalized units, for example, the entire Faculty typically fulfills the responsibilities assigned to the School Council.

The major changes entail: (1) the delineation of a process for elected School Council members to select a Speaker of the Council who will preside over meetings, and (2) listing the Dean of the School as a non-voting *ex officio* member.

Proposed changes reflected in underlined / ~~strikeout~~ format.

BEGIN TEXT, *FACULTY MANUAL*:

A5 School Councils

A5.1 The faculty of each school, including the Graduate School and the Library, shall establish a Council as its executive agency. The voting members of the faculty of each school shall elect from their members a Council which shall ~~have the following duties and responsibilities: it shall~~ act as the committee on academic planning, educational and research policy, and general welfare of the school; it shall elect all committees of the school faculty; it shall act as confidential counsel to the dean of the school in any matter submitted by the dean; it or its designee shall set the date and hour and prepare the agenda for all regular meetings of the school faculty; it shall include in the agenda any matter requested in writing by ~~ten~~five percent of the voting members of the school faculty; a majority of the voting faculty of a department, or any items or matters submitted by the dean or his/her principal deputy; ~~it~~ may make recommendations to the school faculty concerning proposed actions; it may act for the school faculty, as authorized annually by the school faculty, and report such actions at the next meeting of the school faculty. The

authority of the Council to elect committees of the school faculty in no way limits the authority of the dean to appoint *ad hoc* committees from the school faculty to advise the dean.

A5.2 The School Council shall consist of at least three elected members, each serving for a three-year term, the terms to be staggered in order to provide continuity. One or more alternates may also be elected. A majority of the members shall be REGULAR FACULTY. In departmentalized schools, except as provided to the contrary in a written bylaw, representatives will be elected from each department. The Council of a school containing a small number of faculty members may consist of all voting members of the school faculty. ~~The dean of the school shall be the chair of the Council.~~ Should a member of the Council resign or should a position for any other reason become vacant a successor shall be chosen by the remaining members of the Council to serve for the unexpired term.

A5.3 In departmentalized schools, the School Council shall yearly elect one of its members to be the Speaker of the Council to preside at meetings of the Council; to represent the wishes of the faculty; to provide advice or recommendation to the dean; and to administer the activities of the Council. Up to two Vice Speakers may be elected to assist the Speaker in all administrative duties and will assume the duties of the Speaker in his or her absence. The Dean of the school will serve as a non-voting *ex officio* member of the Council except as may be necessary to break a tie vote. The Dean will attend at least one meeting each semester. All meetings of the Council will be open to UNIVERSITY FACULTY members of that school or college¹, except for executive sessions which will be attended only by elected members or in their absence, their alternates. The Council shall receive administrative support from the Office of the Dean, and a Secretary to the Council shall be employed to assist the Speaker and the Council in the conduct of its activities.

END TEXT

This legislation is now forwarded to you for your action.

TAS/rh

cc: Thomas LeBlanc, Executive Vice President and Provost
Academic Deans

¹The phrase "of that school or college" was accepted as a friendly amendment at the 3/25/15 Senate meeting.

CAPSULE: Faculty Senate Legislation #2014-32(A) – Revise *Faculty Manual* Section A5.1, A5.2, and add A5.3, School Councils

APPROVED: _____ DATE: _____
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: _____

EFFECTIVE DATE OF LEGISLATION: Upon approval of the vote of the faculty and the Board of Trustees, whichever comes last

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____