

**COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
Thursday, January 11, 2007
3:30 p.m. in Solms 106**

Present: Ed Wheeler, June Hopkins, Tom Cato, Will Lynch, David Wheeler, Judy Awong-Taylor, Lorrie Hoffman, Jane Wong, Yassi Saadatmand, Jose da Cruz for Zaphon Wilson, Dick Nordquist, and Jim Todesca for June Hopkins after 4:00.

DISCUSSION: Review of changes in College Promotion and Tenure Guidelines

Wheeler presented proposed changes to the promotion and tenure guidelines to reflect new Board of Regents policies intended to encourage service to the K-12 academic community. Discussion was limited but the sense of the discussion was that these changes explicitly endorsed values that have long been part of the Armstrong culture. The changes will be posted shortly.

AGENDA

1. Wheeler's annual murmuring about annual faculty evaluation

- Be judicious in use of “outstanding” – especially with probationary faculty
- Use the AFE document to signal to faculty members that you are observing their good work. By choosing the contributions that you feature in your evaluation, you can signal those contributions that are most central to the mission of your department.
- On the other hand, if problems are developing, don't let them go unnoticed. Depending on the urgency of the problem, either mention them in the evaluation or in a conference related to the evaluation or both.
- In every evaluation, mention advising, praising when appropriate, reminding when appropriate. This is a crucial responsibility for every faculty member and one that sometimes is forgotten in the press of other issues.

Miscellaneous Note: Wheeler also murmured about his inclination to get new faculty involved with advising sooner rather than later. He suggested an introductory model of having them sit in on a few sessions with a competent colleague before or simultaneous to flying solo. Wheeler's view of benefits:

- Immerses younger faculty in curriculum and a useful introduction to the university, department and its programs
- Reminds younger faculty of the crucial importance of advising
- Takes advantage of the fact that younger faculty often connect well to students

2. Grant proposals

A policy has been in place for five years that *grants are due to Sponsored Programs one week before they're due*. In general, grants are coming in late. Wheeler asked heads to stress the importance of these deadlines to faculty. If the actual grant won't be in on time, at minimum this information needs to be provided to the department head, Wheeler, and Price by the one-week deadline.

- A one paragraph summary of the scope of the grant
- A brief summary of the budget.

Very few grants this Fall came in with the mandated one-week lead time. Recent history suggests that at some point, the “signers” in the Big House will refuse to sign and some proposal will not get off campus ... a very sad event.

3. Bringing candidates to campus (Account #752100)

We must deal carefully with expense statements for visiting candidates. When submitting candidate expenses, put the number 752100 at the top of the expense statement. In response to questions about the search process, the following responses were given.

- We generally bring in 2-3 highly qualified candidates for each position.
- We can stretch the number if in so doing we will increase the diversity of the pool of highly qualified candidates.
- If there are not 2-3 highly qualified candidates, talk to Wheeler about whether to bring in a single candidate or extend the search.

4. Confidential information on laptops

Wheeler urged heads to be careful about putting confidential information on laptops and removable disc storage devices. When you take information off campus electronically, you run the same risks you do when you carry confidential files off campus.

5. Background checks for candidates

AASU will begin doing background checks on candidates, but this doesn't involve any search that is currently underway. If advertising in the spring, ask Wheeler if background check should be placed in the ad.

6. Security concerns during cleaning crew transition

AASU will change cleaning companies on February 1. A lot of people will have keys to our buildings who will not be working here any longer. Wheeler asked departments to be

more careful about locking things up during this transition. Also, let Dave Roberts know if your department has a particularly good cleaning person whom you would like to keep.

7. Employees injured at work

If there is an emergency, transport person, then call Sissy Zirpolo in HR. If it's not an emergency, call Sissy first. In all cases, students, visitors, and employees, call Public Safety at 5555 if there is any possibility we need an ambulance to transport.

8. Miscellaneous

- Propst nominations due February 9.
- Judy Awong-Taylor brought up the problem of chairs disappearing from classrooms

Respectfully submitted,

Diane Sellers