

COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING/LUNCHEON
August 15, 2001
Faculty Dining Room

Present: Deans E. Wheeler and H. Harris, Drs. G. Martin, M. Price, K. Relyea, R. Williams, J. Brawner, T. Cato, Y. Saadatmand, K. Bennett, R. Greenlaw, D. Nordquist, M. Finlay, D. Cross; also LTC J. Handley, and G. Anderson. Absent: Dr. B. Parham.

OPENING COMMENTS BY DR. WHEELER

Dr. Wheeler spent several minutes describing his priorities as he begins his term in office. The text of his comments can be found at the Arts and Sciences Web Site under Faculty Resources.

DEANotes

DEANotes is envisioned as an extension of department heads meetings to allow Deans Harris and Wheeler to reduce the number of announcements and e-mails. A copy is sent to each department head and secretary. It is the secretary's responsibility to make copies and distribute to faculty.

At department heads meetings, Dr. Wheeler will ask if anyone has questions about something that has been printed in DEANotes, but he will not go over what has been printed, so reading it is very important.

NOVEMBER 2 EVENT

The College of Arts & Sciences will have a low country boil at Skidaway Island State Park. Dr. Chuck Shipley will head it. Dr. Wheeler asked each department head to send the name of a representative to Dr. Shipley. Faculty and staff will be invited as well as spouses/friends. No children or pets.

NUMERICAL INDEX FROM FACE DOCUMENT

Dr. Wheeler asked heads to look at questions 1-11 on the FACE form and suggest an appropriate weight for each question to be used in computing a numerical index. *Department heads should send these weights to Wheeler or Harris as soon as possible.*

PROMOTION AND TENURE DOCUMENT

Heads were asked to read the four bolded, italicized areas on the document, *Arts and Sciences Guidelines for Tenure and Promotion*, pages 8-10. Comments on these clarifications that have been requested by past Promotion and Tenure Committees should be made to Wheeler before September 1. [FYI: *Arts and Sciences Guidelines for Tenure and Promotion* is available under Faculty Resources at the Arts and Sciences Web Site]

TRAVEL FUNDS

The Deans' Office has available limited travel funds that must be used to meet a number of different priorities. One priority will be to assist faculty members in making trips that will allow them to make scholarly presentations. A second priority will be to assist faculty members wishing to attend multi-day workshops that allow them to update their knowledge of their teaching areas. For these reasons, as long as funds are available:

- Up to three hundred dollars (\$300) will be allowed toward each trip that results in a faculty member making a presentation.
- Up to three hundred dollars (\$300) will be allowed toward each trip that results in faculty attending a multi-day workshop related to their teaching areas.

No more than 50% of available funds will be encumbered before October 1; no more than 80% of funds will be encumbered prior to December 1. *Approval for travel plans using these funds should be routed through Wheeler's office for signature.*

FOUNDATION FUNDS

The Deans' Office has available limited amounts of Armstrong Foundation funds that must be used to meet a number of different priorities. One priority is to support departmental efforts for which state funds cannot be used. Some ways department heads have used foundation funds in the past are: Reception for symposium, coffee and doughnuts for weekend students, entertaining candidates, and dinners for outstanding high school students invited for honors. Dean Wheeler declined to place many limitations on the funds this year; though he promised to return to this issue next fall. He did issue the following guidelines:

- If Foundation funds are to be used in faculty recruitment, use them as frugally as possible. Give particular attention to costs that might be incurred by junior faculty involved in dinners connected to the recruitment events. There will be a cap of \$125 per candidate on these expenses.

- Do not presume funds are available for your event until you have exchanged memos or emails with Wheeler.

Again, no more than 50% of available funds will be encumbered before October 1; no more than 80% of funds will be encumbered prior to December 1.

TIME/DAY FOR DEPARTMENT HEADS MEETING

Heads were asked to fill out a schedule sheet showing teaching obligations for fall semester. No single hour of the day was completely clear, so Wheeler, after consultation with the affected department head, selected 1:30 on the first Tuesday of each month as the time for department heads meetings this semester.

The next department heads meeting will be at 1:30 on Tuesday, September 4, in Victor 102.

Submitted by
Diane Sellers