

CAS Chairs Meeting  
Thursday, January 17, 2008

ANNOUNCEMENTS/REMINDERS:

The TWO DEAN SEARCHES proceed apace, with the four new School of education candidates scheduled for campus visits next week. **Please encourage your faculty to attend the open fora** and give feedback to the Search Committee. The SSBM Dean candidates will hopefully visit campus in mid-March.

CHAIR ELECTIONS/WORKSHOPS. Remember that, if your three year term is up, I will need to appoint a senior member to run the election; if you plan to run again, the senior member will also conduct an evaluation – I recommend using the ksu.edu IDEA Chairs evaluation. It is easy, relatively cheap, and helpful. Please also remember that all new Chairs should attend a Chairs' workshop, and veteran Chairs can even think about how such a workshop might help them. Here are some options. (a) the American Council on Education (acenet.edu, follow "Leadership Programs" for dates – e.g., D.C. June 18 - 21), (b) the Kansas State IDEA Center ([www.dce.ksu.edu/academic\\_chair\\_persons](http://www.dce.ksu.edu/academic_chair_persons)), (c) the Council of Independent Colleges ([www.cic.edu](http://www.cic.edu)), or (d) the Department Chair Institute ([http://rs6.net/tn.jsp?t=yvfjr9bab.0.yiioxwbab.an5y6tbab.2743&amp;s=S0217&amp;p=http%3A%2F%2Fdepartment\\_chairinstitute.net](http://rs6.net/tn.jsp?t=yvfjr9bab.0.yiioxwbab.an5y6tbab.2743&amp;s=S0217&amp;p=http%3A%2F%2Fdepartment_chairinstitute.net)).

Thanks to all those Chairs who have worked hard to schedule DIVERSITY/JUSTICE REQUIREMENT courses for this year and next fall – History, Writing, Modern Languages, Psychology, Sociology, and Business are at the top of the list but there are other departments as well... This spring and next fall we topped or will top 30 such courses – so the **goal of 40 courses per semester is well within reach**. But there are still some departments (in the Humanities in particular) who need to contribute more of their fair share to this Senate approved requirement.

SUMMER SCHOOL. As you will recall, during the summer full-time faculty teaching approved courses will be paid 8% of their salary. This will be **based on the salary of the academic year AFTER the summer in which the course is taught**. Thus, those teaching in the summer 2008 will be paid on the basis of their 2008 - 2009 salaries. Those teaching full time in 2007 - 2008 but teaching part-time rather than full-time in 2008 - 2009 will be paid the part-time rate if they teach in the summer 2008. Please let Amanda, Suzanne, or me know if you think this practice will result in unfairness in any particular case.

MINUTES. As Chairs know, the Faculty Handbook requires (or assumes) minutes for all Department meetings (FH VI.B.2.), without describing exactly what is meant by "minutes" -- "a record or brief summary of events or transactions", according to the Oxford English Dictionary. Such minutes constitute a record of important departmental decisions; they can be useful not only to departments but also to internal and external readers of Program Reviews as well as to outside accrediting agencies – including a record for Middle States of departmental discussions of student learning aims. It is

important to remember that meetings of tenured faculty for annual review, mid-term review, tenure and promotion are Department meetings; therefore, there should be “minutes” for all such meetings – although the common practice is to fold summaries of such discussions (ordinarily without attributing comments to specific persons) into the Chair’s letter.

PUBLICATIONS BY LOYOLA FACULTY. I think John McGinty has done an excellent job collecting faculty publications at <http://www.loyola.edu/library/FacPublications.htm>. “The bibliography is organized alphabetically by college and then by department. Publications considered for inclusion are books authored or edited, book chapters, journal articles or published conference proceedings. Book Reviews, letters to the editor, and unpublished papers have not been included. The library has made every effort to include each professor that has published in the last year, relying on notices provided by the faculty themselves, lists from department chairs, deans and the academic vice president and from searching online databases.” **Please ask your faculty to check your Department’s entries on this site on a regular basis.** The Library cannot easily track all publications. Note how the Library is explicit that it must rely on “notices provided by faculty themselves, lists from department chairs”, etc. Give suggested additions and subtractions to John, as well as any ideas you have about improving the site. Let me know any other ideas you have for promoting the quality of scholarship we do. We are looking into software (used at Fairfield) that will enable faculty to record different sorts of scholarly activity, including publications, to promote conversation among faculty and students and our broader audience about our research. More on that as I learn it

As samples of “best practices” in HIRING FACULTY, I have put three documents used by the Department of Psychology on the CAS web site under “Faculty Hiring”, “Best Practices”: (i) Interview Screening Application Review Form, (ii) Phone Interview Form, (iii) Phone Interview Script. **If you have a “best practice” that might be helpful to other departments, please forward it to me. If there are other best practices in hiring you would like to see posted, also let me know.** Part of the March CAS/SSBM Chairs Workshop will be devoted to hiring – both what will be expected when departments fill out Position Announcement Authorization forms and revisions to the current Guidelines for Hiring post on the VPAA web site.

BENCHMARKS OF GOOD DEPARTMENTS. I have created a new line on the CAS web site, under “Information for Chairs”, called “Benchmarks of Good Departments”. I would encourage you to at least scan the article “Quality Benchmarks in Undergraduate Psychology Programs” -- particularly the eight Tables the authors create for judging good Psychology departments. You will obviously have to translate much of what is said into your department’s language. But I would encourage you (and/or others in your department) to grade the Department in these areas – and use your grades to argue for more/other resources as well as create/carry out your long-term plans. There are sections on “Proper Climate” and “Administrative Support” that are of quite direct relevance to Deans and other administrators

**MEDIA CONTACTS.** Please remind faculty to **let Courtney Jolley** know if the media contact them about professional matters. This helps Loyola not only “brag” about such coverage as appropriate but also familiarize the media with the variety of newsworthy events at Loyola.

**DATES:**

The ASSOCIATION OF AMERICAN COLLEGES AND UNIVERSITIES has its usual set of interesting meetings that will be of interest to different faculty. See [network@aacu.org](mailto:network@aacu.org) The meetings include “Integrative Designs for General Education and Assessment” (February 21 – 23; Boston, Mass.); “Intentional Learning, Unscripted Challenges” (January 23 – 26; Washington DC); “Science and Undergraduate Education” (November 6 – 8; Providence, R.I.). I have some limited funds to support travel to these conferences and bring “best practices” back to their departments and the College...

NEH GRANT APPLICATION WRITING WORKSHOP will occur at UMBC’s Dresher Center for the Humanities on Friday January 25 from 9 a.m. to 4.30 p.m. Those interested in participating (or obtaining more information) should contact Ms. Freda Vaughn at [fvaughn@umbc.edu](mailto:fvaughn@umbc.edu).

Mr. Robert Spivey of the Florida State University Foundation and President of THE SOCIETY FOR VALUES IN HIGHER EDUCATION tells me that that the Society is offering their annual (since 1990) Workshop on College Teaching this July 23 – 27 at the College of Notre Dame. You can find out more about the Workshop at their web site [www.svhe.org](http://www.svhe.org). The web site also tells you about other funded projects to develop programs “to address religious illiteracy” as well as a Conference they have each year on Religion and Public Life.

SABBATICAL OPPORTUNITY. The Franklin Fellows Program brings “experienced professionals into the Department [of State] for approximately a year to share fresh thinking and best practices with our foreign policy colleagues”. Faculty who might be interested in this for a sabbatical should consult [www.careers.state.gov/FF](http://www.careers.state.gov/FF)