

Meeting CAS Chairs 22 February 2007 Announcements  
ANNOUNCEMENTS

NEW CHAIR ELECTIONS. Departments who will be electing new Chairs, please remember that the person the Faculty Handbook asks the Dean to appoint will also conduct a Departmental evaluation of a Chair who is up for re-election – and that new Chairs should plan to attend a “Chairs workshop” run by (a) the American Council on Education (ACE), (b) the Kansas State IDEA Center ([www.dce.ksu.edu/academic\\_chair\\_persons](http://www.dce.ksu.edu/academic_chair_persons) has a February 7 – 9 workshop), (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&ts=S0217&p=http%3A%2F%2Fdepartmentchairinstitute.net>); (d) or some other comparable institution.

SUMMER SCHOOL COMPENSATION. Some per course faculty have understandably complained about getting paid less during the fall/winter semesters than during the summer. Please make sure your faculty know and understand the differences between summer and fall/winter semester stipends. As you know from the October 2006 email from me and Don Boomgaarten, summer school compensation will once again differ from the compensation we pay during the year: all faculty will receive \$2700, tenured faculty will receive \$3000 or 7% of their salary (whichever is greater). The goal of this practice is to help motivate more of our best faculty to teach over the summer. We are in the process of gradually raising the per course stipend during the year from \$2500 to \$2700, but we cannot currently afford to do this all at once.

INCOMPLETES. The Faculty Handbook and Academic Policies Committee found that Incompletes and grade changes were NOT increasing grade compression/inflation, but recommended that “each semester Department Chairs remind faculty members, especially new faculty members and per course adjuncts, of the policies related to assigning a grade of I as well as changing grades” (21 November 2006 Report to the Senate on Grading Practices). Those policies are in the current UG Catalogue, p. 54 and Graduate Catalogue, p. 23. The prerequisites for giving an Incomplete are strict (“for reasons beyond the student’s control”), and times are specified when an Incomplete should NOT be given (e.g., completing extra work, unexcused absence from final exam, etc.). Because the Committee has recommended an ongoing reminder, I will create a “Periodically Asked Question about Chairs” on this for Chairs to remind faculty.

DEPARTMENT ADVISING. Chairs should have received both the survey results on advising in your Department (last summer) and the written comments by students (around Thanksgiving). Some Departments are doing very well, some not as well. Please make sure to discuss these results at a Department meeting – to take delight in the positive students comments and learn from the others. Let me know in your annual report the plans for improving advising you develop as a result of studying these student evaluations.

PERFECT ATTENDANCE? A small number of faculty have given EXTRA credit for perfect attendance, with no excuses for health or anything else. I do not see what learning this serves – except to teach that perfection is often not in our own hands. I would ask departments to actively discourage the practice.

TRAVEL MONEY. Last year I moved almost all travel money to departments, asking Chairs to restrict use of this money to travel and promising that I would ask for unspent money from departments to pay for travel for departments with special travel needs that exceeded their budgets. I will be calling you to ask for you unspent travel funds. As I said last year, no department will receive less travel funds in 0708. (Whether any departments receive MORE will depend on whether I am given the extra travel money I requested.)

RESPONDING TO THE ACADEMIC ASSESSMENT COMMITTEE. I will be meeting with the Academic Assessment Committee soon to discuss departmental responses to the Committee's evaluation of departmental assessment plans. If you have not already done so, please send your response to the Committee A.S.A.P.

## Upcoming Events and Deadlines

COMPUTER UPGRADE SCHEDULE. Attached is the schedule for regular upgrades of computers in CAS academic departments and labs. Please review this sheet and let Suzanne know about any problems or if you have any questions or concerns. If you have additional special or new requests for this fiscal year, please submit them to Suzanne by March 5, as we look towards closing out this year's CAS budget.

OUTSIDE LETTERS FOR TENURE AND PROMOTION. The Faculty Handbook outlines a process for faculty/departments who wish to solicit outside peer-review letters for tenure and promotion (IV.L.4.). The Handbook does not outline a calendar, and this has created problems in some cases. I will recommend this calendar to the Academic Policies and Faculty Handbook Committee, added to the current wording ". . . normally the Department Chair contacts the proposed reviewers . . . .": **for fall promotion, this process should start the previous spring if letter writers are going to turn in letters by September 7; for spring tenure, the process should start by the previous September so letter writers can submit their letters by January 15.**

LEADERSHIP WORKSHOPS FOR WOMEN. The Higher Education Resource Services (HERS) runs various conference on leadership and management development for women in higher education administration – see [www.hersnet.org](http://www.hersnet.org) for meetings and dates. Please spread the word that, if someone else in your department, is interested in attending one of these meetings, she should let me know.

Application for the IGNATIAN PEDAGOGY workshop 14 – 17 May (\$1000 stipend) are due to Arthur Sutherland by 1 March. Arthur has more information. Please encourage faculty to apply.

WRITING HANDBOOK. I will soon sign the contract with the publisher for the marriage of the Loyola Writing Handbook with the WR 100 writing reference book. The final edition of your chapter is due to Cinthia Gannett by March 16. Our thanks to Cinthia as well as Peggy O'Neill and Suzanne Keilson for the work to make this happen.