

Meeting CAS Chairs 15 March 2007

ANNOUNCEMENTS

TRAVEL: Thank you to those who have returned some of your travel money, as well as those who let me know that your travel money is committed. I would ask those who have not let me know where their travel budget stands to do so soon.

0708 OPERATING BUDGET REQUESTS. Veteran Chairs know that Chair input to the budget process occurs at two crucial points: in September (when we are all asked for prospective “large” operating or capital increases, over 10k) and in January (when we are all asked for smaller operating increases). I have distributed the increase CAS was given this year, and you should receive your Department budget from Anne Young sometime soon. There were obviously more requests than money – CAS has twenty one departments, twenty other undergraduate programs, and fifteen other graduate programs. I have tried to distribute the money with an eye to student learning, faculty development, and departmental support (equipment, supplies, etc.). Please continue to be persistent about your unmet needs so that I fully understand what our needs are. We can discuss your unfulfilled requests either this summer, or anytime you wish.

SABBATICAL (AND GRANT) MONEY. What happens to the 30% of a faculty member’s salary who takes a year-long sabbatical? In most cases this money is used to hire single course affiliate replacements for the person on sabbatical. In some case the Dean can, at the request of a Chair, “cobble together” money from different departments to hire a full-time replacement. Something similar applies to the 10% of a faculty member’s salary charged to granting agencies for a faculty course release: the money goes into a pool to hire affiliates, including full-time affiliate replacements. In sum, if at all possible, this money is used to hire full-time non-tenure track replacements.

DEPARTMENT MEETING MINUTES. The Faculty Handbook requires that there be “minutes of meetings”. Indeed, it is the Chair’s explicit responsibility to distribute such minutes “promptly” (VI.B.6.). This is important for a number of reasons. For example, it can help veteran and new members understand and remember the Department’s history. It can also establish a record in the case of discussion of the criteria for tenure and promotion as well as tenure and promotion decisions themselves. And, when the curriculum and student learning are discussed, such minutes can provide evidence for external readers of Program Reviews and accreditors such as Middle States that the department is consistently assessing its programs.

PORTFOLIOS. Peter Seldin will again be conducting his teaching portfolio workshop at Loyola. Please encourage your faculty (especially those who are up for promotion, tenure, or mid-term review next year) to contact Martha Wharton if they are interested. Besides the usual teaching portfolio workshop, Peter would like to work with a couple of Loyola faculty on how to shape a teaching-research-service portfolio to help him with a new book on which he is working. If you or one of your faculty are interested, please let me know ASAP so Peter can determine if there is enough interest to do this. Let me know any names by tomorrow (Friday 3/16) at 5 and I will send the two names to Peter.

AGENDA

- Report on Chair Strategic Plan ideas (summary attached). 5 minutes.
- Junior Faculty Sabbatical Guidelines: are the criteria and process clear to tenure-track faculty and Chairs? Changes needed? (Handout) 10 – 15 minutes.
- Department Meetings (proposal attached) 10 minute
- Diversity Requirement: changes needed to increase diversity section offerings. 15 minutes?
- Creating and helping each other create Dossiers for Tenure and Promotion. 30 minutes?

MARCH 29 CAS/SSBM meeting: how Academics and Student Life can help each other.

APRIL 12 CAS MEETING.

MAY 10 MEETING WITH THE PRESIDENT. 10 A..M.