

From: James Buckley, Dean of Faculty  
To: Chairs – College of Arts and Sciences  
Date: March 31, 2008  
Subject: CAS Chairs meeting – Thursday, April 3, 2008  
12:15 – 1:30 p.m. in Cohn 33

AGENDA:

As I mentioned last month, I have invited Elena Hicks (Director of Undergraduate Admissions) to discuss the approach to undergraduate admissions that is emerging -- and to meet all the CAS chairs. We will want to keep the discussion "strategic", leaving discussion of the "tactics" for individual departments to other meetings.

We will also discuss some issues concerning compensation, tenure and promotion criteria, and affiliate faculty.

Upcoming Dates

- March 15 – Four-fifth/half time requests due.
- Thursday, April 10 at 12:15 in Cohn 33. CAS/SSBM meeting on a proposed new paragraph for the Faculty Handbook on Chair's tenure/promotion letters.
- Friday, April 18 at Noon. CAS/SSBM Chairs meet with Fr. Linnane. Place TBA.
- Friday, May 2 - Tenure/tenure track requests due.
- Friday, May 16 - Department Annual Reports start becoming due.
- Saturday, May 17 – Graduation.
- Monday, May 19 - Department Annual Report meetings start.
  
- July and August - New Chairs lunches (to which veterans are welcome) on scheduling and annual review.
  
- Thursday, September 4 - First Graduate Chairs meeting, 12:15. Place TBA.
- Thursday, September 11 - First CAS Chair meeting, 12:15 in Cohn 33.
  
- Mid-October - Annual Review meetings begin.

Jim