

New Chair Orientation Meeting 13 November 2006

Present: B. Barr, J. Buckley, D. Choudhury, S. Keilson, G. McGlamary, A. Thomas

Jim passed out summaries of the September and October meetings, pointing out how many of the as yet undiscussed issues on new Chairs' agenda had to do with scheduling.

DISCUSSION ISSUES RAISE DBY CHAIRS:

1. Advertising for and hiring **per course faculty**. Jim said that H.R. should advertise once a year for per course faculty on behalf of interested departments. Chairs probably learn about most per course candidates from colleagues in the Department or from unsolicited expressions of interest; but Chairs should periodically advertise locally to make it clear that Loyola is open to hiring all qualified candidates. Suzanne Keilson reviewed the process for granting contracts to per course faculty.
2. There were many questions and remarks about **summer course offerings**. Summer School is still in the experimental stages. This explains why Don Boomgaarden is asking for some of the courses he requests from Chairs. Chairs should aim to comply with requests, but let Don and Jim know if there are difficulties so doing.
3. We had a brief discussion of **how to handle enrollments as registration ends**, but did not get to issues like course releases that create difficulties for Chairs.

FOR DECEMBER

1. How to handle end-of-the semester Honor Code violations, and grade appeals?
2. How to handle complaints about faculty.
3. ?