

Chairs' Meeting
Agenda
Wednesday, January 18, 2023
10:00 a.m. ED 330

NOTES

Attendees: MJBradley, LGBryant, NCovey, APimpletonGray, AHux, AWheeler

New Business

1. Conflict of Interest – turn into Pam by Monday, January 23 - MJBradley provided an reminder regarding importance of completing form.
2. AAR Deadlines – Handout – MJBradley reviewed and discussed upcoming deadlines.
3. Convocation of Scholars – COEBS Honors Banquet – Monday, April 10 – MJBradley requested that chairs begin thinking about honorees.
4. Create@State – Handout – Tuesday-Thursday, April 18-20 – Abstract Deadline: February 15, 2023; Video Deadline: March 17, 2023 – Chairs were reminded of upcoming deadlines.
5. Follow-up about Graduation Verification Forms – MJBradley mentioned that degree audits were occurring and asked chairs to ensure faculty were completing verification forms.
6. Academic Misconduct – Handout provided
7. Department Updates
 - a. HPESS – AWheeler Gryffin reported Dr. Colin Pennington will visits 1/29-1/31 to interview for open PETE position and that new building projects are ongoing
 - b. P&C – APimpleton-Gray reported that the mental health campus initiative is moving forward and are identifying parameters from legal standpoint; looking at collaboration with NYIT; searches continue- hopes to bring in candidates in next 2 weeks.
 - c. TE – NCovey reported that the search committee for the open reading position will start phone interviews within the next two weeks; screening up by almost double in “off year cohort”; recruitment swag has come in; there is a new printer in the lab
 - d. ELCSE – AHux reported that they have submitted four hiring freeze justification: Qual, Quant, Mentors, EdD interviews next week; SPED search; five students failed doctoral comps; EdD via AOS will have first graduating cohort.
8. Other

Deadlines:

January 19th

- Last day for applicants to contact the department PRTC to withdraw from further promotion and/or tenure consideration

January 20th

- Department chair receives promotion and tenure applications and recommendations from the department PRTC

- Department chairs receive applications and recommendations from the department PRTC for 3rd-year Comprehensive Pre-tenured Reviews

January 24-26th

- The department chair provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department chair by the close of the third business day following receipt of written notification, but no later than day end 01/31/2023 (3 working days)

January 27th

- Undergraduate Curriculum Proposals Due

January 30th

- Suggested date for chairs to provide retention recommendations for 1st year pre-tenured faculty to deans

January 31st

- Last day for applicants to contact the department chair to withdraw from further promotion and/or tenure consideration

February 1st

- College PRTC receives promotion and tenure applications and recommendations from department chairs
- College PRTC receive applications and recommendations from the department chairs for 3rd-year Comprehensive Pre-tenured Reviews

