

Approved Minutes
College of Liberal Arts
Liberal Arts Council
September 13, 2005

Meeting came to order at 8:40 AM

Attending: David Glassman, Joe Palladino, Dal Herring, Tamara Hunt, Michael Kearns, Leslie Roberts, Katie Waters, Steven Zehr, Paul Raymond, Michael Aakhus, Jo Ann LaMar, and Angela Torres

I Approval of the Minutes

A motion was moved and seconded to accept the minutes as amended.

II E-mail Privacy Handout (Glassman)

Dean Glassman provided a handout on E-mail. Please remember that the e-mails you send are not private.

III Personnel Decision Calendar for 05-06 (Glassman)

Please note that the tenure process and the promotions process are separate. The reappointments of first year faculty have an earlier review than the other faculty. The faculty should have their information turned in to the chairs/committee by January 2nd. This information will need to be turned in to the Dean by January 13th.

Two evaluations are required for reappointments of second year faculty. In the fall, material needs to be to the chairs for distribution to the departmental evaluation committees by October 3rd and to the Dean by October 21st. Of these two evaluations, the one in the fall is more of an update of their activities in their first year, and the second review in the spring is more rigorous.

The process for promotions and tenure begins September 5th. The department will be responsible to notify the Dean of anyone going up for promotion or tenure. Material for tenure or promotion is to be submitted to the Dean by November 28th. Forms for promotion and tenure can be found on the O: drive

For 1st year temporary individuals, we will not complete reports unless a department wants to or if the department is going to hire the person for the next year as a one year temp.

The deadline for leaves of absence and for sabbaticals is November 7th. Liberal Arts can provide up to two faculty members with a sabbatical each year. One or two new sabbaticals are available university wide, deadlines are yet to be announced.

The Summer Fellowship will be due much earlier this year but the Dean is waiting for the due dates.

IV Faculty Annual Review document (Glassman)

The Dean would like to use the FAR as a trial run for the second year faculty. The reports would be due to the department by October 3rd. We are now calling the document the Faculty Annual Review (FAR) in order to coincide with the Greenbook

Section 2 – It has been agreed that dates should be used throughout the FAR in order to document works. The Dean will only accept items that are published or presented in the same

year as the FAR. Additional changes include adding “if appropriate” in the Instructions after “department evaluation committee,” use “Academic plan” in place of “Personal activity plan, and create category “C” – University Awards with list of examples.

Section 3 – Change “4 courses” to “12 hours” in the first and second paragraph. Put “4 hours” in parentheses. Waters is to work on wording for adding a pertinent statement that specifically defines the Art Studio loads. Change “release time” to “assigned time.”

Subsection B – delete “or Applied Research...(MPA)”.

Subsection D - Other Teaching Activities is the section where overloads and summer school should be discussed. Under student evaluations, the faculty are not required to turn in Perdue forms to the Dean, but the Committee or Chair can request them.

Subsection F – Change to “Teaching Evaluations. Summarize and discuss your USI student evaluation and your peer evaluations (if applicable).” In the second sentence, remove “students’.”

Subsection E – Delete “Describe any... year and/or.” Start sentence with “Comment.” At the end of the sentence, change “highlight” to “emphasize.”

Section 4 – Change “Research” to “Scholarly.”

Subsection A

Part 2 – make “Law Review articles” its own topic. Remove the parentheses and “including.” On page 4 for the example of poetry publications, change “}“ to “[].”

Part 3 & 4 – Change “analogous to that illustrate” to “illustrated.”

Part 4 & 5 – Add “and exhibition” after “publication.”

Subsection B – change “lists” to “list.”

Subsection C – after “Work” add “completed or.” Change “Briefly...co-authors” to “Outline the stage the work is in, what the final outcome is expected to be, and when it may be completed. Limit comments to no more than one page.”

Subsection D – Collaborative should be lowercase.

Part 1 – Following should be lowercase.

Subsection F

Subsection G – Delete “Received Research...grant.” Start sentence with “Submitted.”

Section 5 – Added subsection E – Community/public service:. The Dean is to check in the University Handbook to see whether or not we should credit non-professional activities. If he can interpret the Handbook to allow us to exclude this section, then he will. If the non-professional activities are a part of the faculty’s responsibility/obligation, then he will leave this section in the FAR. We do not have anything regarding non-professional activities in the revised *Greenbook*.

Section 6 - This section can be deleted.

Sections 7-10 – will be changed to “Sections 6-9.”

Old section 7 – Subsection A – Add “minimum” between “meet” and “departmental.” Change “research” to “scholarly.” “Yes” should be lowercase.

V Academic Affairs Update (Glassman)

The Chairs will now have to check references (minimum of 3) and provide a summary on all new adjuncts hired. Academic Affairs is urging faculty to help students obtain external scholarships.

VI Around the Table

Meetings will end by 10:15 AM from now on since some Chairs have classes at 10:30 AM.

Roberts – The Columbus Day Dance is on October 10th from 4:30 to 5:30 PM in Carter Hall. The Santa Barbara Group will be performing. The Ram in the Thicket will be from 9 AM to 3 PM in Carter Hall on Friday, September 23rd. Dr. Richard Davis will be reading Thursday night at 7 PM in Carter Hall on Thursday, September 22nd.

Hunt – Constitution Day is September 19th. There will be a presentation at noon in Carter Hall on Free Speech in the Digital Age.

Aakhus – has gotten lots of CVs in. Data entries will be delivered to the chairs and they should be but in the hands the individual faculty to check them over.

LaMar – Due to help from Don Crankshaw in HR, all the adjuncts will be paid in September except for 2 that are already aware of the situation.

Waters – The USI Art Department welcome picnic will be held at 11:30am on Friday the 16th.

The Dean will put corrections into the Greenbook which has now been approved. The Dean will have the FAR ready and on the O: drive next Tuesday.

Meeting was adjourned at 10:36 AM.