

Administrative Council Meeting
Agenda
Wednesday, December 9, 2020
10:00 a.m. ED 330

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo, PFinnicum, JHenley, RTowery, ABowser, JClogston, JANalley

New Business

1. Commencement – Saturday, December 19 at 1:00 p.m. – MJBradley reminded chairs of the event and that it is voluntary. Faculty numbers from each department have been submitted.
2. Position Lines – MJBradley reminded chairs of the “hard” hiring freeze still in place. Minimal approval for “must have” positions on campus have been granted by academic affairs. Those positions that have not been justified and searched for in multiple years are in jeopardy of being taken away.
3. Office Coverage December 14-18 – MJBradley requested that the chairs ensure that departmental offices are covered during the final week prior to the winter break.
4. Department Updates
 - a. ELCSE – JHenley had no report. Seeking approval for non-tenure doctoral faculty.
 - b. HPESS – PFinnicum has extended an offer to an administrative specialist for the HPESS department. Anticipated start date of January 4th.
 - c. Psych & Coun – KBiondolillo reported that KJohnson is making headway regarding the HOWL transition program students being able to apply for Arkansas lottery scholarships. 4 non-tenure track faculty have accepted professional status for now.
 - d. TE – RTowery reported that TE is working on the final admission into TE for those students that were granted provisional status in the fall. Numbers continue to be low in some areas. Addressing supervision concerns during this time continues.
 - e. Childhood Services – JANalley reported that her centers continue to battle the COVID with several positive cases.
 - f. PEP – ABowser reported that her office is holding intern exit meetings virtually this Friday, December 11th. Communication has been had with supervisors, spring interns, out of state placements, and that various forms have gone online so that has been helpful. Making placements in schools has been challenging given the current situation (COVID). Plans for spring meetings have been made, validation forms have gone out to departments and faculty. Program needing revisions will be due soon.
 - g. ERZ – JClogston reported that several projects are ongoing. The Nettleton STEAM/NASA event will be occurring tomorrow, December 10th. Special projects with the state department (PLCs, graduation alliance, academic coaching) are ongoing. Questions were asked regarding ACT offerings prior to and following COVID. MJBradley discussed a recent email from AUtter regarding test optional admissions into the university.
5. Other

- a. Graduate Assistant request email from SSanders – MJBradley shared handout of existing departmental GA allotments and asked chairs to send their 2021-2022 requests to LRobinson by January 11th.
 - b. MJBradley asked that chairs ensure that their grades are submitted on time and to be prepared to contact those faculty who have missed the deadline should they need to.
 - c. Departmental E&G – MJBradley provided a handout to chairs and requested that they review and begin to plan how they will spend prior to the end of FY.
 - d. Data Analytics/Science program – MJBradley reported to chairs that a faculty position for this program has been approved to hire within the engineering department.
 - e. Carry Forward Accounts – MJBradley reminded chairs to purchase the items that were agreed upon from these accounts.
 - f. Online Program Faculty guidelines meeting – LGBryant reported to chairs that next week's meeting will be rescheduled.
 - g. Postcard – LGBryant informed chairs that a postcard has been emailed to all existing college students and that plans to send prospective students will be forthcoming.
 - h. Scholarships – LGBryant reminded chairs to ensure that any outstanding scholarships for the Spring 2020 be filled and to contact PEdwards with any awards.
6. Return on Monday, January 4, 2021

Deadlines:

January 4th

- Last day for PRT candidates to submit promotion and tenure applications to their Department PRTC
- Last day for 3rd-year pre-tenured faculty to submit applications for Comprehensive Pre-tenured Review to their department PRTC
- Professional activities, productivity, and merit evaluation documents to be considered for reappointment recommendation for individual faculty members are due to department chair

January 7-13th

- Department PRTC meets to review promotion and tenure applications and make recommendations (5 working days)

January 18th

- The department PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department PRTC chair by the close of the third business day following receipt of written notification, but no later than day end 01/21/2021 (3 working days)

January 21st

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

January 22nd

- 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 26-28th

- 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 02/02/2021 (3 working days)

February 1st

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

February 2nd

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

February 12th

- Official retention notice to 1st-year faculty from the Provost and VCAAR
- Chairs complete faculty performance reviews, counseling sessions and merit evaluations (in accord with the departmental procedures and chair's evaluation form for individual faculty member) and provide reviews and evaluations to deans

March 5th

- Self-review of current year (2020-2021) unit goals from deans and directors due to the Provost and VCAAR

March 10th

- Last day for applicants to contact their college dean to withdraw from further promotion and /or tenure consideration

March 11th

- Suggested date for chairs to provide retention recommendations for 3rd, 4th, and 5th-year pre-tenured faculty to the dean (for 4th, 5th, and 6th-year reappointments)