

CAS Dean's Council Meeting
April 1st Minutes
Zoom

Attendees

Dr. Patricia Behre, Chair of the History Department
Dr. Sara Brill, Chair of the Department of Philosophy
Dr. David Crawford, Chair, Department of Sociology & Anthropology / Director of International Studies
Dr. David Downie, Chair of the Politics Department
Dr. Robert Epstein, Chair of the Department of English
Dr. Dina Franceschi, Chair of the Department of Economics
Dr. Joel Goldfield, Chair of the Department of Modern Languages & Literatures
Dr. Horan, Chair of the Department of Communication
Dr. Matthew Kubasik, Chair of the Department of Chemistry & Biochemistry
Dr. Scott Lacy, Associate Dean, CAS
Ms. Colby Lemieux, Assistant Dean, CAS
Ms. Andrea Martinez, Senior Assistant Dean, CAS
Dr. Margaret McClure, Chair of the Department of Psychology
Ms. Kim Nickolenko, Director of Career Engagement, CAS
Dr. Shelley Phelan, Chair of the Department of Biology
Dr. Glenn Sauer, Associate Dean, CAS
Dr. John Slotemaker, Chair of the Department of Religious Studies
Dr. Jonathan Stott, Chair of the Department of Physics

I. Approval of Minutes Postponed for future meeting

II. Brief Updates & Discussions (regarding impact of campus closure)

Dean's Welcome: Dean Greenwald began the meeting with a thank you to the department chairs and your faculty for their efforts under the difficult circumstances. The Dean mentioned that some faculty have health struggles and asked Chairs to check in on your faculty and to let us know of concerns.

Submitting CAS Forms: to assist with workflow, the Dean authorized the Dean's office staff to accept an email from any faculty member, advisor or chair as signature.

IDEA Course evaluation process: the Provost drafted a memo for the governance committees to discuss. We want to make sure that faculty are comfortable using the evaluation process during this extraordinary unprecedented time.

Tenure Track Faculty/Reviews: the Dean expressed concern about faculty stressing during these strange times. Under our current tenure and promotion guidelines, faculty who have an extraordinary life event can request a pause on their clock for tenure. This process is still at play right now. Please work with your tenure stream faculty to develop their cases. The Dean is meeting with all tenure stream faculty member this spring semester.

Merit Process: we will move forward with current MOU process. The University is in a good financial position. We have a rainy day fund and are able to refund room and board to our student.

Renovation updates: for now, to preserve resources, renovations for some projects are on hold i.e. siding on town houses, renovations of Donnarumma and other various projects.

Admissions: The latest information from the admissions office is our numbers are looking strong for the fall, but that could change at any moment, given where we are.

Hiring Plan: We are moving forward with our three year hiring plan. It's a fluid situation and this could change, given the circumstances. The Dean will be in touch with each department to develop plans regarding retirements and priority hires.

Questions from Dept. Chairs

Dr. Downie said, a faculty member expressed concern regarding their recommendation for promotion from the Rank & Tenure Committee. They worry that the university might decide not to accept the recommendation out of fear of financial commitment in the long term. Do you have any thoughts on that issue?

The Dean said, there are some institutions right now who are making decisions on tenure and promotion based on financial realities. We are not there, nothing in our process has changed. We're still respecting our process as it moves forward.

Dr. Mulvey asked if merit would be standard merit only.

The Dean said, he will get back to the Chairs on this but assumes it will be like it was last year and the year before.

III. **Review Draft Version: CAS R&T Guidance Memo** the Dean said the Provost and Rank and Tenure committee requested a rank & tenure guidance memo. A draft version was emailed to dept. chairs and the Dean and Assoc. Deans want to confirm they have the guidelines correct.

- Dr. McClure said our Handbook says that the schools should publish their procedures. Everyone should review and make sure it is consistent with the practice in your departments and then we can formalize it.
- Dr. McClure noted that on May 30 it said the Dean will solicit external reviewers, it says two however, it is three reviewers.
- Dr. Lacy made the correction.
- Candidates in consultation with the chair submit the names of five External reviewers
- The Dean solicits three at least two of them have to be from the candidates list.
- The Dean has the discretion to choose one reviewer that is not on the candidates list.
- Drs. Downie & Crawford expressed concern regarding the uncertainty about when faculty can make edits to their dossier. They suggested a deadline noted in the guidelines.

Please review and discuss with your colleagues and send in your feedback

IV. **Dean updates Q & A**

The Dean office sends weekly communication to faculty, staff and students usually on Tuesdays.

Dr. Epstein asked about the status of the arts and sciences awards and department deadlines. The Dean said plans are currently up in the air and at this point we don't have a set deadline.

- We will not have a face to face awards ceremony at this time.
- We are looking into the possibility of an online ceremony.
- Or possibly having a small ceremony once graduation is rescheduled.

The Dean said in closing, there has been a renewed effort to ensure that that we are protecting academic freedom and faculty rights in this new environment. With reports of zoom bombings (students photo bombing classrooms.) I want you to rest assured and that your faculty know that academic freedom still is paramount to what we're doing.

- Faculty set the ground rules in the classrooms, even in a virtual classroom.
- Have conversations with your class about what is acceptable and not acceptable in this environment.

Know the entire institution, the Dean's office, the Provost Office, the President's office and the Board of Trustees, are standing behind you.

I want to thank you all for participating. I hope you stay well.

Meeting Adjourned at 4:12 p.m.

Respectfully submitted, Fran Yadre