

Office of the Dean  
College of Arts & Sciences

# DEANotes

August 1, 2003

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## WheelerNotes

### Welcome Back

Record numbers of freshmen at each CHAOS orientation session signal that we will have an interesting fall ahead of us. Many thanks for the many arts and sciences department heads and faculty who have made these orientation days unfold smoothly and to the CHAOS staff who expended considerable time and creativity to improve the academic portion of the orientation message. Special thanks to Professors Andrews, Baker, Cooksey, Deaver, and R. Reese for joining colleagues from other colleges to advise undeclared majors this summer and to Professor Tim McMillan for again serving as the Arts and Sciences CHAOS team member, meaning he participated in the CHAOS planning process and in each of the grueling 8 hour CHAOS days.

### New Offices....Again

After two years of wandering in the wilderness, the Deans' Offices have finally reached the promised new home in Solms Hall. We invite you to visit both Solms Hall and Hawes Hall and see the wonders that a talented team of architects and designers were able to create out of two dark and dismal "cracker boxes." (See special invitation in Finlay Notes!)

### Evening Ombudsperson on Board

Dean Deanna Cross who wears the hats of Adult Services, Learning Support, and Special Assistant to the President has agreed to put on one more piece of headgear. She will serve as Evening Ombudsperson, pledging to be available in her office from 4:00 – 7:00 pm Monday through Thursday to assist with directions, questions, emergency advisement and

such. We will celebrate her ascension with a special "welcome week" for evening students, August 18 – 20. (See more about this in FinlayNotes.) In particular, we will distribute Evening Ombudsperson cards providing contact information and explanation.

### Nine New Monographs by AASU Profs Needed by October!!

Just kidding but ...the new deans' offices in Solms Hall have several display cases that we hope to use to celebrate accomplishments within the college. In those cases we will certainly display the scholarly products of the faculty so please provide books and articles as they are available. Please also suggest other ways we can use the display cases to tell our story. (Dr. Stone, could you mount a History of Armstrong exhibit ... other ideas?)

## FinlayNotes

### Tenure and Promotion Dates

The following deadlines apply to both promotion and tenure:

Applications to department head	Sept.8
Department head to dean/committee	Oct. 8
Committee to dean	Dec. 1

Faculty members who are eligible to apply for promotion should do so on their own initiative. We will publish an official list of who is eligible to apply for tenure when it is released by the VPAA's office.

### Tenure and Promotion Portfolio Reminder

The February 18, 2003 DEANotes outlined current suggestions of the materials that should be submitted with tenure and promotion application. Here is a reprint of that article.

### **Suggestions for Promotion & Tenure Documents:**

Some faculty members are even now thinking about preparing portfolios that will support their application in the promotion and tenure process next fall.

Because each candidate submits a large amount of material that many persons read, it is important to organize that material as effectively as possible.

Conversations with the College Promotion and Tenure Committee, department heads, and Council of Deans have yielded these suggestions:

(1) Materials should be organized with a small, 1" to 1.5" master folder and one or more larger folders with contents as found below.

#### **Master folder contains:**

- Letter requesting promotion or tenure
- Vita
- Reflective statements about teaching, scholarship and service
- Annual Faculty Evaluations and APAR's
- Report on departmental vote and recommendation of department head (included by department head)
- Table of Contents for the other folder(s)

#### **Other folder(s) contains:**

- At least five years of FACE results
- Other materials required by department
- Samples of scholarly products
- Other materials that the candidate wishes to include

(2) Candidates should minimize the use of plastic sheaths since they increase bulk without increasing information.

(3) In general, more is not better. The whole story needs to be told, but present information as succinctly as possible.

### **Solms Hall Open House and Equipment Demonstration**

The Dean's Office will host a tour of the new facilities in Solms Hall on Tuesday, August 12. Cookies and lemonade will be served in the conference room, Solms 106, beginning at 2:30 pm., and the tour will proceed from there.

At 3:00 in Solms 108, Lane Library personnel will offer a brief demonstration of the state of the art equipment found in each of the new classrooms in Solms and Hawes Halls. Faculty who teach in these buildings are especially encouraged to visit.

### **Regents' Test Website**

Dr. Howells, LLPhil, has created a new website <http://www.admissions.armstrong.edu/regents/>, that addresses student and faculty questions about the Regents' Test. The site includes practice tests,

details on remediation requirements, and even an on-line form that will save students the hassle of walking to the MCC to sign up.

### **Evening Student Event**

The VPAA's office is sponsoring an event designed to welcome evening students back to AASU. On August 18 and 19, the first two days of class, pizzas will be served at welcome stations in Gamble, Solms, Hawes, and University Halls, the MCC, and the Science Building

Academic deans and other advisors will be on hand at these stations to answer student questions from August 18<sup>th</sup> through the 21<sup>st</sup>. In addition, the Office of Academic Orientation and Advisement Center, (now in Solms Hall), will be open until 7:30 pm on the same dates, and the main support offices (Registrar and Admissions, Financial Aid, Graduate Office, Cashier, and Bookstore) will remain open until 8:00 pm on those dates. All A&S departments should have someone on hand to answer students' questions on the 18<sup>th</sup> and 19<sup>th</sup> until 6pm.

Finally, each department should provide an "on-call" number that advisers can use in the 6:00 pm til 8:00 pm time frame from the 18<sup>th</sup> though the 21<sup>st</sup>.

### **Hurricane Procedure Reminder**

The AASU policy is to close the university in the event that the Chatham Emergency Management Agency announces a "Voluntary Evacuation of the Islands." When the university is closing, all personnel should record the following message onto their voice mails: "The University is closed due to Hurricane XXX. For information concerning the university reopening, please check Savannah media stations or call 9127-5211."

In the advance of any emergency, departmental personnel should: define critical resources, applications and files; keep a current inventory of equipment, including serial numbers; designate a central location for originals and backups of software licenses and other critical information; and create an emergency call list so that you can communicate with departmental personnel.

### **NEH Summer Stipends**

The deadline for applying for National Endowment for the Humanities Summer Stipends for 2004 is October 1, 2003. Awards are for \$5,000 for two consecutive months of full-time research and writing; the NEH made 117 such awards in 2003. Guidelines and application instructions are available at <http://www.neh.gov/grants/guidelines/stipends.html>.

The university may nominate no more than two faculty members for this award. If you are interested, please contact the dean's office.

### Office Shuffle Reminder

In brief, here's where to find everyone:

Advisement Center	Solms second floor
Deans' Offices	Solms first floor
Economics	Hawes second floor
Health Science	Solms second floor
History	Hawes first floor
Honors Program	Solms first floor
Information Technology	Gamble second floor
International Programs	Gamble second floor
Math Tutorial Lab	Solms second floor
Nordquist's stuff	Solms second floor

### First Fridays

The Faculty Development Committee is sponsoring a series of events in 2003-2004 on the first Friday of each month. The basic plan is to encourage faculty committees (or departments or any sort of faculty service units) to sponsor a first-Friday get-together on any faculty issue that crosses departmental boundaries. Dr. Nordquist's office will help schedule, publicize and host these events. Thus far, events are scheduled for September 5 (writing across the curriculum issues), October 3 (advisement issues), and April 2 (4th Annual Presidential Teaching & Learning Symposium). Contact Dr. Nordquist (5991) with suggestions for other events.

### Student Notes:

Psychology major Anthony Benners recently won first prize, including a cash award, in The Applied Psychometrics Society of Fordham University's undergraduate paper contest. His paper, entitled "The Development and Validation of a Measure of College Student Job Satisfaction," was written for one of Dr. Scott's classes. Thanks also to Dr. Kraft for encouraging Anthony to submit this paper.

### Upcoming Deadlines

**Aug 11:** CHAOS IV; Academic Council, 9:00 am, UH 157

**Aug 12:** AASU university meeting, 10:00 am, FAA; faculty meeting, 11:15 am, UH 156; and Solms Hall open house, 2:30 pm

**Aug 13:** Faculty workshops; A & S dept heads' lunch meeting, 12:15, Solms 106; and Administrative Council meeting, 2:30, UH 156

**Aug 14-15:** New faculty orientation and Advisement and Registration

**Aug 18-20:** Late registration

**Aug 22:** Name rep to college Curriculum Committee

**Aug 26:** Fall semester CIRs due to dean

**Aug 27:** Part-Time Pay Reports and Extra-Comp Reports due to dean

**Aug 29:** Name elected rep to Tenure and Promotion Committee

**Sept 4:** Revised spring schedule due

**Sept 8:** Promotion and Tenure applications due to departments

**Sept. 16:** Dept. heads notify post-tenure candidates

**Dec 1:** Applicants for post-tenure review make portfolios available for peer review

### Thought for the Day

"If your plan is for 1 year, plant rice;  
If your plan is for 10 years, plant trees;  
If your plan is for 100 years, educate children."

*Confucius*

*DEANotes* is a quasi-weekly publication of the College of Arts & Sciences. Dr. Mark Finlay is the editor. Some of the content of the publication will be informational content directed primarily at department heads. However, other parts of the reading may be of interest to members of the faculty of the College of Arts & Sciences. In addition to a limited paper distribution, *DEANotes* will be posted upon publication at the Faculty Resources page of the web site for the College of Arts & Sciences.

