DEANotes is a quasi-weekly publication of the College of Arts & Sciences. Dr. Henry Harris 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 and 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 and Sciences.

WheelerNotes:

Reflection: I recently called a former student who is now the Dean of Arts and Sciences at an urban, comprehensive university in the midwest. I had several questions about the finer points of “deaning” but then asked this important question. “Debbie,” I asked, “you always had good relationships with the faculty in your department and across the campus. Have your relationships changed since you became dean?” “Oh, no,” Debbie protested, “I continue to have very good relationships with the faculty. Indeed, as I walk across campus faculty members wave enthusiastically when they see me.” She paused a moment, “I do puzzle a bit, however, about why they extend only one finger when they wave.” (apologies to KR)

Classroom Squeeze in January: If the science building continues on schedule, we will experience a very paradoxical situation in January of 2002. We will occupy a new 120,000 square foot classroom building and immediately drop from 81 to 61 classrooms on campus. The paradox will occur because we will take Victor, Hawes, and Solms out of service for renovation at the same time that we occupy the classroom building. As a consequence we will need to be very creative in

our scheduling for Spring 2002. Department heads will find it is very difficult to add sections in the 8:00-1:30 time frame, and hence will need to take full advantage of late afternoon, evening and weekend schedules. More on this later.

Research and Scholarship Grants/Teaching and Learning Grants: If you have a scholarly project or a teaching and learning project that might be enhanced by a research and scholarship grant or a teaching and learning grant, please plan on applying in the Fall. Remember that one can request funds not only for travel, student assistants, materials, or equipment to support the project, but also to buy reassigned time for the project. Though precise deadlines are not yet established, expect the proposals to be due in the middle of the Fall semester.

New Arts and Science Web Pages: You are invited to peruse the new Arts and Science pages that "went live" on July 1 with the competent help of Nancy Luke. As with all web pages, we regard these as "works in progress" and would be most appreciative of your comments relative to improvements. Department Heads, we ask that you look carefully at the new web pages relative to pre-professional studies. Please make sure the contact information we have included is appropriate. Drs. Williams and Relyea, we need to improve the presentations Wheeler wrote relative to pre-dental, pre-pharmacy, pre-vet, pre-engineering, pre-engineering. Please ask appropriate faculty to send improvements shortly. Dr. Williams, ask Dr. Rajai to provide contact info as soon as he has established an email location.

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HarrisNotes:

**Summer 2001 FAR (Faculty Assignment Report):** Due to Deans Office by July 17. List full-timers alphabetically followed by part-timers. Full-timers listed only in home department, even if teaching in another department. Twelve-month department heads and other administrators with faculty appointment must have total EFT of 0.250. AMT list Jim Anderson (0.250 admin.); Chem/Phy list Byrd (? teaching, ? admin.); Harris (0.250 admin.), Jones 0.250 admin.), K. Martin ( ? admin.); CJSPS list Donahue (? Admin.); Megathlin (0.250 admin.); History list Finlay (? teaching, 0.12 admin) Math list Wheeler (0.06 teaching, 0.19 admin.). EFT’s are assigned on the part-time scale for all teaching during the summer; for lecture-only class assign EFT of 0.020 per credit hour and for lab 0.01 per contact hour.

**A&S Curriculum Committee:** This is the annual request for the name of a representative from each A&S department to serve on he College of A&S Curriculum Committee. The department representative is to be elected by the department faculty. Please submit name by Friday, August 24. The 2000-01 members were Peter Mellen, Judy Awong-Taylor, Leon Jaynes, Chuck Shipley, John Kearnes, Richard McGrath, Dick Nordquist, Mike Price, Tom Cooksey, Jim Brawner, James Handley, and Steve Taylor.

**A&S Committee on Promotion and Tenure:** We need new elected representatives from the departments of AMT, LLP, and Psychology, as John Schmidt, Ellen Blossman, and Joe Lane have completed their 3-year terms. Please submit by Friday, August 31. “The departmental representative shall be elected by vote of the full-time, tenured and tenure-track faculty of the faculty of the department. Terms will be for three years.” Ron Beumer, Will Lynch, Chuck Shipley, Richard Cebula, Selwyn Hollis, and George Pruden will be entering their third year. John Kearnes will be returning for his second year.

Promotion and Tenure Applications: Due to the department head by September 10. The department recommendation is due to the Deans Office by October 10. Erik Nordenhaug and Jim Brawner are entering their 6th year toward tenure and must apply for tenure this year.

Highlights:

**Monday August 13:**
Department Heads and faculty return to campus. Academic Council meeting 9:00 a.m.

**Wednesday August 15:**
A working luncheon-meeting of A&S department heads being planned for 12:30-2:00 p.m.