WheelerNotes

**Inauguration:** The Inauguration of Dr. Jones is Friday October 12 beginning at 11:30 in the Fine Arts Auditorium. All full-time faculty are expected to march in regalia. Faculty who have conflicts need to seek permission to be excused. All classes between the hours of 11:00 a.m. and 1:00 p.m. are to be canceled so that students and faculty can attend the Inauguration. A&S faculty are to assemble at 11:00 in Solms Hall, from which we will prepare to join the Inauguration procession in two lines. Line A headed by Wheeler will include the departments of AMT, Biology, CJSPS, Military Science, Math, and Psychology. Line B headed by H. Harris will include the departments of CPE, CS, LLP, History, and Economics. Department faculty should line up behind the department head.

**Fall Break:** 12-month department heads, secretaries, and other staff must take vacation leave if they plan to be off during the Fall Break Monday or Tuesday, Oct 15 and 16. Nine-month faculty, free of teaching duties and office hours, are free to come and go as they wish.

**Important item with budget implications!**

Reporting of Non-credit Educational Classes/seminars/training. Activities occurring on the AASU campus involving AASU faculty or staff but not involving college credit; may involve continuing education units. Eligible activities include department seminars, guest lecturers, CIS training sessions. Some specific examples: Kathy McGowan brings a group of high school students in for a lab demonstration; Jane Barnard or Sabitra Brush has a group in from the local school system for a lecture or discussion. AMT sponsors a number of activities to report. The Math Tournament should be reported. If an AASU faculty member does a program off-campus it might be eligible for reporting. Refer questions on the reportability of an activity to our Continuing Education office at 5322. These activities should be reported online at [http://www.armstrong.edu/ceuform.htm](http://www.armstrong.edu/ceuform.htm) as they occur.

Part-Time Evaluations Coming: Last Fall Dr. Martin instituted the practice of evaluating part-time instructors on an annual basis. We will be continuing this practice this Fall using the very efficient forms that Dr. Martin designed. We will need to have these forms in hand well in advance of the Southern Association visit, so I am asking Dr. Harris to put the date, *January 15 Part-time Evaluations Due*, in the list of dates he publishes in each issue of DEANotes. By that date, the completed evaluations should be in the deans’ office, and a copy placed in the department personnel folder. Forms may be obtained from Diane Sellers.

**Reminder--Low Country Boil:** Please remember the Arts and Sciences Low Country Boil on November 2, 2001. Departmental representatives should be contacting you to solicit your reservation, but if no contact is forth coming, please contact Dr. Chuck Shipley at chuck@armstrong.edu.

Harris Notes

**Proper Procedures for Extra Pay:** Funds to be paid to a faculty member through the University must be requested via the Extra Compensation Form, listing the source of funds. The most common use of the Extra Comp form is for teaching an overload, for which the source of funds is AASU. Other uses include pay from a research grant or pay for participating in a workshop. Pay through the Public Service Center and Continuing Education do not require use of the extra compensation.

**Bookstore Orders:** Oversight of the preparation and submission of department bookstore orders is a department head responsibility. Due dates are: October 12 for Spring ’02 orders; February 11 for Summer ’02 orders; April 15 for Fall ’02 orders.

**Retention Recommendations:** Retention Recommendations on first year (non-temporary) faculty are due to the deans’ office January 23. The recommendation will be for 2002-2003. According
to our records, appropriate 1st year A&S faculty are Lori Allen(LLP), Tamara Burton(Math), Beth Howells(LLP), Kam Fui Lau(CS), Mark Rajai (Engineering), Joy Lyn Reed(CS), Jonathan Roberts(Psychology), Ana Torres(LLP)

**ROTC Scholarship:** Our ROTC Program offers 2-year scholarships for students in the middle of their college program (junior status) with no prior military or ROTC experience. A minimum GPA of 2.8 is required. Applications for scholarships beginning Spring semester are now being accepted.

**Calendar Highlights:**
- **October 12:** Spring '02 bookstore orders due
- **October 15:** Workload reports with faculty name, courses/section numbers with approximate enrollment, credit hours, contact hours, explanation for reassignments
- **October 17:** Summer 2002 – Spring 2003 Planning schedule to deans’ office
- **October 24:** Budget Assessment and Planning workshop for academic units. More detail soon
- **November 2:** College of Arts & Sciences Low Country Boil (with steamed oysters as appetizers)
- **December 10:** Final exams begin
- **December 14:** Proposed budget for Summer 2002 is due to the Dean’s Office. List instructors (including department head), courses, anticipated enrollment, salaries and justification for any upper level courses.
- **December 15:** Graduation is 10a.m.
- **January 15:** Part-time faculty evaluations to deans’ office

**APAR’s and Annual Faculty Evaluations:**
- **February 1:** Faculty APAR’s to department heads. Department Head APAR’s to dean.
- **February 28:** Annual Faculty Evaluations/APAR’s to dean

**Internal Grant Applications:**
- **October 19:** Gignilliat Professorship applications to Office of Sponsored Programs by 5:00 p.m.

**Promotion and Tenure Applications:**
- **October 10:** Department recommendations due to deans’ office.

**Mid term Dates:**
- Session 1: (15 week term) October 11
- Session 3: (2nd 7-week term) November 9

**Post-tenure Review:**
- **October 12:** Departments submit copy of current or updated procedures relating to post-tenure review, especially the Peer Review system.
- **December 1:** Post-tenure candidates make portfolio available for peer-review.
- **February 15:** Portfolio peer reviews completed
- **March 15:** Peer Review Outcome Form completed by department head and submitted to Dean’s Office

**Retention Recommendations:**
- **October 17:** Retention Recommendations on 2nd year faculty due to Deans’ Offices
- **January 23:** Retention Recommendation on 1st year faculty due to Deans’ Offices

**Schedule of Classes:**
- **November 19:** Summer 2002, Fall 2002 schedules and Spring 2003 planning DSUM to departments
- **December 7:** Revised DSUM to Dean’s Office

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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 & 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.