WheelerNotes:

The Annual AASU Honors Convocation will be held Thursday April 18 beginning at 7:00p.m. in the Fine Arts Auditorium. Department Heads, Deans, VPs and Dr. Jones will be seated on the stage. Faculty are encouraged to attend and help honor those students receiving recognition.

The 8th Annual Student Research and Scholarship Exhibition continues through Friday April 19 in the University Hall Atrium, with the Awards Ceremony that day, noon – 1:30. Cookies and punch will be served.

FACE the Music: The new teal-colored FACE forms have arrived and now FACE evaluations can proceed. ONLY the new forms are to be used. Department secretaries are asked to discard the old orange (undergraduate) along with the red and the blue graduate op-scan forms. Faculty are asked to make sure their evaluation packets contain the new teal forms. FACE evaluations are to be done between now and the last day of classes.

Three Important Questions:
- Question 1: What is the first thing you do when you receive confirmed information about a possible instance of sexual harassment involving AASU faculty and/or staff? **ANS:** Call Dr. Murphy (5680)
- Question 2: What should be your first step if you should get second or third hand information about a possible instance of sexual harassment? **ANS:** Call Dr. Murphy (5680).
- Question 3: What should you do if the sexual harassment involves only students? **ANS:** Call Dr. Joe Buck (5271)

For more information refer to [http://www.hr.armstrong.edu/harasspolicy.htm](http://www.hr.armstrong.edu/harasspolicy.htm)

It’s Miller Time: In an effort to give Dr. Finlay some help as he continues teaching, continues to lead the Honors Program, and tries to make sense of what it means to work for Wheeler, we are happy to announce that we have appointed Dr. Jill Miller of the Department of Art, Music, and Theater as the Assistant Director of the Honors Program. Thank you, Jill, for your willingness to take on this responsibility.

Going, going, and gone: Biology faculty and staff have moved to The Science Center, with the department office in Room 1019. Chemistry and Physics are scheduled to move Friday, April 19. The department office will be in Room 2602. Labs will continue to meet in the original Hawes or Solms locations for the remainder of the semester. Telephone numbers remain the same, with the usual relocation problems.

The offices of the College of Arts and Sciences are scheduled to move May 15 to Gamble 204A.

No more green stamps?
- Faculty members – Save final exams, etc. for one year, then save only gradebooks.
- Department Heads – Save search materials (and be able to retrieve) for 7 years
- Departments Heads –Save peer review materials for one year

Advisement for Summer continues through April 19. Telephone and web registration continues through April 30.

Looking Ahead: September 10, 2002 is the deadline for faculty to submit applications/portfolio for tenure or promotion to the department head. This is the last opportunity for faculty entering their sixth year in a tenure-track position to apply for tenure.

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Winding Down with Gratitude: As the spring semester lurches to a close, we would like to thank staff and faculty of the College of Arts and Sciences for a good year of hard work. Special thanks and recognition needs to go to

- Dr. Nordquist and his colleagues for a thought-provoking Teaching and Learning Symposium and Faculty Associates Remler and Miller who kept Teaching and Learning at the forefront during the whole year
- Dr. Winterhalter and twenty-nine faculty and graduate student presenters for an outstanding Women’s Studies event
- Dr. Jim Byrd and the host of colleagues who led us through a successful SACS visit
- Drs. Daugherty, Gleeson, and Hollis for monographs published this year and a host of others for insightful articles and presentations in scholarly venues
- Drs. Daugherty, Murphy, Rinalducci, Hall, and Howard for providing insight and wisdom in the aftermath of September 11.
- Drs. Martin, Harris and Pruden for their strong efforts in a last year before retirement
- Dr. Price and six stalwart Arts and Science colleagues who carried the Arts and Sciences load preparing for the NCATE travails
- Dr. Stone and her partners for a campus-wide writing competition
- Scores of faculty members who wrestled with important curricular and governance issues
- Many faculty and staff who have graciously suffered and continue to suffer the slings and arrows associated with moving offices, etc.
- Other scores of faculty members who understood clearly that professional service at a regional state university must include outreach to the community and region and responded with a host of service events including a science fair, an Economic Monitor, mathematics tournaments and a host of plays, concerts and exhibits.

But finally, we must extend our most profound gratitude to 110 full-time faculty and 40 part-time faculty who completed another year of inspired labor in the classrooms of college algebra, English composition, general psychology, world civilization, … while still nurturing majors and graduate degrees of the highest quality.

Many thanks to all!

Calendar Highlights

April 18: AASU Honors Convocation 7:00p.m. Fine Arts Auditorium. Faculty urged to attend.

April 19: Noon – 1:30 Awards Ceremony for 8th Annual Student Research and Scholarship Exhibition, University Hall Atrium

April 19: Advisement for Summer and Fall continues

April 16 through the last day of classes: FACE evaluations using the new teal-colored forms.

April 29: Last day of classes for Session 1 and 3 classes.

April 30: Reading day

May 1 through May 7: Final exams

May 11: AASU Spring graduation is 10:00a.m.

May 27: Memorial Day holiday

June 3: Registration for Summer School

June 4: 1st day of classes for Summer sessions 1 (8 week), 2 (6 week), and 3 (1st 4 week)

September 10: Deadline for tenure and promotion applications

*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.