

CAS Chairs Meeting
April 12 2007
ANNOUNCEMENTS

BACKGROUND CHECKS. Back in October 2006, at a CAS/SSBM Chairs meeting, we discussed the increasing need for “background checks” of faculty, asking Chairs (or their designees responsible for hiring) to make sure to ask three questions of former employees: We promised to look into hiring an outside firm to do such background checks”. Since that meeting, Skip Casey (Director, Human Resources) has led the development of a “Background Screening Policy” to administrators, faculty, and staff. A draft of the Policy is currently under discussion by the Loyola Conference – the draft is available online under the Loyola Conference agenda for 3 April 2007; you or your faculty can report any concerns to me or Amanda or any of the faculty representatives on the Conference. I am particularly concerned that checks be done with the care and hospitality and confidentiality that are such crucial ingredients of our hiring processes; we certainly do not want to be so “out in front” on this issue that we discourage applicants. Further, “background checks”: are relative to jobs – faculty require different sorts of checks than security officers, or those handling large amounts of money (including Chairs) However, it looks as though no outside firm can make the calls necessary to do the check of the most recent employer we discussed with Chairs in October. So Chairs should develop plans for doing those check themselves, for now.

INCOMPLETES, reminder. The Faculty Handbook and Academic Policies Committee last fall recommended that “each semester Department Chairs remind faculty members, especially new faculty members and per course adjuncts, of the policies related to assigning a grade of I as well as changing grades” (21 November 2006 Report to the Senate on Grading Practices). Those policies are in the current UG Catalogue, p. 54 and Graduate Catalogue, p. 23. The prerequisites for giving an Incomplete are strict (“for reasons beyond the student’s control”), and times are specified when an Incomplete should NOT be given (e.g., completing extra work, unexcused absence from final exam, etc.). I receive complaints from CASS that about a dozen faculty each semester are not following this policy. The Dean’s signature is required on all requests for extensions beyond about 1 month. I have told CASS to simply follow the announced practice of changing I’s to F’s once the promised deadline is passed.

JUNIOR FACULTY SABBATICAL EXTERNAL LETTERS. You may recall that, at our 15 March meeting, I promised to bring in new wording on the deadlines for external letters. However, after thinking about the existing wording, I do not think such new wording is needed. The current wording is clear that “Review Letters must be postmarked by the deadline, and faxed or email transmissions must also meet this deadline.” I suggest that applicants make sure that external reviewers know about this rule, asking them to keep to it. But if Chairs have a different idea, please send me the proposed wording and I will submit it for brief Chair discussion.

SENIOR FACULTY SABBATICALS. Keep in mind that, now that senior sabbaticals are every seven years, faculty can apply during their sixth year since their last sabbatical – or, for junior faculty, in the fall of the year before the spring in which they may come up for tenure.

DIVERSITY REQUIREMENT APPROVAL CALENDAR. I have enclosed a proposed calendar for approving diversity requirement courses. The calendar has been approved by the Records Office and CASS – but I have not yet had time to discuss it with the Subcommittee on Diversity. But Chairs might find it helpful as they plan their contributions to the diversity requirement.

STRATEGIC PLANNING planning. Executive Council had an overnight meeting in early March in which we tried to boil down our big ideas into a handful relevant to the whole College. We had a meeting yesterday (11 April) in preparation for presentation of some “big ideas” for the next strategic plan to the Trustees (April 18) and Loyola Conference (May 1 all morning meeting). Some groups of faculty and administrators will work on these ideas over the summer in preparation for conversation by the whole College in the fall. I will keep you posted.

PER COURSE FACULTY STIPEND INCREASE. Per course affiliate faculty have semester-by-semester contracts (Faculty Handbook IV, introduction). Per course faculty are eligible for a \$50 increment (per course) in their teaching stipend for every six courses they teach. To apply for such increments, faculty should submit to their Chair a list of the courses taught and semester in which the courses were taught, the date of the last salary increment, along with a brief written reflection on their teaching, taking into account student and peer evaluation. The written reflections may be brief, but should include reflection on the quality of student learning in the courses as well as plans for improving courses in the future. Chairs

should forward this material to the Dean, briefly explaining why the Chair recommends an increment. The increment will begin the following fall semester.

EXIT INTERVIEWS. Not many tenured or tenure-track faculty leave Loyola. However, when they do, we would like to know why – so we have instituted an “Exit Interview” using a form to be handed out at the 12 April meeting. Note the questions asked about mentoring, support, frustrations, etc. Hopefully Chairs regularly put such questions to probationary faculty. If you have suggestions for the Exit Interview, please let Jim or Amanda or Suzanne know.

STUDENT LEARNING ASSESSMENT “BEST PRACTICES:” We will soon put Departmental “assessment plans” on the CAS web site, and I look forward to hearing how departments are proceeding when we meet this summer. I will soon send you the revised plans of the Department of Mathematical Sciences, including their plans to begin archiving their work. I ask that the Department’s Annual Report not only include a report on progress in carrying out your assessment plan (including any needed revisions to that plan) but also a brief paragraph describing a “best practice” the department has engaged in from which other departments might learn.

2007 – 2008 ENROLLMENT. See enclosed memo from David Haddad and others about enrollment expectations for next year.

CALENDAR FOR SUMMER ANNUAL REPORT MEETINGS/FALL ANNUAL REVIEW MEETINGS. I will email you the proposed dates for our summer and fall meetings in the next week. We have tried to schedule summer and fall meetings in order of Department size and (for departments with graduate programs) in an order in which Amanda and Jim could both participate. If you need to change summer schedules, please do so A.S.A.P. Keep in mind that, besides meeting with twenty one Chairs, the Dean also meets with some three dozen probationary faculty. .

DEADLINES:

- April 14. Accepted Student Open House information session 1:15 - 2:45 in Reitz... Lunch is offered starting at noon in the tents on Geppi-Aikens field. Parking will be reserved in Jenkins Lot.

- May 1. Requests for tenure-track positions. See CAS web site, Information for Chairs, “About Hiring Requests”.
- May 10, 10 a.m. Meeting with the President.
- Beginning mid-May 15. Please send me an e-copy of your annual report **no later than** one full week before we are scheduled to meet.