

New Chair Orientation Meeting Monday 18 September 2006

Present:

#### HANDOUTS

Summary of 16 August meeting

\*PAQ on Budgets: many issues raised in July

PAQ on student appeals

\*Table on scheduling issues: question on scheduling at the July meeting (esp re coordinating scheduling with other departments)

Promotion (and tenure): another issue raised in July

#### SUMMARY

Jim pointed out that the Chairs had an accumulated agenda from July as well as more urgent issues (Promotion letters due September 27: only a handful of applicants for promo = see me separately), budget due end of Sept: HANDOUT), scheduling

announced that, time permitting, he would like to follow up on two of the issues new Chairs raised in July (Budgets, due end of Sept. . . .) and scheduling (final winter schedule now past due; fall schedule due till December) and some student appeal issues . . . But: other issues Chairs want to put on the table??

#### CALENDAR:

Promo letters due Sept 27

Sabbaticals: Senior Chairs letter due 10/9; Junior Chairs letter due 10/30

NEW PAQ? The guidelines for Junior Faculty Sabbaticals and Senior Faculty Sabbaticals are on the Academic Affairs web site. Both sets of guidelines outline the responsibilities of the Chair. In sum, Chairs have the responsibility of consulting tenured and tenure-track faculty before writing a letter of recommendation, writing a letter of recommendation, and arranging for coverage of courses during the sabbatical (keeping in mind that “roughly one sixth” of your tenured/tenure track faculty should be on leave at any one time). The consultation process should be done in a spirit of collegial support, including criticism of sabbatical proposals which will help the faculty proposal improve the proposed sabbatical project. The Chair’s letter should reflect the quality of the Department’s support; the letter does not have to include all criticisms, and faculty who disagree with the Chair’s letter can write directly to the evaluating Committee (copied to the faculty applicant, Chair, and Dean). The Junior Faculty Guidelines make it clear that (among other things) the “Chair’s letter should help explicate the project to those outside the discipline”. The Senior Sabbatical Leave Guidelines require that the “department evaluation should be forthright and comments should be clear and direct, even though this may sometime be difficult”. I would add that Department evaluations should always be intellectually charitable.