

College of Arts and Sciences Chairs Meeting
June 12, 2025
2:00 PM

Agenda

- 1) Approve the Minutes of the February 13, 2025, Chairs Meeting
- 2) Budget Update
- 3) Summer 2025 Enrollments
- 4) Fall 2025 Enrollments and Scheduling
- 5) Academic Affairs New Faculty Orientation (Friday, August 15, 9am-2pm
MacQueen Alumni Center)
- 6) External Funding in the College
- 7) Staff and Administrators/Managers (110) Performance Evaluations (July 25, 2025)
- 8) 2025-2026 Program Reviews Update and Schedule (Dr. Coleman)
- 9) Annual Assessment (Dr. Coleman)
- 10) Fall Convocation and the Week of Welcome on Monday, August 18th, 2025 (Dr. Loomis)
- 11) A&S New Faculty-Orientation Tuesday August 19th (Dr. Loomis)
- 12) 2026-2027 Sabbatical Requests (Dr. Loomis)
- 13) Tenure and Promotion Deadlines (Dr. Loomis)
- 14) Social Media Account Feature Stories (Dr. Loomis, Ms. Waddell)
- 15) Online General Education Courses (Dr. Loomis)
- 16) Watermark for FARs (Dr. Loomis)
- 17) FERPA Waiver Process (Dr. Loomis)
- 18) Reminder to Notify Dean's Office of New Staff Appointments (Dr. Loomis)
- 19) 12Twenty/Accelerate (Dr. Loomis)
- 20) Other Business
 - a) Video Referencing Library (Dr. Major, Dr. Kimball, Dr. Coym)

10) Fall Convocation and the Week of Welcome on Monday, August 18th, 2025 (Dr. Loomis)

Please plan to have your department open house during this 12:30 - 2:30 time
Interest in coordinating pins or stickers by department? 250 =approx. \$90 - 120

11) A&S New Faculty-Orientation Tuesday August 19th (Dr. Loomis)

Location: Terrace Room
5:30 p.m. Reception for New Faculty
6:30 p.m. New Faculty Orientation

12) 2026-2027 Sabbatical Requests (Dr. Loomis)

Oct. 1, 2025: Proposal with Chair's recommendation due in Dean's Office.
Eligibility: Full-time tenured and tenure-track faculty who are in their sixth or subsequent year of continuous service at the University of South Alabama without having received leave with pay, or who are in their sixth or subsequent year following the completion of a previous leave with pay, are eligible to apply for sabbatical leave.

13) Tenure and Promotion Deadlines (Dr. Loomis)

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| Aug. 22 | Deadline for the candidate to submit names and materials to Department Chair for external review. |
| Sept. 3 | Deadline for the Tenure Committee Chair/Promotion Committee Chair to contact the external reviewers. The Department Chair provides the Dean's Office with a completed copy of the departmental component of the Tenure and Promotion Committee form. |
| Sept. 12 | The Department Chair forwards materials for review to external reviewers by this date. The Dean's Office sends completed Tenure and Promotion Committee Forms to Academic Affairs by this date. |
| Oct. 21 | Submission Deadline for the candidate's portfolio. Candidate must upload all correctly formatted portfolio items indicated in section IV above to the Google Drive folder by this date in the correct format. <i>Candidate access to the Google Drive folder is restricted after this date.</i> |
| Nov. 3 | External reviews are due and placed by the Department Chair in the "Reviews.pdf" document in the candidate's Google Drive folder. |

- Dec. 5 Deadline for the completed Department Tenure Committee/Promotion Committee reviews. Deadline for Committee Chairs to add their recommendation narrative, and the completed and signed Tenure and Promotion Committee Forms, to the front of the “Reviews.pdf” document in each candidate’s Google Drive folder.
- Jan. 5 Deadline for the Department Chair to meet with the candidate and inform the candidate of the recommendation for promotion, tenure, or both. The Chair shares with the candidate his or her written recommendation for or against tenure/promotion and gives the candidate a copy this report, as well as of the “Departmental Review Notification” form.
- * Candidates for tenure and/or promotion have one week from the time of the meeting with the Chair to include any additional materials supporting his/her candidacy by sending them as a PDF to the Dean.
- Jan. 12 Deadline to submit all review materials, including Department Chair’s recommendation(s) and completed and signed Promotion and Tenure Recommendation and “Departmental Review Notification” form to the Dean’s Office.

14) Social Media Account Feature Stories (Dr. Loomis, Ms. Waddell)

15) Online General Education Courses (Dr. Loomis)

Let Loomis know if updates are needed to attached list (include only regularly taught online courses). There are now 10 online programs:

<https://www.southalabama.edu/onlineprograms/undergraduate-2.html>

“ONLN” attribute is available to reserve spaces in general education online courses if needed.

16) Watermark for FARs (Dr. Loomis)

Example blank report for 2024-5 attached.

17) FERPA Waiver Process (Dr. Loomis)

Instructions for new system in Campus ESP in email of 5/8/25 or contact Loomis.

18) Reminder to Notify Dean’s Office of New Staff Appointments (Dr. Loomis)

19) 12Twenty/Accelerate (Dr. Loomis)