Chairs Cabinet  
February 13, 2015  
8:15-9:30 am 3150 Beardshear

Present: Wannemuehler, Baum, Bosselman, Constant, Jenks, King, Bratsch-Prince, Wickert, Nilakanta, and Wallace.

No Guests attended the meeting.

Meeting called to order at 8:17 AM

The January minutes were approved with a few minor edits required. It was pointed out the “Regents” and “Chazey” were misspelled. These changes were made and the updated minutes sent to Megan Peterson.

As the Provost’s Office is in the midst of reviewing P&T documents, a discussion was initiated regarding the number of external letters required for P&T. There was general agreement that four letters were too few and that requesting five or six letters would be a best practice.

There was discussion about the need to forward dossiers for candidates not supported at the departmental or college levels when it was a non-mandatory year to the SVPP Office. There was basic agreement that these should be forwarded as the consequences of not forwarding a dossier may create more appeals.

It was suggest that some of this could/should be clarified in the Faculty Handbook. The faculty senate representative took this under advisement.

There was also a discussion regarding the Best Practice or requirement for notifying the candidate of the outcome of the vote at each level. While it was agreed that it is essential that candidates be informed whether they were supported at each level, there was differences in opinion as to whether the exact vote count should be shared. It was suggested that it would be best to tell the candidate the outcome of the vote if the results are recorded.

The format of the P&T dossier was discussed. It was mentioned that Colleges have defined templates for their P&T dossier and there is no University template. It was felt that it was best for the Colleges to develop templates because of the different cultures and emphases rather than develop a university-wide template. It was highly recommended that each College develop a template.
There was discussion regarding when does the dossier close (i.e., no additional edits/information by the candidate). Can late breaking information be added at any step along the way? The general consensus was that late breaking information (e.g., major grant award or publication) can be added.

It was mentioned that it would be important to inform the SVPP’s Office if external reviewers saw a different version of the dossier than the one submitted for internal review. This may occur if external reviewers are solicited during the summer months prior to the deadline for submission for internal review.

A question was asked about the value of holding P&T workshops for faculty. The consensus was that these are useful and avoid the incorrect information often shared during “hallway” conversations.

When can a faculty pull out of the process during a mandatory year? Answer: Prior to the SVPP’s decision. If a candidate withdraws her/his dossier for consideration, there is a requirement that the candidate provide a statement in writing that they wish to withdraw.

The Research-Based Flipped classroom initiative was rolled-out. Course development, funds for faculty to buy out time to develop the FLIPPED approach. All colleges are involved.

AIB – A lot of discussion is going on Regents Resource Center is an evolving situation. ISU and UNI have been offered to the opportunity to join the process.

It was mentioned that the ISU Events Management Program is prepared to communicate with any AIB students that contact ISU about this type of program. To date, there have been multiple contacts because of the AIB situation. These contacts are being tracked and given guidance as to the path a given students would need to take if she/he were to enroll at ISU.

Rep to the Work-Life Balance – Kristen Constant agreed to serve as the Chair’s representative on the Work-Life Balance Committee.

It was mentioned that the University of Iowa has initiated an early retirement plan. ISU has no such plan in the offering.

Department Chair workshop on February 20 will cover Foundation activities and fundraising. In some cases, it is becoming more important for Chair’s to become involved with fund raising? Important to stay in contact with departmental alumni.
Penelope Hunt will give the presentation at the Workshop.

SVPP – Chairs are in a different position that the Dean. For most donors, the Dean is the key fund raiser. Chairs should have a compelling story of success for the department that would aid the Dean’s efforts. For example, “We are very close to our goal and a gift would put us close to realizing that goal”. In addition, Chairs also need to be a good steward of that gift.

There was a change in the ISURF leadership. Roger Neuhaus has stepped down.

Faculty Senate report – changes in the post-tenure review. The departmental documents need to be edited to come into alignment with the Faculty Handbook.

BioScience Building (FY16 1st installment), the next ISU capital project will be Student Innovation Center.

There were no other items brought forward during the Round Table.

The meeting was adjourned at 9:35.