Fall 2014 Chairs Advisory Council Meeting Agenda  
Friday, October 3, 2014  MARC Pavilion

8:30-9:00am  Breakfast

9:00-9:15am  Welcoming Remarks

9:15-10:45am  Provost Kenneth G. Furton  
Provost Furton will speak to us in an informal presentation/Q & A session in which he will touch on a number of topics and discuss his vision of the University and the changes for which he is planning.

10:45-11:00am  Panther Alumni Week presentation by Trustee Gerald Grant

11:00-11:15am  Coffee break

The remainder of the meeting will consists of 30 min. discussions of three topics listed below. Discussion will occur at the tables at which individuals are sitting, with one person from each table asked to keep notes of what is discussed and make a brief (3 min.—sort of like speed-dating) presentation to the entire group following the discussion. These topics were selected following the discussions in previous CAC meetings related to gathering advice from chairs for upper administration on improving infrastructure of the university. We began this process last year with a focus on purchasing, and for this meeting we move on to the chair’s job, research infrastructure and issues, and HR infrastructure and issues. Other topics will be the focus of discussion at subsequent meetings. The CAC steering committee intends for these discussions to be the beginning of discussions that will be followed by committees who will follow up on identified issues with the DoR and HR. Dr. Furton has already said he would like a CAC committee report on the Chair’s Job group. We will then invite Drs. Gil and Hardrick to our Spring meeting to follow up on these discussions regarding research and HR.

11:15-11:45am  Tables discuss (in parallel) the topic of making the chair’s job more effective, efficient, and “easier.” 10 mins of group report-out at end.

11:45-12:15pm  Tables discuss (in parallel) research infrastructure needs and research issues and group report-out.

12:15-12:45pm  Tables discuss (in parallel during lunch at table) HR infrastructure needs and issues and group report-out.

12:45-1:00pm  Wrap up and plan for election.

1:00pm  Adjourn.
Discussion: Making the chair’s job more effective, efficient and easier.

We need a guiding document with chair’s roles and responsibilities.

There should be a key person as one stop point person for problems that need quick resolutions for issues such as scheduling difficulties, research, etc. There should be a Graduate School person dedicated to each department.

Changes are made in the university which result in new processes and the chairs don’t know about them and are consequently lost. Chairs need to be made away are these changes in a timely manner.

We need appropriate number of staff that are competent and appropriately paid.

Support staff of higher level outside departments need to have appropriate training and follow explicit procedures.

We may have similar needs across our departments. We need to have a discussion our needs and together contact the appropriate offices to communicate those needs.

Chairs need to be kept in the know on budget issues early on and should have some semblance of control over some part of it.

We need to get better, seamless and efficient access to quality data in a timely matter. Maybe a dashboard with key data for example. There is currently an inefficient process to get data.

There are approval process inefficiencies. We need a better system to pay vendors on time for expenses. This complicates very high research goal and aspiration.

Infrastructural implementations should happen at chairs level not only deans level.

Chairs need to have better software solution tools.

There needs to be ongoing support and training for chairs. Informal support such as experienced chairs as mentors and formal training on things such as HR and collective bargaining.

Who makes decisions on TA allocations? The process is not clear to everyone. Improvements on timing are need.

Chairs need to be involved in the decision making process for things they will later be responsible for.
There is a general lack of communication and no follow up which results in timewasting.

Chairs do things that secretarial staff can do.

We should have an unified calendar from academic affairs for everything that needs to be done.

Faculty Fellow to serve as chairs ombudsman is helpful and we should continue to have one.

We need more support from the Provost Office on things such as program reviews.

We need a liaison from the Provost Office between the department and facilities when things need replacement, etc.

Chairs need to be notified of things as they change such as account numbers.

Chairs are being held for things beyond our control eg. Advisors/retention. We do not know exactly what they do, we do not evaluate them and do not know if they are well trained.

Integrated schedule of chair expectations i.e. documents, deliverables that are known ahead of time not announces at random points during the year with new deadlines.

More time for program reviews and avoid duplication of tasks. Simplify processes/ higher level of support for program reviews.

More support for international visiting faculty and scholars. How international are we? We need more support for visitors – housing, visa, etc.

Streamline faculty evaluation process. DataISO may resolve this but we want to underscore this need.

University as a whole is not very user friendly. Not under chairs control. Bring Gail Hansen to educate us on how to be more collegial.

Departments that are upper division have no contact with their majors until they are juniors but still held accountable for their retention. Need clarification to Provost and undergraduate studies.

Associate Chair incentivizing. Associate chair specialization for scheduling assessment.

Infrastructure modification. Chairs should have right to resources to improve admin. Infrastructure.


Translate systems across departments. Expense reports. Fundraising.

Discussion: Research infrastructure needs and research issues.

Seed money for junior faculty

Assistance with pre/post award process

Lab space

Software needs for departments
Financial start-up
Data Storage

**Discussion: HR infrastructure needs and issues.**

TA no’s

HR does not do things on time.

HR insists on training

Communication is incomplete and slow. Needs more flexibility on compensation.

Approvals – chairs end up approving people’s time for projects paid out of other units. Need better way to approve effort.

Better guidelines for employees about hours/vacation, etc.

Chairs assistant report to someone in dean’s office. How them do things that don’t make sense for the position.

PEP issue – need better explanation of what this is.

Certifying effort. Coast saving. Percentages to approve seem to change unexpectedly.

Issue: When HR gives raises but it’s not in the grant.

Recourse for departments when faculty/staff are on extended medical leave – to cover with temps or adjuncts.

Credentialing unclear process

HR makes decisions without considering ramifications for dept./schools eg. OPS limit fiasco. Reclassification -> disruption to office staff.

Can HR be protective against lawsuits but also helpful in ensuring efficiency.