



# **CHAIR'S MEETING**

**MAY 3, 2021**



# Agenda

1. Equity and Inclusion Updates
2. Questions and Updates from Departments
3. Year-End Processes
4. Search Process Review
5. Sustainability & Environmental Justice



# Equity and Inclusion Updates

- Dean for Academic Equity, Inclusion, and Success
- Support for tenure-track searches
- Accommodations for students with disabilities
- Support for Conflict Resolution
- Communication, communication, communication



# Dean for Academic Equity, Inclusion, and Success



Dr. April Ruiz

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## Area of Expertise

Academic Success

First Gen Low Income (FGLI) Students

Marginalized Student Inclusion and Success

Inclusive Pedagogies

First-year scholars development

International Experiences



# Support for tenure-track searches

- Diversifying applicant pools
- Minimizing Bias in applicant review and selection (Process Advocates)



# Accommodations for students with disabilities

Increasing reports of faculty not understanding accommodations or needs of students with disabilities

Includes:

- students with learning differences,

- physical disabilities

- mental health challenges (e.g. anxiety, depression)



# Support for Conflict Resolution

Office for Equity & Inclusion works on reports of bias & harassment based on identity in protected class

Recommend consultations with University Ombudsperson, Israela Brill-Cass for conflicts as first step

Work towards development of restorative practice / mediation program on campus



# Questions and Updates from Departments

- This is a time for chairs to raise topics for discussion





# End of Year: Merit

Merit timeline:

- May 28 - Faculty reports due on WesPortal under Academics/Faculty Annual Report Form.
- June 4 - Teaching evals available (under “current”). Search for semester first (e.g., Fall 2018), then faculty member.
- June 9 - Chair recommendations due to Megan Flagg

Scholarship, teaching, and collegueship all should be considered (and need all 3 for distinctive!)

Update this year: collegueship to specifically include reporting on equity and inclusion work.

Based on both 2019-20 and 2020-21

Usual percentages expected:

- 10 percent across the board
- 35 percent merit
- 35 percent high merit
- 20 percent distinctive merit

## **End of Year: Staff Performance Reviews**

Non-union staff have a merit process just as faculty do. Bio, E&ES, Film, MB&B, Physics, Psych, Theater all have non-union staff, as do some centers. The procedure involves a self-assessment, followed by the supervisor entering a review in Manager's Toolbox under the Employee Information bucket in WesPortal, followed by a conversation with the staff member. HR would like this completed by May 15. Contact Mark Hovey if you have questions.

Performance reviews for administrative assistants are recommended but not required, and do not affect salary increases.

## End of Year: Budgets

- The fiscal year ends June 30. All SmartKeys that begin with 100 (the operating budget) will have all money in them removed, and new money put in on July 1.
- Your department is not allowed to be in deficit at year-end; please discuss with your AA to be sure this does not happen. Common issues: student wages, physical plant or Bon Appetit charges, or p-card expenses that exceed the balance available.
- If you end in deficit, you can move money around to fix it. Your AA must do this as soon as possible; preferably before June 30, but there is a period between July 1 and July 15 where you can fix problems from previous fiscal year.

## **End of Year: Annual Reports**

- Annual reports due from chairs and program and center directors by June 30.
- Format is the same as last year.
- These are read by deans and provost. They give us crucial background knowledge used in many ways, including staffing requests.

# Search Process Review

## The initial recruiting process:

- i. Form the search committee
- ii. Meet in May or August with ACAF and VP for Equity & Inclusion
- iii. Post position on Wesleyan's recruiting website (description must meet guidelines)
- iv. Advertise the position (ACAF pays up to \$1,800)
- v. Recruit intensively for a diverse applicant pool
- vi. Receive and review applications (with Process Advocate)
- vii. Conduct initial interviews (via zoom, phone, and/or at professional meetings)

## The on-campus interview:

Submit a proposal to your Academic Dean with a shortlist of candidates to bring for on-campus interviews, their full dossiers, a log of all the people in the field that the search committee contacted in order to recruit for diversity, and a cover letter. The Dean, VP for Equity & Inclusion, and the Provost will review this proposal. Provost approval is required before inviting a candidate to campus.

## The offer:

Submit a proposal to your Academic Dean.



# Sustainability & Environmental Justice (S&EJ) Pedagogical Initiative

- Launched 2016
- Annual RFP process w/\$500-\$1000 grants
- Financial support from COE & Green Fund
- To date
  - 38 faculty participants
  - 46 classes with new or enhanced sustainability and/or EJ content
  - 6 departments with first-time courses
- Add new courses to cluster by emailing Tony Hatch

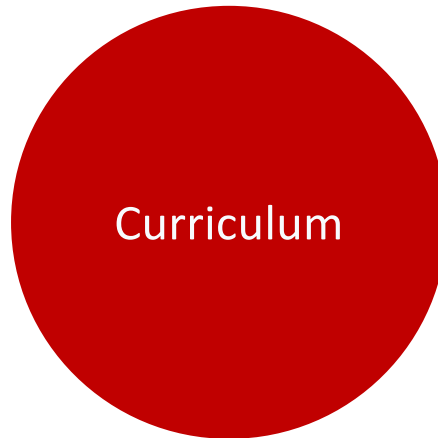
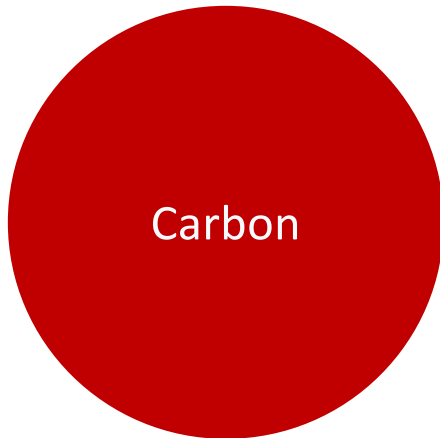
Learn more at [wesleyan.edu/sustainability/initiatives/academics/sej.html](https://wesleyan.edu/sustainability/initiatives/academics/sej.html)

## Sustainability & Environmental Justice (S&EJ) Courses

- Sustainability Office maintains inventory of courses *focused on* and *including* sustainability and/or environmental justice content
- Working with Deans this spring/summer to update via AAs & Chairs

## Sustainability Strategic Plan (SSP)

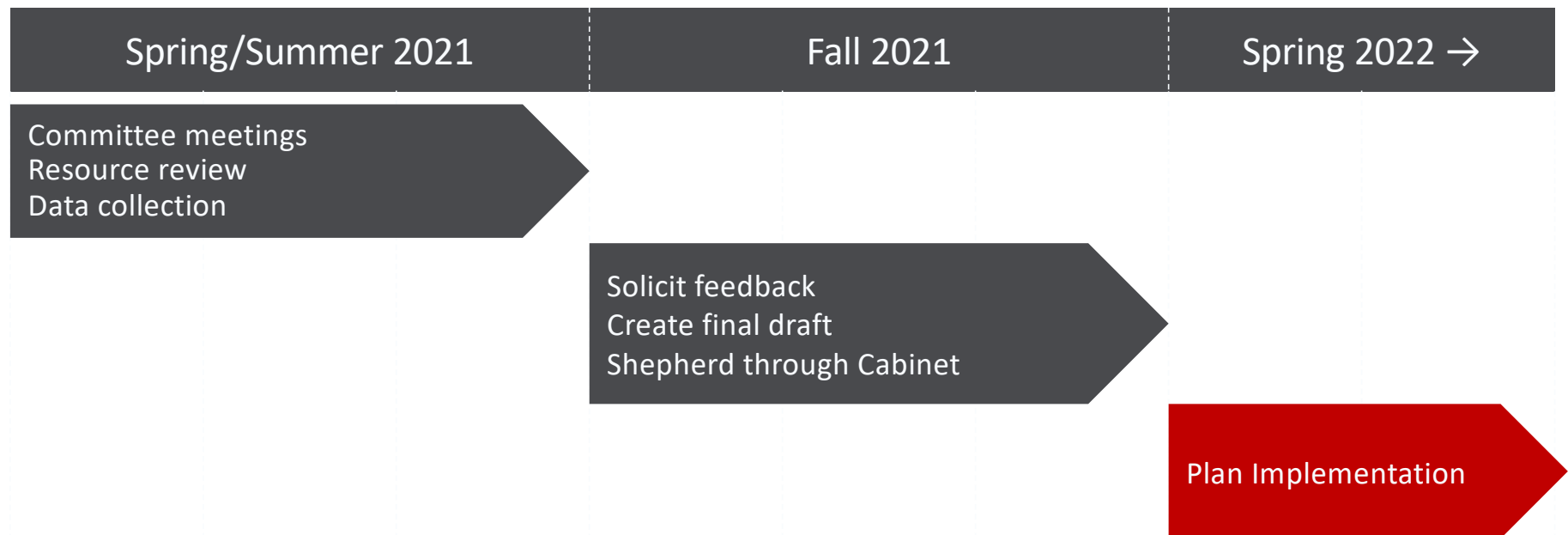
- Will replace existing Sustainability Action Plan
- Working document developed over the past 18 months





# Sustainability Strategic Plan Committee

- Share responsibility for the development and implementation of the SSP
- 11 members: 3 faculty, 6 staff, 2 students



# Pandemic Planning Update

We continue to follow the national, state, and local guidance on safety protocols

As of now, we are planning a **phased reopening of the campus:**

1. Year-end gatherings for graduating seniors: up to 20 participants, outside if at all possible, no food inside, only Bon Appetit can be used as caterer for outside.
2. University-funded travel: permitted as of July 1 for fully-vaccinated faculty, staff, and students inside the US, and outside the US only to CDC Covid risk level 1 or 2 countries

## **Fall Planning:**

No changes to the overall calendar (standard meeting patterns in place, Common Hour is restored)

A return to the fully residential experience, in-person teaching and learning

We are planning for masking and 3 feet social distancing, but await further developments

The Registrar's Office and Facilities are working to accommodate the current density guidance

Larger frosh class, smaller group of sophomores

Monitoring situation for international students

# Thank you!

## Upcoming meetings:

Thursday, May 13, 1-2:30: Nuts and bolts workshop for new chairs

Friday, May 14, 2-3:30: Supervision workshop for new chairs

Monday, May 17, 1-2:30: Budget workshop for new chairs

