

CHAIRS MEETING

September 18, 2018

WESLEYAN
UNIVERSITY



AGENDA

- Welcome and Introductions
- Meet the ACAF Staff
- Sabbatical Planning Process
- Mentoring
- Project Refresh
- Non-Tenure-Track Faculty Appointments
- Announcements

Introductions – ACAF staff

- Jennifer Bomar, Faculty Resource Specialist (visiting faculty)
- Megan Flagg, Executive Assistant to the Provost
- Lisa Sacks, Assistant Director for Curricular Initiatives
- Joy Vodak, Associate Director
- Maureen Zimmer, Faculty Resource Specialist (grid faculty)

Sabbatical Planning

- Sabbatical chart is a report of the accumulated semesters towards **eligibility** to apply for a sabbatical
- A complete application includes a description of the intended purpose and anticipated result of the sabbatical and/or leave, as well as the report from the last sabbatical/leave
- Chair reviews applications and forwards to Maureen Zimmer with a proposal making a recommendation and justification of which faculty should be approved for sabbatical or unpaid leave
- October 3 – Applications due to Maureen
- October 22 – Approvals will be sent to faculty

Mentoring

- Concerns about mentoring (or the lack thereof) frequently expressed.
- This year the FEC, in consultation with the Office of Faculty Career Development, is considering faculty legislation to promote mentoring.
- In preparation, we're requesting information from chairs whose department currently has a mentoring program in place.

Project Refresh

- Formerly known as the “Garage Sale”
- Slow launch in spring 2018, full launch this semester
- Touring departments/offices for brainstorming/intake sessions
- Submit ideas through WesPortal:



Submit your ideas to make your work more effective, efficient, and enjoyable.

Non-Tenure-Track Appointments

- Chart is always available on Info from the VPAA page under “Policies and Procedures”

8.3 Academic Affairs Non-Tenure Track Appointments

8.3 ACADEMIC AFFAIRS NON-TENURE-TRACK APPOINTMENTS**1. Salaried ongoing teaching appointments**

Topic	Adjunct	Professor of the Practice	Artist in Residence
Structure of appointment	Four-year renewable (6 if full). Each year confers a 9-month appointment. Expected to be in residence & participate fully in intellectual & programmatic life of department.	Three-year renewable (4 if associate, 5 if full). Unless otherwise specified, each year confers a 9-month appointment. Expected to be in residence & participate fully in the intellectual & programmatic life of department.	Three-year renewable. Each year confers a 9-month appointment. Expected to be in residence & participate fully in the intellectual & programmatic life of department.
Faculty status	Members of the faculty; those who are at least .5 FTE have voice and vote in faculty meetings.	Members of the faculty; those who are at least .5 FTE have voice and vote in faculty meetings.	Members of the faculty; those who are at least .5 FTE have voice and vote in faculty meetings.
Departmental governance	They vote for department chair if they are full-time faculty teaching at least half-time in the department.	They may have voice in departmental governance, with the exception of personnel matters, at invitation of dept.	They may have voice in departmental governance, with the exception of personnel matters, at invitation of dept.
Associate and Full promotion eligibility	Yes; salary increases for such promotions are made at the discretion of the VPAA.	Yes; salary increases for such promotions are made at the discretion of the VPAA.	No.
Basis for promotion	12 semesters of teaching.	Ad-hoc proposal by the department.	Not eligible.
Full-time course load (1.0 FTE)	5 courses.	5 courses or equivalent for 9-month contracts; 6 courses or equivalent for 12-month contracts.	5 courses or equivalent.
Advising responsibilities	Pre-major advising; major advising if appropriate (department's discretion).	Pre-major advising; major advising if appropriate (department's discretion).	No advising.
Eligibility for sabbatical	Yes, after ten semesters of teaching.	No schedule of sabbatical eligibility accrual. Sabbaticals may be awarded by the VPAA on an ad-hoc basis.	Yes, after ten semesters of teaching.
Eligibility for GISOS	Yes, as stipulated in annual GISOS memo from the VPAA.	Yes, as stipulated in annual GISOS memo from the VPAA.	Yes, as stipulated in annual GISOS memo from the VPAA.
Schedule for reappointment	One year prior to end of appointment.	At end of appointment.	At end of appointment.
Basis for reappointment review	Quality of teaching, collegueship, and scholarship when expected as part of the appointment; ongoing departmental need for the position.	Quality of teaching and collegueship; ongoing departmental need for the position.	Quality of teaching and collegueship; ongoing departmental need for the position.
Advisory review of teaching	As part of reappointment or promotion.	As part of promotion.	As part of reappointment.
Annual salary increase review process	Increase based on chair recommendation; for details see annual merit memo.	Increase based on chair recommendation; for details see annual merit memo.	Increase based on chair recommendation; for details see annual merit memo.

8.3 Academic Affairs Non-Tenure Track Appointments

8.3 ACADEMIC AFFAIRS NON-TENURE-TRACK APPOINTMENTS CONTINUED**2. Visiting teaching appointments**

Topic	Full-time visitor	Per-course visitor (includes staff who teach)	Private music lessons teacher
Title of appointment	Visiting instructor or visiting assistant, associate, or (full) professor.	Visiting instructor or visiting assistant, associate, or (full) professor.	Private lessons teacher.
Structure of appointment	Full-time appointment for 1–3 years. Each year confers a 9-month appointment. Expected to be in residence & participate fully in intellectual & programmatic life of department.	Course by course appointment; Appointments are made one semester or one year at a time.	Appointments are made one year at a time. Teachers are paid by the hour for 12 one-hour sessions on a per-student basis.
Faculty status	Eligible to attend but not vote in faculty meetings.	Eligible to attend but not vote in faculty meetings.	No faculty status.
Departmental governance	Multi-year full-time visitors may have voice in departmental governance, with the exception of personnel matters, at invitation of dept.	Not eligible to participate in departmental governance.	Not eligible to participate in music department governance other than as stipulated in the private lessons handbook.
Full-time course load (1.0 FTE)	5 courses per year.	6 courses per year; a person may teach no more than 2 courses per semester on a per-course basis.	Varies in response to student demand; no full-time equivalent.
Advising responsibilities	No pre-major advising. May advise majors at the discretion of department.	No advising.	No advising.

3. Non-teaching unpaid “courtesy” appointments

Topic	Research Professor	Visiting Scholar	Research Affiliate
Structure of appointment	Non-teaching non-salaried title-only affiliation with a department.	Non-teaching non-salaried title-only affiliation with a department.	Non-teaching non-salaried title-only affiliation with a department.
Why this title?	For distinguished scholars with whom the department wants to have a long-term affiliation.	To give scholars, who have a connection to Wesleyan faculty, official status (e.g., faculty spouse/partner with Ph.D., faculty from other institutions doing research here with a Wesleyan faculty member).	For staff with Ph.D.s to have an official relationship with the department of their discipline.
Perquisites	Wesleyan email address, library privileges, gym access.	Wesleyan email address, library privileges, gym access.	Staff privileges already provided.
Appointment process	Department submits proposal to Dean; Dean proposes to VPAA. Background check required.	Department submits proposal to Dean; Dean proposes to VPAA. Background check required. Waiver signed if working in a lab.	Department proposes to Dean, Dean proposes to VPAA. Background check required. [should be already completed]
Term of appointment	One to four years.	Minimum of one month; maximum of one year; renewable.	One year, renewable.
Renewal process	Request from department to VPAA.	Request from department to VPAA.	Request from department to VPAA.

Note: the term “department” refers to “department, program, college, or center” throughout

Announcements

- Updated Faculty Handbook
 - Next month: Get ready for a fun trivia quiz on the handbook!
- Reminder of Student Meal Plan:
 - 3 times with 3 students at DFC each term
 - 3 meals at Marketplace with any group of students each term
- Meal Policy
 - Wesleyan does not pay for food during regular department meetings or during meetings that only include faculty/staff
- Classroom changes
 - Be sure to notify the Registrar's office of all changes

THANK YOU!

Next meeting: Tuesday, October 9