College of Arts and Sciences Chairs Meeting
September 26, 2024
2:00 PM

Agenda

1) Approve the Minutes of the May 30, 2024, Chairs Meeting
2) Intellectual Property Education (Ms. Morgan Umstead)
3) Environment and Society: New Ph.D. Program in A&S (Dr. Steven Scyphers and Dr. John Lehrter)
4) Budget Update
5) Fall 2024 Course Enrollments
6) A&S External Funding
7) Emeritus Professor Nomination Requests Deadline (October 4, 2024)
8) 2023 Dean's Lecture and Awards (November 6, 2024, MacQueen Alumni Center)
9) Faculty Non-Reappointments
10) Annual and Mid-Probationary Review of Faculty Members
11) Comprehensive Review of Chairs
12) Program Reviews Update (Dr. Coleman)
13) 2023-2024 Assessment Update (Dr. Coleman)
14) Reassigned Time Requests (Dr. Coleman)
15) Football Tailgating 2024 (Dr. Loomis)
16) Mandatory Midterm Grades Reminder (Dr. Loomis)
17) Sabbatical Deadline Oct. 1, 2024 (Dr. Loomis)
18) USA Day November 2, 2024 (Dr. Loomis)
19) 2024-2025 Tenure, Promotion, and Mid-Probationary Deadlines (Dr. Loomis)
20) A&S Award Timeline and Proposed Change to Faculty Award Eligibility (Dr. Loomis)
21) Departmental Social Media Sites and New Marketing Guidelines (Sarah Waddell)
22) Revised Variable Topics Authorization Form (Dr. Loomis)
23) Courseleaf CIM and 2024-5 Curriculum Deadlines (Dr. Loomis)
24) Fall Commencement Friday, December 13, 2024, at 10 a.m.
25) Other Business

Unapproved Minutes

Chairs' Meeting
Thursday, May 30, 2024

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In Attendance:	Dr. Sytske Kimball, Ms. Susan Fitzsimmons, Dr. Ellen Harrington, Dr. Susan McCready, Dr. Jason Coym, Dr. Kevin Meeker, Dr. Justin Sanders, Dr. Jack Shelley-Tremblay, Dr. Roma Hanks, Dr. Kelly Major (Interim Chair), Dr. Jaclyn Bunch (Interim Chair), Dr. David Messenger, Dr. Laura Moore, Dr. Robert Coleman, Dr. Eric Loomis, Dr. Andrzej Wierzbicki
Guests:	Ms. Sarah Waddell, Ms. Carly Herron, Mr. Matthew Cox, Dr. John Lehrter (Sitting in for Dr. Sean Powers)
Absent:	Dr. Madhuri Mulekar, Dr. Sean Powers, LTC. Ruth Randolph, LTC. Jared Sunsdahl

1. The minutes of the February 15, 2024, Chairs' Meeting were approved.

2. Mr. Matthew Cox discussed steps taken to build the enrollment in Arts and Sciences. High schools involved in JagDays activities last year provided the University with 125 more students from the same high schools when compared to pre JagDays. He said that there will be approximately 40 more JagDays visits this year, which will involve about 45 schools. He asked the Chairs how they see the enrollment of this College three years after fall 2024 and would like Chairs to identify growth opportunities and how these growth opportunities can be embedded in the strategic enrollment plan to know how to resource it. Dr. Jack Shelley-Tremblay and Dr. Roma Hanks suggested that StartSouth could be more effective if at least a percentage of students could experience college on campus and not just through online studies. Dr. Jaclyn Bunch mentioned that she is thinking about possible marketing for the MPA program. Dr. Andrzej Wierzbicki stated that the College will collect the requested data. Mr. Cox explained that Enrollment Services is not spending money to market graduate programs but that he would like to receive feedback for how to move forward.

3. Dr. Wierzbicki introduced Ms. Sarah Waddell as the new A&S Assistant Director of Marketing and Communication. Dr. Eric Loomis spoke about College priorities, which include recruitment events, the web-based "Chat with A Professor" opportunity, department postcards, and name buys. Dr. Eric Loomis stated that Ms. Waddell can assist with website layout and design questions but not with day-to-day website management. Dr. Shelley-Tremblay mentioned that limitations on video hosting causes our website to be inferior. Dr. Loomis said that new department brochures will be ordered after the University branding changes have been made. Ms. Waddell mentioned that branding changes may be finalized during this summer. She went on to suggest that when posting to social media always tag College of Arts and Sciences (@collegeofartsandsciences) because it is more effective than just using hashtags and sharing posts.

4. Dr. Wierzbicki introduced Ms. Carly Herron as the new A&S Management Systems Specialist I. She will work with Ms. Jill Showers-Chow. Ms. Herron is a graduate of the University of South Alabama and has worked in the Computer Services Center for two years as a student worker and a year and a half as a temp-worker.

5. The Dean presented the budget update, as of April 30, 2024 (handouts). Dr. Wierzbicki stated that the departments have over $3.367 million in reserve funds compared to $3.174 million this time last year. There is over $1 million in start-up funds. The first portion of travel funds was transferred at the end of 2023. The second portion will be transferred in June. He reminded Chairs to spend the money in accounts supported by student course fees. Otherwise, if the money is not used as intended it will appear that students are being overcharged.

Dr. Jason Coym asked if the corrections to departmental operating budgets regarding salaries were to be made soon. The Dean stated that the issue will be resolved by the College.

6. Dr. Wierzbicki discussed summer enrollment (handouts). Compared to last May, summer enrollment for the University has increased by 282 students, and for the college it has increased by 156 students.

7. Dr. Wierzbicki discussed the fall enrollment (handouts). As of the latest report, A&S is up by 85 students compared to last May. Dr. Loomis mentioned that the numbers are actually higher than what are printed in the handouts and will likely continue to increase—especially with first-time freshmen.

8. Dr. Wierzbicki discussed Academic Affairs' New Faculty Orientation (handouts). The orientation will be held on Monday, August 19, 2024, from 8:00 a.m. to 10:45 a.m. in the John Counts Room. Human Resources will hold information/training sessions on Thursday, August 15, and Friday, August 16. Dr. Wierzbicki asked Chairs to remind their new faculty of the dates and to explain to their new hires which courses they will teach so that they are prepared for the semester.

9. Dr. Wierzbicki reviewed the sponsored projects update (handouts). As of May 30, 2024, the College has submitted 58 proposals compared to 60 submitted this time last year and has been awarded 47 grants compared to 32 awarded last year. $5.6 million has been awarded as compared to $3.8 million last year. This is an increase of over $1.8 million.

10. Dr. Wierzbicki reminded Chairs of the due date for staff and administrators/managers (110) performance evaluations. The deadline for Chairs to submit evaluations to the Dean's Office is July 26, 2024.

11. Dr. Wierzbicki discussed FMLA applications (handouts). He stated that the Dean's Office must be informed when faculty are approved for FMLA due to tenure and mid-probationary review "clocks" stopping during their leave.

12. Dr. Wierzbicki discussed the International Scholar Invitation and Sponsorship Process (handouts). He also asked Chairs to notify him if any faculty apply for external support, which requires an extended leave from the University during the academic year.

13. In discussing the Comprehensive Review of Chairs, Dr. Wierzbicki said there were three reviews this academic year, and five are scheduled for 2024-2025. The Dean will inform the Chairs who will be reviewed during the annual evaluation meetings.

14. Dr. Bob Coleman spoke about Program Reviews, noting that Anthropology, Studio and Visual Arts, and MCLL have completed their reviews. Meteorology and Criminal Justice are close to completing their reviews. Physics, Environmental Toxicology, Dramatic Arts, and Philosophy have been given extensions to complete their reviews. International Studies and Sociology were set to begin their review process this Spring. Sociology now plans to ask for an extension. Dr. Coleman stated that Dr. Kathy Friedrich of Institutional Effectiveness is creating a Program Review report to share with Chairs based on the reviews that have been completed. He asked Chairs to forward suggestions for how to improve the program review process.

15. Dr. Coleman reminded Chairs that all data for the annual assessment will need to be entered into Watermark by Friday, September 6, 2024. He stated that certificate programs are to be included. He also reminded the Chairs that programs currently undergoing Program Review do not have to be included.

16. Dr. Loomis talked about the Fall Convocation and the Week of Welcome (handouts). Monday, August 19, 2024, will be Convocation day. Departments were asked to be ready for an open-house on that date.

17. Dr. Loomis discussed the A&S New Faculty Orientation: Tuesday, August 20, 2024, at the Faculty Club (handouts). All faculty will be invited. There will be a reception that begins at 5:30 p.m. with food and a cash bar. The orientation will start at 6:30 p.m. A remote option may also be available.

18. Dr. Loomis discussed 2024-2025 sabbatical requests (handouts). The deadline for sabbatical proposals is September 13, 2024. Proposals with Chair recommendations are due on October 1, 2024. Dr. Wierzbicki reminded the Chairs that if there is more than one applicant per department they must rank the applicants within their recommendation letters. He also stated that over the six-year period 2019 - 2025, a total of 54 A&S faculty have been awarded sabbaticals, for an average of nine per year. Dr. Loomis mentioned that there is representation of each meta-major on the sabbatical committee.

19. Dr. Loomis reminded Chairs of the tenure and promotion deadlines (handouts). The deadline for the candidate(s) to submit names and materials to Department Chair for external review is August 21, 2024.

20. Dr. Loomis discussed the Professor of Instruction review process (handouts) for those faculty members who would like to be considered for promotion to Assistant Professor of Instruction or Professor of Instruction titles. The College needs to decide if we want an external review for these promotion applications. Dr. Loomis agreed to draft a sample addition for this purpose to the College's Statement of Promotion and Tenure Policies for chairs to review and vote on.

21. Dr. Loomis talked about online Gen Ed courses (handouts), asking Chairs to let him know if they are receiving more fully online students than expected.

22. Dr. Loomis spoke about a proposed revision of the faculty awards application (handouts). The faculty awards committee received three recommendations to improve the applications for our college faculty awards. They asked that each candidate gives a self-evaluation summary for the award which the faculty member is applying. They asked that candidates for teaching awards give a summary of their teaching evaluations, and they also asked that candidates have only 1-3 letters from the department, 1-3 letters from the University, 1-3 from students, and 1-3 from external reviewers. The Department Chairs voted to accept these changes to the application.

23. Dr. Loomis discussed Navigate South updates (handouts). Automations are now running. Ms. Kristi Clayton can help you set this up. Global access is still needed, but approval has become easier for faculty to attain. AATS has a referral system in Navigate South. Dr. Loomis will share the guide for the referral system.

24. Dr. Loomis relayed information about summer orientation advising (handouts). Ms. Kelly Taylor said that all of the departments are set up, and everything is running smoothly. Dr. Loomis reminded the Chairs that Academic Affairs and AATS have offered to take over some of their summer advising for the fall semester for over 30-hr. students.

25. There was no other business.

Arts & Sciences Departmental Status
as of August 31, 2024

9/9/2024

Dept.	Org. Budget Operating Fund As of 10/31/23	FY '2022-23 Operating Supplemental Carryover	FY '2023-24 Dean's Office Supplemental Transfer	Total Revenue	Present 110000 Operating Balance*	Present Operating Supplemental Balance*	Present Balance Combined Operating Accts*
Air Force	6,594.00	429.58	-	7,023.58	1,205.65	429.58	1,635.23
BLY	33,390.00	7,781.12	14,000.00	55,171.12	9,480.39	5,769.33	15,249.72
CH	10,577.00	17,284.04	13,000.00	40,861.04	(20,969.23)	23,804.10	2,834.87
CA	25,191.00	4,434.86	9,000.00	38,625.86	5,745.28	8,410.30	14,155.58
DR	(517.00)	1,930.74	2,000.00	3,413.74	(8,613.34)	3,327.96	(5,285.38)
DR Theatre	20,691.00	-	-	20,691.00	(6,261.52)	-	(6,261.52)
ES	12,794.00	(1,879.97)	13,000.00	23,914.03	(2,493.69)	3,177.55	683.86
EH	8,990.00	37,668.28	28,000.00	74,658.28	5,014.43	41,009.75	46,024.18
MCLL	31,127.00	303.72	12,000.00	43,430.72	5,092.64	3,489.72	8,582.36
HY	8,325.00	455.35	12,000.00	20,780.35	916.56	(620.55)	296.01
Afr Am St	5,000.00	3,119.91	2,000.00	10,119.91	2,231.77	2,309.71	4,541.48
Intl Studies	380.00	1,609.99	2,000.00	3,989.99	380.00	2,115.93	2,495.93
MAS	313,189.00	-	12,000.00	325,189.00	23,115.87	-	23,115.87
MA	1,107.00	183,087.88	28,000.00	212,194.88	(1,554.92)	165,339.12	163,784.20
MD	143,675.00	-	3,000.00	146,675.00	81,297.00	-	81,297.00
Mil Sc	5,196.00	-	-	5,196.00	1,158.97	-	1,158.97
MU	229,627.00	(2,727.31)	14,000.00	240,899.69	(10,124.72)	(822.17)	(10,946.89)
Marching Band	1,244,517.00	-	-	1,244,517.00	68,635.67	-	68,635.67
PHL	854.00	18,769.11	5,000.00	24,623.11	(7,100.41)	18,426.36	11,325.95
PH	13,773.00	32,715.77	10,000.00	56,488.77	1,387.93	30,750.45	32,138.38
PSC/CJ	10,976.00	2,031.76	11,000.00	24,007.76	(3,610.60)	5,043.29	1,432.69
PSY	(46,445.00)	(1,429.54)	15,000.00	(32,874.54)	(50,929.72)	(3,783.01)	(54,712.73)
PSY Lab	12,465.00	-	-	12,465.00	737.70	-	737.70
PSY Clinic	1,757.00	-	-	1,757.00	10.71	-	10.71
SY/AN	5,646.00	2,240.86	12,000.00	19,886.86	1,522.64	(13,724.81)	(12,202.17)
Archaeology Stu	(480.00)	-	-	(480.00)	(4,232.58)	-	(4,232.58)
Social WK	22,500.00	-	-	22,500.00	11,652.93	-	11,652.93
Art & Art History	(41,779.00)	(3,108.83)	14,000.00	(30,887.83)	(48,333.39)	6,862.06	(41,471.33)
Balance	2,079,120.00	304,717.32	231,000.00	2,614,837.32	55,362.02	301,314.67	356,676.69

91.67% of Fiscal year Elapsed

*Including encumbrances

	Grand Total
Supplemental Funds	313,833.13
Overhead Funds	618,964.65
Professorship Fund Balances	497,979.59
Start-Up Funds	1,222,546.36
Student Fee Funds	693,821.03
Computer Lab Fees	144,183.67
	$ 3,491,328.43

College of Arts & Sciences

Departments	Operating	Supplemental	Overhead	Professorship	Student Fees	Computer Fees	Total
Air Force	1,205.65	429.58	-	-	-	-	1,635.23
Biology	9,480.39	5,769.33	10,029.75	-	5,552.81	-	30,832.28
Chemistry	(20,969.23)	23,804.10	10,598.41	44,605.18	49,991.95	200.00	108,230.41
Communications	5,745.28	8,410.30	-	-	186,743.93	4,310.63	205,210.14
Theatre & Dance	(8,613.34)	3,327.96	3,560.67	-	-	-	(1,724.71)
Theatre	(6,261.52)	-	38.48	-	8,658.81	-	2,435.77
Earth Science	(2,493.69)	3,177.55	31,926.87	27,594.01	48,798.96	1,048.00	110,051.70
English	5,014.43	41,009.75	26.50	35,607.04	-	-	81,657.72
Modern and Classical Lang. & Lit.	5,092.64	3,489.72	60.00	52,653.65	50,078.12	-	111,374.13
History	916.56	(620.55)	7,757.04	12,403.66	-	-	20,456.71
African American Studies	2,231.77	2,309.71	-	-	-	-	4,541.48
International Studies	380.00	2,115.93	-	-	-	-	2,495.93
Marine Sciences	23,115.87	-	103,278.59	17,191.25	-	-	143,585.71
Mathematics/Statistics	(1,554.92)	165,339.12	53,366.17	124,131.20	-	93,213.89	434,495.46
Math Development Studies	81,297.00	-	-	-	-	-	81,297.00
Military Science	1,158.97	-	-	-	2,639.39		3,798.36
Music	(10,124.72)	(822.17)		-	6,310.76	14,851.00	10,214.87
Marching Band	68,635.67	-	-	-	-	-	68,635.67
Philosophy	(7,100.41)	18,426.36	24,675.95	-	-	-	36,001.90
Physics	1,387.93	30,750.45	21,709.52	63,664.61	96,590.34	24,394.15	238,497.00
Political Science/Criminal Lustice	(3,610.60)	5,043.29	-	50,708.83	2,015.88	-	54,157.40
Psychology	(50,929.72)	(3,783.01)	29,249.75	-	16,083.03	4,988.00	(4,391.95)
Psychology Lab	737.70	-	-	-	-	-	737.70
Psychology Clinic	10.71	-	-	-	-	-	10.71
Sociology/Anthropology/SW	1,522.64	(13,724.81)	42,041.02	69,420.16	(1,093.05)	1,178.00	99,343.96
Archeology Studies (Lab)	(4,232.58)	-	280,145.29	-	-	-	275,912.71
Social Work	11,652.93	-	-	-	-	-	11,652.93
Art & Art History	(48,333.39)	6,862.06	500.64	-	221,450.10	-	180,479.41
Total	**55,362.02**	**$301,314.67**	**$618,964.65**	**$497,979.59**	**$693,821.03**	**$144,183.67**	**$2,311,625.63**

Attachment 1 Table I

The University of South Alabama
Final Headcount Enrollment Statistics Comparison
Fall 2024

	Fall 2023			Fall 2024			Percent Change		
	LD	UD	Total	LD	UD	Total	LD	UD	Total
Undergraduate									
Allied Health Professions	562	545	1,107	662	550	1,212	17.79	0.92	9.49
Arts & Sciences	1,498	1,146	2,644	1,479	1,172	2,651	-1.27	2.27	0.26
Business	456	504	960	476	520	996	4.39	3.17	3.75
Computing	280	286	566	250	321	571	-10.71	12.24	0.88
Education	540	791	1,331	543	765	1,308	0.56	-3.29	-1.73
Engineering	428	428	856	496	451	947	15.89	5.37	10.63
Nursing	734	716	1,450	713	843	1,556	-2.86	17.74	7.31
Total Undergraduate	**4,498**	**4,416**	**8,914**	**4,619**	**4,622**	**9,241**	**2.69**	**4.66**	**3.67**
Graduate									
Allied Health Professions			446			451			1.12
Arts & Sciences			275			294			6.91
Business			127			129			1.57
Computing			130			103			-20.77
Education			429			423			-1.40
Engineering			98			132			34.69
Graduate School			46			50			8.70
Medicine*			353			348			-1.42
Nursing			2,950			2,832			-4.00
Total Graduate			**4,854**			**4,762**			**-1.90**
University Total			**13,768**			**14,003**			**1.71**

*Medicine total excludes medical residents and medical fellows in training (2023=321; 2024=332).

SOURCE: ZSGR4501

Attachment 1 Table II

The University of South Alabama
Final Credit Hour Enrollment Statistics Comparison
Fall 2024

	Fall 2023			Fall 2024			Percent Change		
	LD	UD	Total	LD	UD	Total	LD	UD	Total
Undergraduate									
Allied Health Professions	4,972	3,980	8,952	5,169	4,254	9,423	3.96	6.88	5.26
Arts & Sciences	57,712	11,325	69,037	60,941	11,075	72,016	5.60	-2.21	4.32
Business	4,324	6,280	10,604	4,300	6,792	11,092	-0.56	8.15	4.60
Computing	3,462	2,157	5,619	3,293	2,535	5,828	-4.88	17.52	3.72
Education	2,873	7,368	10,241	2,671	7,378	10,049	-7.03	0.14	-1.87
Engineering	1,649	3,294	4,943	1,862	3,432	5,294	12.92	4.19	7.10
Honors College	117	19	136	129	45	174	10.26	136.84	27.94
Nursing	582	9,212	9,794	552	9,296	9,848	-5.15	0.91	0.55
Total Undergraduate	75,691	43,635	119,326	78,917	44,807	123,724	4.26	2.69	3.69
Graduate									
Allied Health Professions			6,883			6,731			-2.21
Arts & Sciences			2,120			2,296			8.30
Business			808			778			-3.71
Computing			831			658			-20.82
Education			2,682			2,703			0.78
Engineering			535			772			44.30
Graduate School			168			113			-32.74
Medicine			453			355			-21.63
Nursing			19,071			18,639			-2.27
Total Graduate			33,551			33,045			-1.51
University Total*			152,877			156,769			2.55

*Excludes Clinical Credit Hour Equivalents in Allied Health (2023=157 LD, 425 UD, 1,670 GR; 2024=136 LD, 473 UD, 1,743 GR), Arts & Sciences (2023=14 GR; 2024=5 UD, 51 GR), Graduate School (2023=56 GR, 2024=40 GR), and Nursing (2023=2,296 UD, 5,425 GR; 2024=2,178 UD, 4,953 GR).

SOURCE: ZSGR4503

Attachment 1 Table III

The University of South Alabama
Final Enrollment & Credit Hour Production Summary
Fall 2024

	Fall 2023	Fall 2024	Absolute Change	Percent Change
Enrollment				
Allied Health Professions	1,553	1,663	110	7.08
Arts & Sciences	2,919	2,945	26	0.89
Business	1,087	1,125	38	3.50
Computing	696	674	-22	-3.16
Education	1,760	1,731	-29	-1.65
Engineering	954	1,079	125	13.10
Graduate School	46	50	4	8.70
Medicine*	353	348	-5	-1.42
Nursing	4,400	4,388	-12	-0.27
University Total**	13,768	14,003	235	1.71
Credit Hour Production				
Allied Health Professions	15,835	16,154	319	2.01
Arts & Sciences	71,157	74,312	3,155	4.43
Business	11,412	11,870	458	4.01
Computing	6,450	6,486	36	0.56
Education	12,923	12,752	-171	-1.32
Engineering	5,478	6,066	588	10.73
Graduate School	168	113	-55	-32.74
Honors College	136	174	38	27.94
Medicine	453	355	-98	-21.63
Nursing	28,865	28,487	-378	-1.31
University Total**	152,877	156,769	3,892	2.55

*Medicine total excludes medical residents and medical fellows in training (2023=321; 2024=332).

**Excludes Clinical Credit Hour Equivalents in Allied Health (2023=2,252; 2024=2,352), Arts & Sciences (2023=14; 2024=56), Graduate School (2023=56; 2024=40), and Nursing (2023=7,721; 2024=7,131).   IR/September 04, 2024

Attachment 2

The University of South Alabama
Baldwin County Enrollment Profile
Fall 2024

	Fall 2023		Fall 2024		% Change Fall 2023 to Fall 2024
	Number	% of Total	Number	% of Total	
Total Headcount	191		176		-7.85
Took Courses - Baldwin County Only	44	23.0	36	20.5	-18.18
Took Courses - Baldwin County & Main	147	77.0	140	79.5	-4.76
Enrollment by College					
Allied Health Professions	6	3.1	10	5.7	66.67
Arts & Sciences	68	35.6	58	33.0	-14.71
Business	1	0.5	1	0.6	0.00
Computing	15	7.9	10	5.7	-33.33
Education	11	5.8	6	3.4	-45.45
Engineering	4	2.1	4	2.3	0.00
Nursing	86	45.0	87	49.4	1.16
Enrollment by Class					
Freshman	25	13.1	15	8.5	-40.00
Sophomore	21	11.0	9	5.1	-57.14
Junior	43	22.5	38	21.6	-11.63
Senior	98	51.3	104	59.1	6.12
Graduate	4	2.1	10	5.7	150.00
Unclassified	0	0.0	0	0.0	N/A
Enrollment by Gender					
Male	57	29.8	49	27.8	-14.04
Female	134	70.2	126	71.6	-5.97
Unknown	0	0.0	1	0.6	N/A
Enrollment by Race					
African-American	39	20.4	45	25.6	15.38
White	124	64.9	94	53.4	-24.19
Other/Unknown	28	14.7	37	21.0	32.14
*Enrollment by Status**					
Full-Time	179	93.7	171	97.2	-4.47
Part-Time	12	6.3	5	2.8	-58.33

*Based on total credit hour registration on the Main campus and in Baldwin County.

Attachment 2

The University of South Alabama
Baldwin County Enrollment Profile
Fall 2024

	Fall 2023		Fall 2024		% Change Fall 2023
	Number	% of Total	Number	% of Total	to Fall 2024
Enrollment by Age					
50 and Over	0	0.0	1	0.6	N/A
40-49	7	3.7	4	2.3	-42.86
30-39	22	11.5	14	8.0	-36.36
25-29	34	17.8	30	17.0	-11.76
20-24	115	60.2	119	67.6	3.48
19 and Under	13	6.8	8	4.5	-38.46
*Credit Hour Enrollment***	2,033		1,699		-16.43
Allied Health Professions	0	0.0	0	0.0	N/A
Arts & Sciences	300	14.8	260	15.3	-13.33
Computing	0	0.0	0	0.0	N/A
Business	0	0.0	0	0.0	N/A
Education	27	1.3	0	0.0	-100.00
Engineering	0	0.0	0	0.0	N/A
Nursing	1,706	83.9	1,439	84.7	-15.65

**Excludes Clinical Credit Hour Equivalents in Nursing (2023=576; 2024=389).

SOURCE: BC Reports, ZSGR4503B, ZSGR4501   IR/September 04, 2024

SPONSORED PROJECTS - 10/1/2023 TO 8/31/2024

College/Dept	Proposals		Awards		Award $ Received		
	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	Change vs. FY23 YTD ($)
Academic Affairs							
Academic Affairs	0	3	0	0	$0.00	$0.00	$0.00
Totals	0	3	0	0	$0.00	$0.00	$0.00
Academic Success and Retention							
Academic Success and Retention	0	1	1	2	$450,818.00	$3,000.00	$447,818.00
Career Services	0	1	0	1	$0.00	$1,500.00	-$1,500.00
Totals	0	2	1	3	$450,818.00	$4,500.00	$446,318.00
College of Allied Health							
Biomedical Sciences	1	1	0	0	$0.00	$0.00	$0.00
College of Allied Health Professions	1	0	0	1	$0.00	$50,000.00	-$50,000.00
EMT Training	0	2	1	2	$222,622.28	$30,000.00	$192,622.28
Physical Therapy	1	1	0	0	$0.00	$0.00	$0.00
Radiological Sciences	0	2	1	0	$10,000.00	$0.00	$10,000.00
Speech Pathology and Audiology	3	2	0	0	$0.00	$0.00	$0.00
Totals	6	8	2	3	$232,622.28	$80,000.00	$152,622.28
College of Arts and Sciences							
Biology	9	12	7	5	$178,387.00	$596,887.76	-$418,500.76
Center for Archaeological Studies	9	2	6	2	$612,294.00	$39,492.00	$572,802.00
Chemistry	2	2	1	0	$66,136.05	$0.00	$66,136.05
College of Arts and Sciences - Dean's Office	1	0	0	0	$0.00	$0.00	$0.00
Earth Sciences	5	6	8	3	$3,419,826.51	$228,801.00	$3,191,025.51
English	3	2	1	2	$5,900.00	$67,010.00	-$61,110.00
History	3	3	1	2	$10,000.00	$22,809.50	-$12,809.50
Marine Sciences	44	44	24	25	$8,009,985.68	$3,506,367.34	$4,503,618.34
Math and Statistics	9	14	3	7	$84,134.00	$74,256.89	$9,877.11
Modern & Classical Languages and Literature	1	0	0	0	$0.00	$0.00	$0.00
Philosophy	1	1	0	0	$0.00	$0.00	$0.00
Physics	3	4	3	4	$728,991.00	$388,893.00	$340,098.00
Psychology	12	11	2	6	$545,184.00	$1,206,863.00	-$661,679.00
Soc / Anthro / Social Wrk	2	6	4	3	$118,699.00	$271,324.92	-$152,625.92
Visual Arts	1	0	1	0	$2,200.00	$0.00	$2,200.00
Totals	105	107	61	59	$13,781,737.24	$6,402,705.41	$7,379,031.83
College of Education and Professional Studies							
Coll of Educ./Profess. Studies - Dean's Office	1	4	3	3	$253,080.18	$364,295.28	-$111,215.10
Counseling & Instructional Sciences	7	4	3	1	$504,162.00	$151,410.00	$352,752.00
Ed Office of Contracts	5	0	3	0	$1,173,331.90	$0.00	$1,173,331.90
Health, Kinesiology and Sport	7	7	3	2	$101,500.00	$80,327.00	$21,173.00
Integrative Studies	1	0	0	0	$0.00	$0.00	$0.00
Leadership & Teacher Ed	3	5	3	5	$637,184.00	$1,800,769.00	-$1,163,585.00
Totals	24	20	15	11	$2,669,258.08	$2,396,801.28	$272,456.80
College of Engineering							
Chemical Eng	0	4	2	5	$192,356.91	$170,525.62	$21,831.29
Civil Eng	31	26	11	12	$3,843,278.00	$4,446,279.98	-$603,001.98
College of Engineering - Dean's Office	7	2	4	2	$42,955.00	$3,000.00	$39,955.00
Electrical Eng	25	16	14	6	$2,070,339.59	$566,748.88	$1,503,590.71
Mechanical Eng	11	9	6	7	$47,378.00	$322,998.50	-$275,620.50
Totals	74	57	37	32	$6,196,307.50	$5,509,552.98	$686,754.52
College of Medicine							
Biochem/Molecular Biology	21	12	6	6	$1,382,361.00	$1,798,249.24	-$415,888.24
Center for Disaster Healthcare Preparedness	2	2	3	6	$2,430,456.14	$3,033,459.85	-$603,003.71
Center for Healthy Communities	10	5	10	4	$1,658,038.00	$1,495,130.08	$162,907.92
Center for Lung Biology	48	49	23	20	$5,852,097.00	$4,574,116.28	$1,277,980.72
College of Medicine - Dean's Office	0	1	0	1	$0.00	$59,400,000.00	-$59,400,000.00
Comparative Medicine	0	1	0	0	$0.00	$0.00	$0.00
Family Medicine	2	6	3	4	$669,964.00	$724,964.00	-$55,000.00
Internal Medicine	1	4	4	3	$95,499.00	$430,777.00	-$335,278.00
Microbiology/Immunology	14	8	10	7	$1,084,511.87	$1,535,850.50	-$451,338.63
Neurology	1	4	0	3	$0.00	$14,680.00	-$14,680.00
OBGYN	0	2	2	2	$64,908.00	$63,023.74	$1,884.26
Orthopaedics	3	1	1	1	$1,350.00	$1,000.00	$350.00
Pathology	30	46	8	5	$781,000.00	$2,141,875.00	-$1,360,875.00
Pediatrics	6	15	6	17	$11,000.00	$308,648.20	-$297,648.20
Pharmacology	11	12	7	7	$542,376.00	$540,856.78	$1,519.22
Physiology/Cell Biology	7	7	2	2	$418,048.70	$568,029.00	-$149,980.30
Surgery	1	2	2	2	$9,625.00	$161,950.00	-$152,325.00
Totals	157	177	87	90	$15,001,234.71	$76,792,609.67	-$61,791,374.96
College of Nursing							
Adult Health Nursing	2	2	2	1	$983,988.00	$544,921.92	$439,066.08
College of Nursing - Dean's Office	2	1	2	2	$1,747,103.00	$1,715,679.68	$31,423.32
Community Mental Health	6	9	3	4	$658,447.00	$2,625,246.00	-$1,966,799.00
Maternal/Child Health	2	1	2	1	$20,000.00	$10,000.00	$10,000.00
Totals	12	13	9	8	$3,409,538.00	$4,895,847.60	-$1,486,309.60

College/Dept	Proposals		Awards		Award $ Received		
	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	Change vs. FY23 YTD ($)
Division of Student Affairs							
Counseling and Testing Services	1	0	0	0	$0.00	$0.00	$0.00
Division of Student Affairs	1	1	0	1	$0.00	$25,000.00	-$25,000.00
Upward Bound	0	0	1	1	$309,505.00	$309,505.00	$0.00
Totals	2	1	1	2	$309,505.00	$334,505.00	-$25,000.00
Global USA							
Center for Cont. Education & Conf. Svs.	0	1	0	1	$0.00	$25,072.00	-$25,072.00
Global USA	1	0	0	0	$0.00	$0.00	$0.00
International Education	0	0	0	1	$0.00	$34,990.00	-$34,990.00
Totals	1	1	0	2	$0.00	$60,062.00	-$60,062.00
Graduate School							
Graduate School	0	1	0	1	$0.00	$20,000.00	-$20,000.00
Totals	0	1	0	1	$0.00	$20,000.00	-$20,000.00
Honors College							
Honors College	2	0	2	0	$21,500.00	$0.00	$21,500.00
Totals	2	0	2	0	$21,500.00	$0.00	$21,500.00
Innovation in Learning Center							
Innovation in Learning Center	2	0	1	0	$184,224.00	$0.00	$184,224.00
Totals	2	0	1	0	$184,224.00	$0.00	$184,224.00
Mitchell Cancer Institute							
MCI Clinical Trials	1	0	0	0	$0.00	$0.00	$0.00
MCI Research	0	0	1	1	$60,014.00	$60,014.00	$0.00
Mitchell Cancer Institute	6	4	12	7	$500,688.18	$191,693.00	$308,995.18
USA Health Clinical Trials	16	17	24	10	$0.00	$94,884.42	-$94,884.42
Totals	23	21	37	18	$560,702.18	$346,591.42	$214,110.76
Mitchell College of Business							
Management	1	0	1	0	$280,568.00	$0.00	$280,568.00
Marketing	1	1	0	3	$0.00	$834,071.00	-$834,071.00
Totals	2	1	1	3	$280,568.00	$834,071.00	-$553,503.00
Office of Diversity and Inclusion							
Office of Diversity and Inclusion	1	0	1	0	$14,630.00	$0.00	$14,630.00
Totals	1	0	1	0	$14,630.00	$0.00	$14,630.00
Office of Veteran Affairs							
Veteran Affairs	1	0	0	0	$0.00	$0.00	$0.00
Totals	1	0	0	0	$0.00	$0.00	$0.00
Research							
Ctr Commercialization and Indu	0	1	0	0	$0.00	$0.00	$0.00
Research Compliance	0	1	0	1	$0.00	$49,715.93	-$49,715.93
Research Innovation	0	1	0	0	$0.00	$0.00	$0.00
South Alabama Ionic Liquids (SAIL)	1	4	2	0	$6,839,863.00	$0.00	$6,839,863.00
Totals	1	7	2	1	$6,839,863.00	$49,715.93	$6,790,147.07
School of Computing							
Computer Science	1	3	1	1	$15,000.00	$87,641.00	-$72,641.00
Information Systems & Technology	0	1	0	0	$0.00	$0.00	$0.00
School of Computing - Dean's Office	11	20	13	16	$5,884,578.08	$1,310,365.15	$4,574,212.93
Totals	12	24	14	17	$5,899,578.08	$1,398,006.15	$4,501,571.93
Simulation Lab							
Simulation Lab	1	1	0	0	$0.00	$0.00	$0.00
Totals	1	1	0	0	$0.00	$0.00	$0.00
USA Hospitals							
Childrens Womens Hospital	5	3	4	1	$1,118,277.00	$500,000.00	$618,277.00
University Hospital	3	6	6	6	$2,924,781.37	$6,936,786.37	-$4,012,005.00
Totals	8	9	10	7	$4,043,058.37	$7,436,786.37	-$3,393,728.00
USA Police							
USA Police	1	0	1	0	$0.00	$0.00	$0.00
Totals	1	0	1	0	$0.00	$0.00	$0.00
University Libraries							
Biomedical Library	1	1	0	0	$0.00	$0.00	$0.00
University Libraries	1	0	0	0	$0.00	$0.00	$0.00
Totals	2	1	0	0	$0.00	$0.00	$0.00
VP Fin and Adm							
Student Financial Success and Support	1	0	0	0	$0.00	$0.00	$0.00
VP Fin and Adm	1	0	1	0	$154,705.00	$0.00	$154,705.00
Totals	2	0	1	0	$154,705.00	$0.00	$154,705.00
Grand Total	**439**	**454**	**283**	**257**	**$60,049,849.44**	**$106,561,754.81**	**-$46,511,905.37**

You are cordially invited
to the
Forty-Third Annual
COLLEGE OF ARTS AND SCIENCES
Dean's Lecture
by
Dr. Joshua Foster
and
Faculty Awards Ceremony
honoring
Dr. Jaclyn Bunch, Ms. LaTonya Darby, Dr. David Forbes,
Dr. Erin Itza, Dr. Scott Liebertz, Dr. Heidi Lyn,
Dr. Jonathan Perez, Dr. Alexandra Stenson, Dr. Kelly Urban,
Dr. Laura Vrana, and Dr. Kimberly Zlomke

to be held on
Wednesday, November 6, 2024.
Reception at 5:30 p.m. ♦ Presentation of Awards at 6:15 p.m.
Card Bar *
University of South Alabama
Grand Ballroom, MacQueen Alumni Center

Please RSVP to Cindy Roberts, 460-6280 or
cindyroberts@southalabama.edu, by October 18, 2024.

*Debit and Credit Cards Only

UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM
Office of the Executive Vice President & Provost

DATE: July 22, 2024

TO: Academic Deans
             Academic Affairs Administrative Assistants

FROM: Andi M. Kent *Andi M. Kent*

SUBJECT: Faculty Non-Reappointments

Written notice of non-reappointment should be issued according to the date and guidelines specified below. Please note that the Faculty severance policy and procedures can be found in the Faculty Handbook, Section 3.16.1 and 3.16.2. The dates given below are provided as examples and are the last possible dates of notification and the end dates of employment if the faculty member is to complete the current 9-month or 12-month appointment period. Please note that three months, six months or 12 months' notice may be given earlier than the dates indicated and employment would end on the earlier respective date as well. Submit requests to non-reappointment faculty to Paula Medveal at pmedveal@southalabama.edu.

9-month faculty
  ➢ In the first year of service: notice should be given at least three months in advance (by **February 13, 2025**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2025**.

  ➢ In the second year of service: notice should be given at least 6 months in advance (**by November 15, 2024**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2025.**

  ➢ After two or more years of service: notice should be given at least 12 months in advance (**by April 25, 2025**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2026**.

12-month faculty
  ➢ In the first year of service: notice should be given at least three months in advance (by **May 9, 2025**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2025.**

> In the second year of service: notice should be given at least 6 months in advance (**by February 3, 2025**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2025.**

> After two or more years of service: notice should be given at least 12 months in advance (**by April 25, 2025**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2026.**

Sample letter is attached.

AMK:pbm

#10

Jag Mail

Andrzej Wierzbicki <awierzbicki@southalabama.edu>

Annual Review of Faculty Members

Andrzej Wierzbicki <awierzbicki@southalabama.edu>   Thu, Sep 19, 2024 at 1:19 PM
To: "Justin M. Sanders" <jsanders@southalabama.edu>, Jason Coym <jwcoym@southalabama.edu>, Sytske Kimball
<skimball@southalabama.edu>, Kevin Meeker <kmeeker@southalabama.edu>, Zoya Khan <zkhan@southalabama.edu>,
Laura Moore <lauramoore@southalabama.edu>, Jack Shelley-Tremblay <jstremblay@southalabama.edu>, Ellen Burton
Harrington <eharrington@southalabama.edu>, Eric Loomis <ejloomis@southalabama.edu>, Jared Sunsdahl
<jared.j.sunsdahl.mil@mail.mil>, Ross Clark <rossclark@southalabama.edu>, Kelly Major <kmajor@southalabama.edu>,
Sean Powers <spowers@disl.org>, Madhuri Mulekar <mmulekar@southalabama.edu>, David Messenger
<davidamessenger@southalabama.edu>, Roma Hanks <rhanks@southalabama.edu>, Jaclyn Bunch
<jbunch@southalabama.edu>, "Robert L. Coleman" <rcoleman@southalabama.edu>, Andrzej Wierzbicki
<awierzbicki@southalabama.edu>, Kara Burns <kkburns@southalabama.edu>

Dear Chairs,

Please find the attached memo from Dr. Kent concerning the Annual and Mid-Probationary Review of Fac
ulty Members and the lists of the tenure-track faculty who are up for annual probationary review or mid-probationary
period review during the 2024 – 2025 Academic Year.

Faculty who are up for mid-probationary period review are not included in the annual review list. Faculty who are up for
tenure this year are not included on either list. Please check the lists against your records and if there are discrepancies
or omissions, please notify Eric as soon as possible, and we will notify the Office of Academic Affairs.

As the memo requests, please make certain that the reviews are completed for all eligible individuals by April 4, 2025, but
please remember that the College's internal deadline to complete the mid-probationary reviews is March 10, 2025.

Please let me know if you have any questions.

Best regards,

Andrzej

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[Quoted text hidden]
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Andrzej Wierzbicki
Dean
College of Arts and Sciences
awierzbicki@southalabama.edu
P: (251) 460-6280
F: (251) 460-7928
—
HUMB 118
5991 USA Dr. N.
Mobile, AL 36688-0002
southalabama.edu

3 attachments

Review of Prob Fac Members memo.pdf
212K

A&S annual prob review .pdf
42K

A&S mid-probationary review.pdf
22K

USA

UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM
Academic Affairs

DATE: September 19, 2024

TO: Academic Deans

FROM: Andi M. Kent, Ph.D. *Andi M. Kent*
            Executive Vice President and Provost

SUBJECT: Annual Review of Faculty Members

Hope all is going well as we begin a very exciting semester. According to our records, the tenure-track faculty on the enclosed lists are up for annual probationary review or mid-probationary period review during the 2024 – 2025 Academic Year. Faculty who are up for mid-probationary period review are not included in the annual review list. Faculty who are up for tenure this year are not included on either list. (FH 2023 Ch 3 – 3.11.3) We ask that you please do the following:

- Check the lists against your records and if there are discrepancies or omissions, please notify this office.
- Distribute a copy of this document and the attached lists to all department chairs.
- Make certain the reviews are completed for all eligible individuals by April 4, 2025.
- Provide the faculty member a written report from the department chairperson. A copy should also be retained in the faculty member's personnel file in the academic department and college/school offices.
- Prepare a report from the dean notifying the Executive Vice President and Provost that all probationary reviews have been completed for all persons on the lists no later than April 11, 2025. Please submit the report to Paula Medveal pmedveal@southalabama.edu by April 14, 2025.

Please also note that annual reviews for all other faculty, including one-year-only, must be completed by April 11, 2025.

As a reminder for your department chairs, part-time faculty evaluations are also to be done annually and the signed evaluation forms are to be maintained in the academic department. (FH Ch. 3 – 3.8.2)

Enclosures
AMK/pbm

			Current Rank	Hire Date	Ten Cred	Eligible Date
A&S	A/AH	Hill, John	Asst Prof	8/15/2020		8/15/2026
A&S	BLY	Frost, Laura	Asst Prof	8/15/2021		8/15/2027
A&S	BLY	Perez, Jonathan	Asst Prof	8/15/2020		8/15/2026
A&S	BLY	Strickland, Jason	Asst Prof	8/15/2020		8/15/2026
A&S	BLY	Tran, Tuan	Asst Prof	8/15/2021		8/15/2027
A&S	CA	Nah, Soya	Asst Prof	8/15/2024		8/15/3030
A&S	CA	Romanowski, Max	Asst Prof	8/15/2024		8/15/3030
A&S	CH	Zagho, Moustafa	Asst Prof	8/15/2024		8/15/3030
A&S	ES	Terbeck, Fabian	Asst Prof	1/1/2023		8/15/2029
A&S	MA/ST	Allred, Sarah	Asst Prof	8/15/2023		8/15/2029
A&S	MA/ST	Atutey, Olivia	Asst Prof	8/15/2021		8/15/2027
A&S	MA/ST	Grace, Kevin	Asst Prof	8/15/2023		8/15/2029
A&S	MA/ST	Holcombe, Chase	Asst Prof	8/15/2024		8/15/3030
A&S	MA/ST	Muia, Mathias	Asst Prof	8/15/2024		8/15/3030
A&S	MA/ST	Pramanik, Paramahansa	Asst Prof	8/15/2021		8/15/2027
A&S	MA/ST	Upadhyay, Aparna	Asst Prof	8/15/2024		8/15/2030
A&S	MA/ST	Wilbert, Arik	Asst Prof	8/15/2021		8/15/2027
A&S	MAS	de Oliveira, Gabriel	Asst Prof	8/15/2021		8/15/2027
A&S	MAS	Hotard, Abbey	Asst Prof	8/15/2024		8/15/3030
A&S	MAS	Martin, Charles	Asst Prof	1/1/2023	3.0	8/15/2026
A&S	MU	Nozny, Brian	Asst Prof	8/15/2022	1.0	8/15/2027
A&S	MU	Zuhowski, Megan	Asst Prof	8/15/2024		8/15/3030
A&S	PHL	Verjinski, Delaney	Asst Prof	8/15/2024		8/15/2030
A&S	PSC	Fox, Dalten	Asst Prof	8/15/2024		8/15/3030
A&S	PSC	Meeker, Katherine	Asst Prof	8/15/2024		8/15/3030
A&S	PSC	Wang, Xiaohong	Asst Prof	8/15/2024		8/15/3030

Faculty Annual Probationary Review

			Current Rank	Hire Date	Ten Cred	Eligible Date
A&S	PSC	Wu, Kuan-Sheng	Asst Prof	8/15/2021		8/15/2027
A&S	PSY	Albright, Jordan	Asst Prof	8/15/2023		8/15/2029
A&S	SW	Bethel, Samuel	Asst Prof	8/15/2024		8/15/3030
A&S	SY/AN	Sanchez, Linda	Asst Prof	8/15/2023		8/15/2029

Faculty Mid-Probationary Reviews

			Current Rank	Hire Date	Ten Cred	Mid-Probationary
A&S	CA	Bovenizer, George	Asst Prof	8/15/2021		8/15/2025
A&S	EH	Johnson, Caleb	Asst Prof	8/15/2022		8/15/2025
A&S	ES	Linzmeier, Benjamin	Asst Prof	8/15/2024	2.0	8/15/2025
A&S	ES	Wiley, Jacob	Asst Prof	8/15/2022		8/15/2025
A&S	HY	Vaughn-Roberson, Clayton	Asst Prof	8/15/2022		8/15/2025
A&S	MA/ST	Furno, Joanna	Asst Prof	8/15/2021		8/15/2025
A&S	MA/ST	Mudrock, Jeffrey	Asst Prof	8/15/2023	2.0	8/15/2025
A&S	MCLL	Torres, Cinthya	Asst Prof	8/15/2023	2.0	8/15/2025
A&S	MU	Abend, Robert	Asst Prof	8/15/2022		8/15/2025
A&S	MU	Maddox, Jr., Clayton	Asst Prof	8/15/2022		8/15/2025
A&S	PSC	Rockwell, Alexis	Asst Prof	8/15/2022		8/15/2025
A&S	PSY	Ahlich, Erica	Asst Prof	8/15/2022		8/15/2025

15. Football Tailgating 2024

Sept. 12th.	Biology
Oct. 15th.	A&S and Career Development
Oct 26th.	Math/Stat
Nov. 2nd.	PSC/CJ and Psychology

16. Mandatory Midterm Grade Reminder

Midterm Grading for Fall 2024 will become available Monday, Sept. 30th. The deadline for submission of midterm grades online via PAWS is Monday, October 7th at 10:00 a.m.

Certain Graduate courses previously identified as having no substantial graded feedback at midterm may enter a grade of MS (Midterm Satisfactory).

For undergraduate courses having no substantial graded feedback, please send an email notification to records@southalabama.edu. Include the course prefix, course number, and CRN.

17. Sabbatical Deadline Oct 1, 2024

Oct. 1 is the deadline for all materials including your recommendation to be in the Google Drive folder I sent to you. Your letter of recommendation must include details of course coverage during the faculty member's proposed leave. If there are expected additional costs associated with hiring a part-time instructor, include them in your letter.

If you have multiple candidates from your department, you must rank them in your letter.

18. USA Day Saturday, Nov. 2nd. 2024.

College Information Fair from **11:30 – 12:15**. Location: TBD (will be Mitchell Center or Student Center).

19. 2024-2025 Tenure, Promotion and Mid-Probationary Deadlines

Tenure and Promotion Deadlines

Aug. 21	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 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. 9	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. *Candidate access to the Google Drive folder is restricted **after 5:00 p.m.** on this date.*

Nov. 4   External reviews are due and placed by the Department Chair in the "Reviews.pdf" document in the candidate's Google Drive folder.

Dec. 4   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. 6   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. 13   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.

Feb. 24   Deadline for a candidate for tenure and/or promotion to submit a written request to the Chair and Dean withdrawing their application for tenure and/or promotion.

<u>A&S Tenure and Promotion Candidates 2024-25 list - please review for correctness.</u>

Tenure and Promotion

Henning, J.	BLY
Schanz, H.J.	CH
Scyphers, S.	MAS
Lindsey, D.	PSY
Johnson, C.	DRA

Tenure

    Kelley, N. `   SW

Promotion

Dzwonkowski, B. (full)	MAS
McKiven, H. (full)	HY
O'Brien, R. (full-instruction)	CH
Pavelescu, A. (full)	MA
Walter, M. (sr. Inst.)	CA

Mid-Probationary Review Deadline

Reviews are due with your evaluation by **Monday, March 10, 2025.** You must have met with the candidate to discuss the results of the Departmental and Chair reports by this date.

Chairs set the candidate's and department mid-probationary review committee's deadlines.

20. A&S Award Timeline and Proposed Change to Faculty Award Eligibility

Timeline
Faculty Awards
    a.   First call for Nominations will be December 2, 2024
    b.   Nominations due by 5:00 p.m., Feb. 14th, 2025.
    c.   Supporting Materials from applicants due March 14th, 2025.
Support and Development Awards (SDA)
    a.   Call for Proposals Oct 4th, 2024
    b.   Proposal Deadline Nov. 27th, 2024
Summer Professional Development Awards (SPDA)
    a.   Call for Proposals: Oct 18th, reminder Nov. 25th, 2024.
    b.   Proposals due Jan 13th, 2025.

Faculty Award Eligibility

Current Eligibility Dean's Lecture Award:

"Any full-time Full Professor of the College of Arts and Sciences who has been employed full-time at USA for at least seven years preceding the year in which he/she receives the award is eligible. An individual may receive the award only once in their career at the University of South Alabama."

Current Eligibility Teaching Award:

"Any full-time or part-time faculty member of the College of Arts and Sciences who is teaching one or more courses in the college is eligible. An individual may receive the award once every three years. "

Proposed addition to eligibility statement for <u>all</u> Faculty Awards:

"Faculty must be employed full-time in the College of Arts and Sciences at the time of receiving the award. Awards are given in the fall term."

21. Departmental Social Media Sites and New Marketing Guidelines (Sarah Waddell)

22. Revised Variable Topics Authorization Form

https://www.southalabama.edu/departments/eforms/colleges/artsandsci/vartopicauth.pdf

Please begin using the new Course Attribute field when a variable topics course satisfies a specific program requirement.

23. Courseleaf CIM and 2024-5 Curriculum Deadlines

<u>Bulletin Deadlines:</u>

Changes to program requirements:	January 10th, 2025
Changes not affecting program requirements:	May 9th, 2025

<u>Changes to Courses</u>

New Courses for spring, 2025	Sept. 16th, 2024
Changes to Courses that affect 25-6 program requirements.	Jan. 20th, 2025
Changes to courses for summer/fall 2025.	Jan. 20th, 2025
New/revised courses not affecting summer/fall registration.	March 10th, 2025

<u>Changes to Programs</u>

New proposals requiring ACHE review (for fall, 2026)	April 14th, 2025
New proposals not requiring ACHE review (for fall, 2025)	Sept. 16th, 2024