

CHAIRS & DIRECTORS RETREAT
August 16, 2011

Lumpkin Auditorium, Moore School of Business
8:00 AM – Coffee
8:30 AM to 12:00 noon – Business Meeting

AGENDA

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|-------------------------|-------------|--|
| 8:00 AM | | COFFEE |
| 8:30 AM | I. | Introductions and Announcements |
| 9:00 AM | II. | Authorized Faculty Searches 2011-2012 |
| | III. | Faculty Search Committee Principles and Processes |
| 10:00 – 10:15 AM | | BREAK |
| 10:15 AM | IV. | Advancement |
| 10:45 AM | V. | Prepare for the Future |
| | A. | Tenure and Promotion |
| | B. | Carolina Core |
| 11:45 AM | VI. | Strategic Plan |
| | A. | Total Research Funding |
| | B. | NSF / NIH Funding |
| | C. | Space and Facilities Planning |
| 12:00 PM | | Adjourn |

Appendices:

1. Assessment of Student Learning in Major Degree Programs Memorandum
<http://www.cas.sc.edu/dean/handbook/chapternine.html>
2. Alumni Awards Nomination Memorandum <http://www.cas.sc.edu/dean/aanominationform10.pdf>
3. Sabbatical Memorandum <http://www.cas.sc.edu/dean/handbook/4-4.html>
4. Classified Staff Excellence Awards Memorandum
<http://www.cas.sc.edu/dean/handbook/chapterfour.html>
5. Associate Professor Development Award Memo
<http://www.cas.sc.edu/dean/handbook/chapterfour.html>
6. Annual Giving Solicitation Memorandum
http://www.cas.sc.edu/dean/handbook/documents/annual_giving_policies.pdf
7. Information and Computer Security Tips http://www.cas.sc.edu/dean/agendas/09-10/information_computer_security_tips_09-08-18.pdf
8. Evaluation of Department Chairs by Unit Faculty
http://www.cas.sc.edu/dean/handbook/documents/guidance_for_unit_evaluation_of_chair.pdf
9. Performance Expectations for Departmental Chairs and Directors
http://www.cas.sc.edu/dean/handbook/documents/performance_expectations_for_chairs.pdf
10. Promotion Policies for Clinical Faculty, Non-Tenure Track Instructional Faculty
http://www.cas.sc.edu/dean/handbook/documents/2010-11/clinical_faculty_appointment_policy.pdf
http://www.cas.sc.edu/dean/handbook/documents/2010-11/non-tenure_instructional_faculty_appointment_policy.pdf
12. Conflict of Interest Policy http://www.cas.sc.edu/dean/handbook/documents/conflict_of_interest_policy.pdf
13. Addressing Harassment in the Workplace
http://www.cas.sc.edu/dean/handbook/documents/presentation_harrassment.pdf

MANAGING YOUR DEPARTMENT / PROGRAM

The College of Arts & Sciences maintains an online Administrator's Handbook where major communications from the Dean, important College policies, calendars, meeting minutes, and organizational information are posted and are continually updated. **Please consult this site often throughout each semester** as deadlines and event venues may change. The main web address for the A&S Administrator's Handbook is <http://www.cas.sc.edu/dean/handbook/index.html>
Several key items from the website are listed below:

Calendars:

Chair Responsibilities Annual Cycle Calendar <http://www.cas.sc.edu/dean/cd.html>
Month-by-Month Calendar <http://www.cas.sc.edu/dean/handbook/documents/2011-12/calendar2011-12.pdf>
Routing Chart <http://www.cas.sc.edu/dean/handbook/routingchart11-12.pdf>
T&P, Third Year Review, Post-Tenure Review Calendar (Department Chairs ONLY)
<http://www.cas.sc.edu/dean/handbook/chaptersix.html>

College Standing Committees:

Academic Planning Council Members <http://www.cas.sc.edu/dean/handbook/1-4a.html>
Curriculum Committee Members <http://www.cas.sc.edu/dean/handbook/1-3.html>

Faculty and Staff Programs:

Dual Career Employment Services (non-academic spouses) <http://hr.sc.edu/employ/dualcareer.html>
Employee Assistance Program <http://hr.sc.edu/relations/eap.html>
Family Friendly Policies <http://www.sc.edu/provost/policiesfamilyfriendly.shtml>

Fiscal Policies:

Administrative Policy for Management of Educational Foundation Scholarship Funds
http://www.cas.sc.edu/dean/handbook/documents/manage_education_foundation_scholarship_funds.pdf
Department Spending Authority Memorandum
http://www.cas.sc.edu/dean/handbook/documents/dept_spending_authority.pdf
Funding Retirement Events Memorandum
http://www.cas.sc.edu/dean/handbook/documents/retirement_event usc_policy_rev.pdf