

#### College of Arts and Letters

## Council of Chairs Meeting Thursday, April 18, 2019 10:00 AM – 11:45 AM UH 237

# AGENDA

Approval of Summary Notes from the March 21, 2019 meeting.

- 1. Dean's Office Report and Group Discussion
  - Reassigned Time Acknowledgement and Request Form
  - Reassigned Time Report Form
  - Reassigned Time Guidelines
  - Faculty Searches in AY 2019-2020: Department Priority List
  - Process and Timeline for Compiling the Offer Package at the Departmental Level
    - i. Applicant Hiring Folder
  - Outstanding Faculty Nominations
    - i. Chair's Nominations
    - ii. Faculty and Self-nominations
  - Enrollment
  - Class Cancellations in Spring 2019
  - Equipment Allocation and Fund Transfer
  - Commencement
- 2. Announcements: Faculty Achievements, faculty searches, Q2S, etc.
- 3. Time certain 11:15AM: Crystal Wymer-Lucero, Director of Alumni Relations
- 4. Additional items

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