

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

909.537.5800 • fax: 909.537.5926

5500 UNIVERSITY PARKWAY, SAN BERNARDINO, CA 92407-2393