AGENDA

- Welcome and Introductions
- Meet the ACAF staff
- Sabbatical planning process
- Policy on expenses
- Resources for chairs
- Upcoming topics
- WesPortal
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 5 – Applications due to Maureen

• October 24 – Approvals will be sent to faculty
Policy on Expenses

• Basic principle: Finance must be able to explain to auditors why an expense was approved.
• Secondary principle: Expenses from departmental gift accounts and endowments are MORE restricted, since they must conform to the donor’s intent as well as to Wesleyan’s policies.
• Each expense must have a clear purpose that advances Wesleyan’s mission of providing bold, rigorous education in the liberal arts.
• We like expenses that enhance the students’ distinctive educational experience.
• Problems arise when attempting to use Wesleyan money for gifts, donations, and excessively luxurious food and travel.
Policy on Expenses

- Meals are the likeliest sore point. Meals should either involve a visitor from outside Wesleyan, or be focused on student cohort-building.
- Please do not spend more than $50 per person total cost on dinner (including alcohol, tax, and tip), $25 dollars per person on lunch (including tax & tip; no alcohol) and 20 dollars per person on breakfast (including tax & tip; no alcohol).
- Further policies can be found in the chair’s handbook, at the very end.
- No policy can address every case; the ultimate test is whether the auditors would consider it a reasonable business expense. If in doubt, ask first!
Chair Resources

- Portfolio –
  - Chairs Handbook
  - Chairs Calendar
  - Faculty Handbook

- VPAA page – Presentations

- WesFiles - Reports, AA job description
Upcoming Topics

- Calendar issues
  - Collecting a list of regular meeting times and events to help with scheduling

- Visitor request process
  - Memo and application will go out early next month
  - Requests due December 2
THANK YOU!

Next meeting: October 18, 11:50-1:10 in PAC 001