AGENDA

- Embedding the Library in Classes
- CourseLeaf training
- Immigration
- Annual Reports – Timing and Evaluations
- FAQs on Retirement
- Policy and Procedures for Unpaid Appointments
- Contracts and Honoraria
- Credit Hour Expectations
- Assessment
Library

First...the “bad news”
• New ILS (aka Brand New Catalog)
  • Switch is flipped June 30 (training begins in May)
  • Phase 1: Incorporating all Library material
  • Phase 2: Incorporating all other Wesleyan collections

Embedding Librarians
• Adding us to all our Moodle class spaces
  https://communitymoodle.wesleyan.edu/mod/page/view.php?id=1925
• Incremental projects vs. One trip to Library
• Work w/Librarians on non-assignment specific research guides
• Start even in earlier in student curriculum
  • Over. 300 Personal Research Services (PRS) appts/yr...but over 90% are 3rd & 4th yr students

If you hadn’t thought about this...why not?
Library

Also in the Pipeline

• Wikipedia Edit-a-Thons
  • Groups/Depts vs. Class assignments
  • Always looking for collaborative topics

• Open Educational Resources/Open Access
  • Collaboration w/CPI
  • 1st ATR this Spring
  • Read more about it:
CourseLeaf

- CourseLeaf is a new catalog & curriculum collection tool, provided by Leepfrog Technologies.
- Benefits of CourseLeaf include:
  - Built-in workflow based on roles
  - User-friendly interface
  - Ability to track changes and easily access archived data
- The software will be implemented in three parts:
  - **Phase 1: CAT** replaces using Cascade to collect catalog information (*successfully implemented!*)
  - **Phase 2: CIM** will replace how new courses, and possibly academic programs, are submitted (*coming soon!*)
  - **Phase 3: CLSS** will replace course scheduling (*coming soon!*)
- Phase 1 has been successfully implemented and is now being used to collect the 2017-2018 catalog information.
CourseLeaf

• All department/program chairs and administrative assistants have equal access to begin editing catalog information.
• Department administrative assistants were provided with training in CourseLeaf last week.
• I will be providing small group and individual trainings to chairs and other users as requested and via “open lab” training sessions.
  • Please send an email to kvanblarcom@wesleyan.edu to request individual training.
  • “Open Lab” training sessions will be scheduled the week of March 7th.
• The 2017-2018 CourseLeaf catalog is viewable at: https://futurecatalog.wesleyan.edu.
  • Use your Wesleyan username/password for login.
• The deadline for 2017-2018 Catalog edits is March 10th.
Immigration Reminders - Faculty

- Academic Affairs is monitoring new orders and legislation in collaboration with our immigration counsel.

- Faculty on non-immigrant visas cannot receive honorariums for talks from outside entities – only reimbursements for travel incidentals.
  - Faculty should request approval from chair prior to talk and copy their Dean & Jennifer Bomar.

- Visiting faculty immigration costs are funded by the department.
Annual Reports – Timing and Evaluations

Last year (2015-16)
• Current CVs and the merit report were due by May 20
• Teaching evaluations were available to chairs on May 31
• Chair recommendations were due on June 1 (changed to June 2)

Questions:
• How did you manage the compressed schedule?
• Did the merit reports provide you with adequate information?
• What alternatives exist?
FAQs on Retirement

• See pdf file
Faculty Retirement FAQ

1. Who do I talk to if I am considering retirement?

   The Provost. You may want to consult your academic Dean first. For questions about benefits, contact Human Resources, in particular Pat Melley, the director in charge of benefits.

2. Do I have to apply to retire?

   Not to retire, but yes for the early retirement benefit. The application form is at the “Early Retirement” link in your faculty portfolio (or on your portal).

3. How much notice do I have to give if I plan to retire?

   Obviously it will be better for your department and the students if you can let Academic Affairs know at least a semester in advance of your retirement date. There is no explicit requirement, however. For the early retirement benefit, though, you must apply 30 days in advance.

4. When is retirement considered “early”?

   There is no mandatory retirement age, but for this purpose, your “normal retirement date” is considered to be the July 1 when you are 68 years old. Any retirement of tenured faculty before that is considered early. Retirements are always effective January 1 or July 1.

5. What is “partial early retirement”?

   This happens when a tenured faculty member goes on half-time (and half pay) before your normal retirement date. Note that half-time means half-time both semesters, NOT full-time one semester and off the other. You can be half-time for a maximum of 8 semesters. If you are on partial early retirement, you must fully retire by your normal retirement date or after 8 semesters, whichever comes first. You can fully retire before that date.

6. I hear I can get a bonus to retire early. How much?

   There is an early retirement benefit for tenured faculty, yes. It is based upon a calculation that includes age, years of service, and average salary for the past five years. You can request a confidential quote from Pat Melley, Director of Human Resources. You can also consult Associate Provost Mark Hovey for an estimate. Note that this benefit is one lump-
sum payment on your retirement date, because it is taxable that way no matter how it is paid out. For more information, please go to:

https://wesfiles.wesleyan.edu/xythoswfs/webview/_xy-12707806_2

7. I am already 68 (or over). Can I go on partial retirement?

There is no partial retirement program after the normal retirement date.

8. I am already 68 (or over). Can I get a bonus to retire?

No.

9. Can I retire right after a sabbatical?

Wesleyan does not generally allow a terminal sabbatical.

10. Can I still advise student theses after I retire?

This is a question for the department, but generally yes.

11. Can I teach after retirement?

A department could request to hire you as a per-course visitor. This would not affect your retirement benefits.

12. Will I be invited to faculty meetings after I retire?

You will be asked by Joy Vodak whether you want to be so invited. Emeriti faculty have voice but not vote at faculty meetings.

13. Can I still use my Wesleyan affiliation (including my title of named professor, emeritus or emerita) in professional correspondence and on papers or books after I retire?

Yes, absolutely.

14. What will happen to my position after I retire?

It will be reallocated by Academic Affairs, possibly to your department and possibly to a different department.

15. Can I keep my office and lab after I retire?
Wesleyan tries to give retired faculty a period of one year to move out of their offices and labs, though retired faculty must apply for this to their department or program chair and their Divisional Dean four months before their retirement date. It depends on how badly the space is needed. Faculty can apply for a second year, again four months in advance, but this request will not be routinely granted.

See [http://www.wesleyan.edu/acaf/support/retiredfac.html](http://www.wesleyan.edu/acaf/support/retiredfac.html)

16. Can I keep my e-mail and library privileges after I retire?

Yes.

17. How do I get emeritus/emerita status?

Your department nominates you for such status (and Academic Affairs will ask the department if it wants to do so). This status is always effective July 1, so if you retire on January 1, you will be listed as “retired” in the directory until July 1. You can refuse emeritus/emerita status if you do not want it. If you retire January 1, you can still use your pre-retirement title until July 1 when you become emeritus.

18. What happens to my research money after I retire?

In general, it returns to the university. This includes individual ploughback funds and endowed professorship funds. For grants, it depends partly on the funding agency, which must be informed that a principal investigator has retired.

19. Can I apply for new grants after I have retired?

It depends. It would in general be better if a retired faculty member could be a co-PI on a grant of an active faculty member. If that is not possible, then it will depend on the resources needed for the grant and the funding agency’s rules.

20. Can I keep my computer (or other supplies purchased with Wesleyan funds)?

Anything bought with Wesleyan funds, including grant funds awarded to Wesleyan, belongs to Wesleyan. If you are staying at Wesleyan, for example by moving into the Wasch Center, you can generally keep such items (though expensive scientific research equipment, for example, would stay with the department). If you are leaving Wesleyan, you can buy those items at greatly reduced cost; Julia Hicks, Director of Human Resources, is generally the person to talk to about this.
21. Am I still eligible for GISOS funding after I retire?

Yes, at a reduced level, and there is only one category of GISOS for retired faculty.

22. After I retire, can I still put money into my retirement account?

No. That is, you can open a personal IRA or other account, but you can no longer contribute to your Wesleyan retirement accounts after you have retired.

23. Are my children still eligible for the tuition benefit after I have retired?

Yes

24. How do I get an office at the Wasch Center?

By applying to the director of the Wasch Center. Office space in Wasch is allocated for a period of two years, and the by-laws state that a six-year period of occupancy will normally be considered the limit.

See http://www.wesleyan.edu/waschcenter/index.html

25. Can I get some financial advice?

There is a one-time benefit of up to $500 for reimbursement for a financial planner. The reimbursement can be made to tenured faculty for financial planning expenses incurred up to a year after retirement. The bill should be sent to Pat Melley, Human Resources, for reimbursement.

26. Am I still eligible for Wesleyan’s medical and dental plan after I retire?

It depends upon your age. Please see: http://www.wesleyan.edu/hr/retiredfaculty/early.html

Email benefits@wesleyan.edu if you have further questions.

27. Am I still eligible for the home purchase benefit if I am retired and have not previously used it?

No. The benefit is available to you if you are actively employed. Please see: http://www.wesleyan.edu/finance/housing/mortgage.html.
Policy and Procedures for Unpaid Appointments

Many people visit Wesleyan to collaborate with faculty. Some are appointed visiting scholars, which gives them a Wesleyan e-mail address, a Wesleyan ID card, and access to the library and other Wesleyan facilities. But such appointments do involve a background check and administrative overhead.

Guidelines:

• For visits less than one month, Academic Affairs generally will not make a visiting scholar appointment. Visitors who will be working in a lab or arts facility should sign the activity waiver form (in pdf version).
• For visits between one and two months, we defer to the department’s wishes, although the waiver should again be signed as above for people not appointed as visiting scholars.
• Anyone here for two months or longer must be appointed.
• The more notice you can give us, particularly for international visitors, the more likely we can get this done before the visitor arrives. Send the request with a CV to your Dean.
## Guidelines for Unpaid Appointments

<table>
<thead>
<tr>
<th>Topic</th>
<th>Research Professor</th>
<th>Visiting Scholar</th>
<th>Research Affiliate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of appointment</td>
<td>Non-teaching non-salaried title-only affiliation with a department.</td>
<td>Non-teaching non-salaried title-only affiliation with a department.</td>
<td>Non-teaching non-salaried title-only affiliation with a department.</td>
</tr>
<tr>
<td>Why this title?</td>
<td>For distinguished scholars with whom the department wants to have a long-term affiliation.</td>
<td>To give scholars, who have a connection to Wesleyan faculty, official status (e.g., faculty spouse/partner with Ph.D., faculty from other institutions doing research here with a Wesleyan faculty member).</td>
<td>For staff with Ph.D.s to have an official relationship with the department of their discipline.</td>
</tr>
<tr>
<td>Perquisites</td>
<td>Wesleyan email address, library privileges, gym access.</td>
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<td>Wesleyan email address, library privileges, gym access.</td>
</tr>
<tr>
<td>Appointment process</td>
<td>Department submits proposal to Dean; Dean vets with other Deans and Provost in Deans’ meeting; Provost consults with Advisory. Background check required.</td>
<td>Department submits proposal to Dean; Dean proposes to Provost. Background check required. Waiver signed if working in a lab.</td>
<td>Department proposes to Dean, Dean proposes to Provost. Background check required.</td>
</tr>
<tr>
<td>Term of appointment</td>
<td>Four years.</td>
<td>Varies. Minimum of one month; maximum of one year; renewable.</td>
<td>One year.</td>
</tr>
<tr>
<td>Renewal process</td>
<td>Request from department to Provost.</td>
<td>Request from department to Provost.</td>
<td>Request from department to Provost.</td>
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</tbody>
</table>

The full Non-Tenure-Track Appointments Chart is available on the Info from the VPAA page under Policies and Procedures: http://wesleyan.edu/acaf/vpaa.html
Contracts and Honoraria

Almost all departments engage in informal contracts with visitors to come give a talk in return for an honorarium. Academic Affairs will stay out of most of those contracts, except to give stern advice: make sure you have something to refer to if something goes wrong. This can be an e-mail, but it should say what the person is being hired to do and how much they will get paid for it if they do it.

If, however, the contract is complicated or sufficiently large, then Joyce must sign it as Provost. An example of a complicated contract is one that requires publicity or recording or a promise that Wesleyan will behave in a certain way. If an agent is involved, the Provost should sign the contract.

Once an honorarium is over $1000, you should think seriously about involving Joyce. If you want to pay an honorarium or engage in a contract whose total amount is $5000 or more, Joyce must sign the contract; department chairs are not authorized to commit that much.
Credit Hour Expectations

From the Academic Regulations:

**Unit of Credit**

One unit of Wesleyan credit requires 120 to 160 hours of academic work. This work typically consists of 40 hours of scheduled class time, which is made up of 39 hours of class meeting time,* and one scheduled final exam or the equivalent of at least one hour of additional work. In addition, 80 to 120 hours of out-of-class work are expected. A one-credit course that does not conform to a standard meeting pattern of at least 40 hours must still require 120 to 160 hours of academic work. For courses that award more or less than one unit of credit, the required hours of academic work are normally prorated to conform to the above formula.

* The established standard meeting times allow up to 10 minutes for transition to and from other classes.
Assessment

Competencies:
Mapping = navigating complex environments (NCE)
Expressing = writing, expressing, communicating (WEC)
Mining = quantitative analysis and interpretation (QAI)
Engaging = negotiating intercultural differences (NID)

Focus on one competency each term starting next year:
Fall 2017 – Mining
Spring 2018 – Expressing

1. Offer talks and workshops to help students understand the competency and how it relates to what they are doing at Wesleyan and to begin to develop language to talk about it
2. Develop some pilot assessment projects to determine how well we are doing developing these competencies in our students
THANK YOU!

Next meeting: March 28, 11:50-1:10 in PAC 001