CHAIRS MEETING

May 2, 2017
AGENDA

• Welcome
• New Academic Toolbox
• End of Year:
  • Merit
  • Staff Performance Reviews
  • Budgets
  • Annual Reports
• Discussion of Faculty Mentorship
• Beyond 2020
• Discussion of Proposals for Ongoing Faculty Positions
WesPortal Academic Toolbox

**JUNE 1**
WesPortal Academic Toolbox

### Advisees
- Students
- Faculty
- Advising
- Classlists

#### Advisees
- Gallery
- Email
- Backup Advisors

#### Student Profile
- Cannon, Douglas
- 2017
- Advisor(s): Leservot, Tyhaaine (COL), Leservot, Tyhaaine (RMST)
- Major(s): COL Certified, RMST Certified
- Status: ENRL, Spring 2017
- Class Dean Email: Louise Brown

#### Credits
- 2-STAGE 2 COMPL: 29.25
- GPA: 62.058
WesPortal Academic Toolbox
WesPortal Academic Toolbox

### Search

- **Academic Plan:**
  - All
- **Academic Year:**
  - 2016 - 2017
- **Academic Plan Type:**
  - All
- **WesID**
- **Name**
- **Class Year**

### Filter

#### 2017 (46)

**Class Dean: Louise Brown**

<table>
<thead>
<tr>
<th>Student</th>
<th>Class Year</th>
<th>Advisor(s)</th>
<th>Major(s)</th>
<th>Status</th>
<th>Expected Graduation Term</th>
<th>GenEd Status</th>
<th>Credits</th>
<th>GPA Transcript</th>
</tr>
</thead>
</table>
WesPortal Academic Toolbox

**CHAIR/DIRECTOR**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Advising</th>
<th>Classlists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aresu, Francesco Marco</td>
<td>Advises</td>
<td>Inactive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AA**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Advising</th>
<th>Classlists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatrone, Sole</td>
<td>Advises</td>
<td>Backup Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Email
- Read-Only List
- Designate/Activate
- Upload
- Faculty Profile
- Edit Faculty Profile
- Course Packs
- Request
- Upload
WesPortal Academic Toolbox

Backup advisor is identified by a red asterisk.

Contact advising@wesleyan.edu if a faculty advisor needs to be added or removed from the list of potential advisors.

Advisor assignments can be made for multiple students/plans at once. It is not necessary to highlight an advisor, if no changes are needed for a student. If adding an advisor, be sure to highlight the current advisor(s) as well as the new additional advisor(s).

<table>
<thead>
<tr>
<th>Student</th>
<th>Class Year</th>
<th>Current Advisor(s)</th>
<th>Academic Plan</th>
<th>Updated Advisor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannon,Douglas</td>
<td>2017</td>
<td>Adelstein,Richard P. (ECON)</td>
<td>FRST</td>
<td>Curran, Andrew, Lalande, Christine, Leservot, Typhaine, More, Michael</td>
</tr>
</tbody>
</table>
WesPortal Academic Toolbox

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Total (Unique Students)</th>
<th>PRE-MAJOR</th>
<th>AFST-MN</th>
<th>CIR</th>
<th>COL</th>
<th>FRST</th>
<th>FRST-MN</th>
<th>HISP</th>
<th>ITST</th>
<th>LAST</th>
<th>RMST</th>
<th>THEA</th>
<th>VINT</th>
<th>VINT-GR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannon, Douglas</td>
<td>33</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td>5</td>
<td></td>
<td></td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
**WesPortal Academic Toolbox**

### Spring 2017 (12)

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor(s)</th>
<th>Session</th>
<th>Meeting Pattern</th>
<th>Capacity</th>
<th>Enrollment</th>
<th>Requests</th>
<th>Request Students</th>
<th>WesMaps</th>
<th>Gallery</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN102.01 French in Action II</td>
<td>Ostrow, Catherine R.</td>
<td>Full Semester</td>
<td>MWF 08:50AM-09:40AM RLAN82</td>
<td>18</td>
<td>11</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
End of Year: Merit

• Merit timeline:
  • May 19 - Faculty reports due to department AA
  • June 2 - Teaching evals available (under “current”)
  • June 5 - Chair recommendations due to Megan Flagg

• Scholarship, teaching, and colleagueship all should be considered

• Based on 2016-17 only

• Usual percentages expected:
  • 10 percent across the board
  • 35 percent merit
  • 35 percent high merit
  • 20 percent distinctive merit
End of Year: Staff Performance Reviews

• If you need to do this for one of your employees, Mark Hovey should have e-mailed you on April 29.

• If you did not get an e-mail from Mark and think you should have, or if you have questions on the process, contact Mark, or Frank Gramuglia or Julia Hicks in HR.

• Performance reviews for administrative assistants are recommended but not required, and do not affect salary increases.
End of Year: Budgets

• The fiscal year ends June 30. All SmartKeys that begin with 1 (the operating budget) will have all money in them removed, and new money put in on July 1.

• Your department is not allowed to be in deficit at year-end; please discuss with your AA to be sure this does not happen. Common mistakes: student wages or p-card expenses that exceed the balance available.

• If you end in deficit, you can move money around from departmental endowments to fix it. Your AA must do this as soon as possible; preferably before June 30, but there is a period between July 1 and July 15 where you can fix problems from previous fiscal year.
End of Year: Annual Reports

• Annual reports due from chairs and program and center directors by June 30.

• Format mostly the same as last year. So staffing, curriculum, accomplishments, programming, mentoring, students, assessment, external review, grad program, departmental endowments and gift accounts, future, and summary.

• These are read by deans and provost. They give us crucial background knowledge used in many ways, including staffing requests.
Basic considerations for a mentoring program

• Create a “climate of mentoring” that recognizes other department/program members as resources, as well as folks around the university

• Determine if the mentor for teaching and the mentor for research is the same person or not

• Define the roles and the responsibilities of the mentor and mentee and establish specific goals and limits for each

• Pro-active awareness of assessment and mentoring distinctions

• Promote risk-taking while recognizing consequences

• Connect women faculty, faculty of color, and LGBQT faculty to Wes’s faculty networks
  (Women’s Caucus, Faculty of Color Caucus, and Queer Faculty, Librarians, and Staff)
Beyond 2020

• http://2020blogs.wesleyan.edu/beyond-2020/
Discussion of Proposals for Ongoing Faculty Positions

• Hints
• Meet ups
• Questions and answers
THANK YOU!

Optional upcoming meetings:

- Tenure workshop for chairs & counselors—Friday, May 12, 10-11am, Boger 110
- Nuts and bolts intro for chairs—Friday, May 12, 1:30-3pm, Boger 110
- Budget & supervisory workshop for chairs—Monday, May 15, 1-4pm, Boger 110