

College of Arts and Sciences Chairs Meeting
February 15, 2024
2:00 PM

Agenda

- 1) Approve the Minutes of the November 16, 2023, Chairs Meeting
 - 2) Budget Update
 - 3) Spring 2024 Enrollments
 - 4) Sponsored Activity Update
 - 5) Reminder to Disseminate Information from Chairs Meetings to Faculty
 - 6) Faculty Contracts
 - 7) One-Year-Only Contract Renewals
 - 8) FAR 2023-2024 Submission Deadlines
 - 9) Research Reassigned Time
 - 10) Maymester and 2024 Summer School Contracts and Scheduling (March 15, 2024)
 - 11) A&S Townhall meeting with the President and Provost (March 20, 2024, at 3:30 p.m., Laidlaw)
 - 12) Program Review Reminder (Dr. Coleman)
 - 13) Assessment Update (Dr. Coleman)
 - 14) 2024 Employee Campaign (Dr. Coleman)
 - 15) Faculty Activity Report Information (Dr. Coleman)
 - 16) Navigate South Updates (Dr. Loomis)
 - 17) A&S College Preview Day February 22nd (Dr. Loomis)
 - 18) Annual/Mid-Probationary Reviews Reminder (Dr. Loomis)
 - 19) Prospective Student Lists and Outreach (Dr. Loomis)
 - 20) Faculty Qualifications Manual (Dr. Loomis)
 - 21) New Banner Retention Report ZSGR0574 (Dr. Loomis)
 - 22) JagAnalytics (Dr. Loomis)
 - 23) USA Day Saturday, April 6th (Dr. Loomis)
 - 24) Spring 2024 Commencement (A&S: Saturday, May 4, at 2 p.m., Mitchell Center)
 - 25) Other Business
-

Unapproved Minutes

#1

Chairs' Meeting

Thursday, November 16, 2023

In Attendance: Dr. Sytske Kimball, Dr. Sean Powers, Ms. Susan Fitzsimmons, Dr. Ellen Harrington, Dr. Susan McCready, Dr. Jason Coym, Dr. Kevin Meeker, Dr. Justin Sanders, Dr. Jack Shelley-Tremblay, Dr. Roma Hanks, Dr. Madhuri Mulekar, Dr. Kelly Major (Interim Chair), Dr. Jaclyn Bunch (Acting Chair), Dr. David Messenger, Dr. Robert Coleman, Dr. Eric Loomis, Dr. Andrzej Wierzbicki

Guests: Ms. Lindsey Kendall, Mr. Lester Mitchell, Ms. Krista McCreery, Dr. Thomas Rowell (Sitting in for Dr. Laura Moore), Maj. Aaron Gordon (Sitting in for LTC. Ruth Randolph)

Absent: LTC. Ruth Randolph, LTC. Jared Sunsdahl, Dr. Laura Moore, Dr. Philip Habel (on sabbatical),

1. The minutes of the September 14, 2023, Chairs' Meeting were approved.
2. Dr. Wierzbicki introduced the new A&S Development Officer, Ms. Lindsey Kendall.
3. Dr. Wierzbicki introduced Mr. Lester Mitchell, the new Research Administration Officer II, who discussed the Priority grand administration management software.
4. Ms. Krista McCreery discussed EPAF approvals for grant-funded salaries. She stated that retroactive P.A.s are the most problematic. She explained that EPAFs not approved by the payroll deadline require an additional P.A., a CTR form, and then another EPAF. She suggested that the Chairs and P.I.s become F.Y.I.s on current-date-forward-EPAFs to reduce routing queue delays.
5. The Dean and Chairs reviewed the budget update handouts, as of October 31, 2023. According to Dr. Wierzbicki, in some departments, faculty salaries have been listed under expenditures, but this does not mean that the operating budget of these departments was reduced, and it is the same as it was last year. \$1,000 per full-time faculty member, including OYO's, will be transferred from the College to each department at the beginning of the fiscal year. Also, in December or January, the travel funds from Academic Affairs for full-time faculty members, excluding OYO's, will be transferred to each department. The Dean stated that the College has paid \$1.134 million this year to cover budget cuts. This money comes from the College's summer revenue and online fees.
6. External research funding was distributed in the handouts.
7. Dr. Wierzbicki reminded the Chairs that the annual part-time faculty evaluations should be performed in either fall 2023 or spring 2024. Signed copies should be kept in each department and do not need to be submitted to the Dean's Office.
8. Dr. Wierzbicki noted that Chairs who are to undergo the Comprehensive Review of Chairs have already been notified.
9. Dr. Coleman reported that Program Reviews will be completed in the spring for Anthropology, Criminal Justice, Meteorology, Modern and Classical Languages and Literature, Philosophy, Physics, Studio Art, and Visual Art. Starting in January for the 2024-25 school year, the program review process will begin for Geology, International Studies, and Sociology.

10. Dr. Coleman noted that Ms. Dana Abrams, in the Office of Institutional Effectiveness, applauded departments for sending in their assessment plans. Dr. Coleman reminded the Chairs to start collecting the data during the spring semester. All data will need to be entered into Watermark by late August.
11. Dr. Coleman reminded the Chairs to submit their reassigned time requests in an electronic Word file by Friday, December 1, 2023. Dr. Wierzbicki reminded Chairs that faculty who are receiving reassigned time for research must be research active.
12. Dr. Loomis discussed the Courseleaf CIM and proposal deadlines (handouts). Academic Affairs has a new set of deadlines. Course changes that will affect registration and new courses for fall 2024 are due by January 12, 2024. Program requirement changes to the Bulletin are due by January 12, 2024. Changes that do not affect program requirements are due by May 10, 2024. He stated that changes may be entered as early as next week.
13. Dr. Loomis discussed Navigate South updates (handouts). AATS now asks that Navigate South be used for making advising appointments and reporting on the appointments for transfer orientation students. Almost all of the advising holds will be going away except for the Probation Hold and the Athletics Advising Hold. Starting in fall 2024, they will be replaced with PINs, given to students by their advisors. Students will use the PINs to register for classes.
14. Dr. Loomis reminded the Chairs of the tenure and promotion deadlines (handouts). He mentioned that January 5, 2024, is the deadline for the Department Chair to meet with candidates. Once the meeting has been held, the candidates will then have seven days to submit any additional materials. The Mid-Probationary Review deadline is Monday, March 11, 2024. The Probationary Review deadline is April 12, 2024.
15. Dr. Loomis stated that the SDA proposal deadline and the SPDA proposal deadlines are listed in the handouts.
16. The dates for the A&S Awards nominations and supporting materials are listed in the handouts. Dr. Loomis mentioned that the Dean's Lecture, Graduate Mentorship, and Early Career Faculty Awards had very few applications for 2023. The Chairs were urged to encourage their full-time faculty to apply.
17. Dr. Loomis spoke about the online degree program general education scheduling (handouts). The registrar's office has created a student attribute code (ONLN). In time, if these programs grow, there will be the ability to split an online section in the same way Start South sections are split.
18. The tentative date for the A&S Preview Day is Wednesday, February 21, 2024 (handouts).
19. Dr. Wierzbicki announced that the Fall 2023 University Commencement will be held on Friday, December 15, 2023, at 10:00 a.m. The Chairs were asked to encourage their faculty members to attend.
20. Other business:
 - Dr. Major mentioned that her department has noticed an issue of students forging doctor's excuses and asked if any other Chairs have had this issue in their department. Dr. Coym stated that the Dean of Students should be notified. He also stated that it can then be handled two ways: either as academic misconduct or student misconduct.

Arts & Sciences Departmental Status
as of January 31, 2024

2/9/2024

#2

Dept.	Org. Budget Operating Fund As of 10/31/23	FY '2022-23		FY '2023-24		Total Revenue	Present 110000 Operating Balance*	Present Operating Supplemental Balance*	Present Balance Combined Operating Accts*
		Operating Supplemental Carryover	Dean's Office Supplemental Transfer	Operating Supplemental Carryover	Dean's Office Supplemental Transfer				
Air Force	6,594.00	-	-	429.58	-	7,023.58	6,297.28	429.58	6,726.86
BLY	33,390.00	7,781.12	14,000.00	7,781.12	14,000.00	55,171.12	29,734.44	14,907.14	44,641.58
CH	10,577.00	17,284.04	13,000.00	17,284.04	13,000.00	40,861.04	(3,992.43)	31,233.85	27,241.42
CA	25,191.00	4,434.86	9,000.00	4,434.86	9,000.00	38,625.86	17,707.69	12,161.52	29,869.21
DR	(517.00)	1,930.74	2,000.00	1,930.74	2,000.00	3,413.74	(4,302.82)	2,924.96	(1,377.86)
DR Theatre	20,691.00	-	-	-	-	20,691.00	11,946.53	-	11,946.53
ES	12,794.00	(1,879.97)	13,000.00	(1,879.97)	13,000.00	23,914.03	7,439.30	7,203.83	14,643.13
EH	8,990.00	37,668.28	28,000.00	37,668.28	28,000.00	74,658.28	7,223.06	60,570.63	67,793.69
MCLL	31,127.00	303.72	12,000.00	303.72	12,000.00	43,430.72	22,164.36	10,910.89	33,075.25
HY	8,325.00	455.35	12,000.00	455.35	12,000.00	20,780.35	6,028.99	53.39	6,082.38
Afr Am St	5,000.00	3,119.91	2,000.00	3,119.91	2,000.00	10,119.91	3,280.41	5,119.91	8,400.32
Intl Studies	380.00	1,609.99	2,000.00	1,609.99	2,000.00	3,989.99	380.00	3,479.57	3,859.57
MAS	313,189.00	-	12,000.00	-	12,000.00	325,189.00	267,545.12	-	267,545.12
MA	1,107.00	183,087.88	28,000.00	183,087.88	28,000.00	212,194.88	1,041.77	211,615.69	212,657.46
MD	143,675.00	-	3,000.00	-	3,000.00	146,675.00	116,057.50	-	116,057.50
Mil Sc	5,196.00	-	-	-	-	5,196.00	229.53	-	229.53
MU	229,627.00	(2,727.31)	14,000.00	(2,727.31)	14,000.00	240,899.69	120,526.57	8,359.39	128,885.96
Marching Band	1,244,517.00	-	-	-	-	1,244,517.00	673,195.86	-	673,195.86
PHL	854.00	18,769.11	5,000.00	18,769.11	5,000.00	24,623.11	(2,345.82)	20,139.36	17,793.54
PH	13,773.00	32,715.77	10,000.00	32,715.77	10,000.00	56,488.77	8,142.80	41,355.66	49,498.46
PSC/CJ	10,976.00	2,031.76	11,000.00	2,031.76	11,000.00	24,007.76	10,126.26	9,636.39	19,762.65
PSY	(46,445.00)	(1,429.54)	15,000.00	(1,429.54)	15,000.00	(32,874.54)	(47,720.52)	12,145.42	(35,575.10)
PSY Lab	12,465.00	-	-	-	-	12,465.00	11,465.00	-	11,465.00
PSY Clinic	1,757.00	-	-	-	-	1,757.00	1,166.52	-	1,166.52
SYIAN	5,646.00	2,240.86	12,000.00	2,240.86	12,000.00	19,886.86	5,804.51	874.50	6,679.01
Archaeology Stu	(480.00)	-	-	-	-	(480.00)	(532.56)	-	(532.56)
Social WK	22,500.00	-	-	-	-	22,500.00	21,787.89	-	21,787.89
Art & Art History	(41,779.00)	(3,108.83)	14,000.00	(3,108.83)	14,000.00	(30,887.83)	(46,094.79)	14,006.70	(32,088.09)
Balance	2,079,120.00	304,717.32	231,000.00	304,717.32	231,000.00	2,614,837.32	1,244,302.45	467,128.38	1,711,430.83

33.33% of Fiscal year Elapsed

*Including encumbrances

Grand Total	
Supplemental Funds	481,173.34
Overhead Funds	706,621.41
Professorship Fund Balances	576,288.82
Start-Up Funds	1,037,954.23
Student Fee Funds	652,761.75
Computer Lab Fees	77,078.23
	<u>\$ 3,531,877.78</u>

Supplemental Funds
Overhead Funds
Professorship Fund Balances
Start-Up Funds
Student Fee Funds
Computer Lab Fees

College of Arts & Sciences

Departments	Operating	Supplemental	Overhead	Professorship	Student Fees	Computer Fees	Total
Air Force	6,297.28	429.58	-	-	-	-	6,726.86
Biology	29,734.44	14,907.14	7,019.86	-	5,528.44	-	57,189.88
Chemistry	(3,992.43)	31,233.85	15,451.12	59,609.71	47,483.92	74.00	149,860.17
Communications	17,707.69	12,161.52	-	-	146,675.26	1,178.63	177,723.10
Theatre & Dance	(4,302.82)	2,924.96	1,747.17	-	-	-	369.31
Theatre	11,946.53	-	38.48	-	9,445.59	-	21,430.60
Earth Science	7,439.30	7,203.83	30,204.64	32,926.01	39,301.80	678.00	117,753.58
English	7,223.06	60,570.63	26.50	40,451.21	-	-	108,271.40
Modern and Classical Lang. & Lit.	22,164.36	10,910.89	60.00	61,725.53	38,757.08	-	133,617.86
History	6,028.99	53.39	327.04	28,840.24	-	-	35,249.66
African American Studies	3,280.41	5,119.91	-	-	-	-	8,400.32
International Studies	380.00	3,479.57	-	-	-	-	3,859.57
Marine Sciences	267,545.12	-	39,881.97	34,247.66	-	-	341,674.75
Mathematics/Statistics	1,041.77	211,615.69	45,401.37	123,256.63	-	44,012.45	425,327.91
Math Development Studies	116,057.50	-	-	-	-	-	116,057.50
Military Science	229.53	-	-	-	1,851.33	-	2,080.86
Music	120,526.57	8,359.39	-	-	12,470.28	9,705.00	151,061.24
Marching Band	673,195.86	-	-	-	-	-	673,195.86
Philosophy	(2,345.82)	20,139.36	25,345.55	-	-	-	43,139.09
Physics	8,142.80	41,355.66	19,046.96	59,766.84	94,865.40	16,771.15	239,948.81
Political Science/Criminal Justice	10,126.26	9,636.39	-	66,453.74	1,668.38	-	87,884.77
Psychology	(47,720.52)	12,145.42	39,685.38	-	12,048.03	3,681.00	19,839.31
Psychology Lab	11,465.00	-	-	-	-	-	11,465.00
Psychology Clinic	1,166.52	-	-	-	-	-	1,166.52
Sociology/Anthropology/SW	5,804.51	874.50	41,364.21	69,011.25	1,041.30	978.00	119,073.77
Archeology Studies (Lab)	(532.56)	-	440,520.52	-	-	-	439,987.96
Social Work	21,787.89	-	-	-	-	-	21,787.89
Art & Art History	(46,094.79)	14,006.70	500.64	-	241,624.94	-	210,037.49
Total	1,244,302.45	\$467,128.38	\$706,621.41	\$576,288.82	\$652,761.75	\$77,078.23	\$3,724,181.04

Attachment 1 Table I

The University of South Alabama
**Final Headcount Enrollment Statistics Comparison
 Spring 2024**

	Spring 2023		Spring 2024		Percent Change	
	LD	UD	LD	UD	LD	UD
<i>Undergraduate</i>						
Allied Health Professions	398	574	444	555	11.56	-3.31
Arts & Sciences	1,085	1,164	1,270	1,185	17.05	1.80
Business	338	502	354	525	4.73	4.58
Computing	236	253	235	291	-0.42	15.02
Education	437	813	490	784	12.13	-3.57
Engineering	323	468	326	473	0.93	1.07
Nursing	528	728	577	796	9.28	9.34
Total Undergraduate	3,345	4,502	3,696	4,609	10.49	2.38
<i>Graduate</i>						
Allied Health Professions						
Arts & Sciences						
Business						
Computing						
Education						
Engineering						
Graduate School						
Medicine*						
Nursing						
Total Graduate						
University Total						

*Medicine total excludes medical residents and medical fellows in training (2023=307; 2024=317).

SOURCE: ZSGR4501

Attachment 1 Table II

**The University of South Alabama
Final Credit Hour Enrollment Statistics Comparison
Spring 2024**

	Spring 2023		Total	Spring 2024		Percent Change	
	LD	UD		LD	UD	LD	UD
<i>Undergraduate</i>							
Allied Health Professions	3,697	3,987	7,684	4,245	3,867	14.82	-3.01
Arts & Sciences	46,032	11,336	57,368	50,438	11,513	9.57	1.56
Business	3,349	6,855	10,204	3,616	6,807	7.97	-0.70
Computing	2,729	2,061	4,790	2,932	2,285	7.44	10.87
Education	2,833	7,101	9,934	2,925	7,372	3.25	3.82
Engineering	1,519	3,316	4,835	1,640	3,231	7.97	-2.56
Honors College	41	37	78	69	41	68.29	10.81
Nursing	0	9,001	9,001	0	9,431	0.00	4.78
Total Undergraduate	60,200	43,694	103,894	65,865	44,547	9.41	1.95
<i>Graduate</i>							
Allied Health Professions			6,346			6,320	-0.41
Arts & Sciences			1,952			2,215	13.47
Business			885			787	-11.07
Computing			924			628	-32.03
Education			2,764			2,663	-3.65
Engineering			512			609	18.95
Graduate School			138			147	6.52
Medicine			366			426	16.39
Nursing			16,389			15,974	-2.53
Total Graduate			30,276			29,769	-1.67
University Total*			134,170			140,181	4.48

*Excludes Clinical Credit Hour Equivalents in Allied Health (2023=111 LD, 501 UD, 1,814 GR; 2024= 220 LD, 606 UD, 1,725 GR), Arts & Sciences (2023=56 GR; 2024=24 GR), Graduate School (2023=38 GR; 2024=55 GR), and Nursing (2023=2,495 UD, 5,310 GR; 2024=2,337 UD, 4,958 GR).

SOURCE: ZSGR4503

Attachment 1 Table III

**The University of South Alabama
Final Enrollment & Credit Hour Production Summary
Spring 2024**

	Spring 2023	Spring 2024	Absolute Change	Percent Change
<i>Enrollment</i>				
Allied Health Professions	1,379	1,402	23	1.67
Arts & Sciences	2,483	2,725	242	9.75
Business	983	1,005	22	2.24
Computing	633	632	-1	-0.16
Education	1,700	1,696	-4	-0.24
Engineering	881	901	20	2.27
Graduate School	37	50	13	35.14
Medicine*	345	349	4	1.16
Nursing	3,885	3,923	38	0.98
University Total*	12,326	12,683	357	2.90
<i>Credit Hour Production</i>				
Allied Health Professions	14,030	14,432	402	2.87
Arts & Sciences	59,320	64,166	4,846	8.17
Business	11,089	11,210	121	1.09
Computing	5,714	5,845	131	2.29
Education	12,698	12,960	262	2.06
Engineering	5,347	5,480	133	2.49
Graduate School	138	147	9	6.52
Honors College	78	110	32	41.03
Medicine*	366	426	60	16.39
Nursing	25,390	25,405	15	0.06
University Total**	134,170	140,181	6,011	4.48

*Medicine total excludes medical residents and medical fellows in training (2023=307; 2024=317).

**Excludes Clinical Credit Hour Equivalents in Allied Health (2023=2,426; 2024=2,551), Arts & Sciences (2023=56; 2024=24), Graduate School (2023=38; 2024=55), and Nursing (2023=7,805; 2024=7,295).

IR/January 24, 2024

Attachment 2

**The University of South Alabama
Baldwin County Enrollment Profile
Spring 2024**

	Spring 2023		Spring 2024		% Change Spring 2023 to Spring 2024
	Number	% of Total	Number	% of Total	
<i>Total Headcount</i>	163		144		-11.66
Took Courses - Baldwin County Only	1	0.6	0	0.0	-100.00
Took Courses - Baldwin County & Main	162	99.4	144	100.0	-11.11
<i>Enrollment by College</i>					
Allied Health Professions	12	7.4	9	6.3	-25.00
Arts & Sciences	52	31.9	48	33.3	-7.69
Business	3	1.8	6	4.2	100.00
Computing	6	3.7	9	6.3	50.00
Education	8	4.9	9	6.3	12.50
Engineering	2	1.2	1	0.7	-50.00
Nursing	80	49.1	62	43.1	-22.50
<i>Enrollment by Class</i>					
Freshman	21	12.9	17	11.8	-19.05
Sophomore	20	12.3	15	10.4	-25.00
Junior	33	20.2	34	23.6	3.03
Senior	88	54.0	72	50.0	-18.18
Graduate	0	0.0	6	4.2	N/A
Unclassified	1	0.6	0	0.0	-100.00
<i>Enrollment by Gender</i>					
Male	46	28.2	40	27.8	-13.04
Female	116	71.2	104	72.2	-10.34
Unknown	1	0.6	0	0.0	-100.00
<i>Enrollment by Race</i>					
African-American	34	20.9	30	20.8	-11.76
White	99	60.7	95	66.0	-4.04
Other/Unknown	30	18.4	19	13.2	-36.67
<i>Enrollment by Status*</i>					
Full-Time	148	90.8	137	95.1	-7.43
Part-Time	15	9.2	7	4.9	-53.33

*Based on total credit hour registration on the Main campus and in Baldwin County.

Attachment 2

**The University of South Alabama
Baldwin County Enrollment Profile
Spring 2024**

Spring 2023		Spring 2024		% Change Spring 2023 to Spring 2024
Number	% of Total	Number	% of Total	

Enrollment by Age

50 and Over	2	1.2	0	0.0	-100.00
40-49	9	5.5	6	4.2	-33.33
30-39	19	11.7	10	6.9	-47.37
25-29	28	17.2	31	21.5	10.71
20-24	83	50.9	82	56.9	-1.20
19 and Under	22	13.5	15	10.4	-31.82

*Credit Hour Enrollment***

	1,430		1,166		-18.46
Allied Health Professions	0	0.0	0	0.0	N/A
Arts & Sciences	265	18.5	249	21.4	-6.04
Business	0	0.0	0	0.0	N/A
Computing	0	0.0	0	0.0	N/A
Education	0	0.0	15	1.3	N/A
Engineering	0	0.0	0	0.0	N/A
Nursing	1,165	81.5	902	77.4	-22.58

**Excludes Clinical Credit Hour Equivalents in Nursing (2023=523; 2024=410).

SOURCE: BC Reports, ZSGR4503B, ZSGR4501

IR/January 24, 2024

#4

SPONSORED PROJECTS 10/1/2023 TO 12/31/2023

College/Dept	Proposals		Awards		Award \$ Received		
	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	Change vs. FY23 YTD (\$)
Academic Affairs							
Academic Affairs	0	2	0	0	\$0.00	\$0.00	\$0.00
	0	2	0	0	\$0.00	\$0.00	\$0.00
Academic Success and Retention							
Academic Success and Retention	0	0	0	2	\$0.00	\$3,000.00	-\$3,000.00
Career Services	0	1	0	1	\$0.00	\$1,500.00	-\$1,500.00
	0	1	0	3	\$0.00	\$4,500.00	-\$4,500.00
College of Allied Health							
Biomedical Sciences	0	1	0	0	\$0.00	\$0.00	\$0.00
EMT Training	0	0	1	0	\$222,622.28	\$0.00	\$222,622.28
	0	1	1	0	\$222,622.28	\$0.00	\$222,622.28
College of Arts and Sciences							
Biology	2	1	1	1	\$74,824.00	\$2,500.00	\$72,324.00
Center for Archeological Studi	2	0	2	0	\$192,837.00	\$0.00	\$192,837.00
Chemistry	0	2	1	0	\$66,136.05	\$0.00	\$66,136.05
Earth Sciences	3	2	2	1	\$281,242.87	\$195,126.00	\$86,116.87
English	2	0	0	0	\$0.00	\$0.00	\$0.00
Marine Sciences	10	11	3	5	\$353,294.00	\$512,043.51	-\$158,749.51
Math and Statistics	3	4	0	1	\$0.00	\$5,000.00	-\$5,000.00
Modern & Classical Languages and Literature	1	0	0	0	\$0.00	\$0.00	\$0.00
Music	0	0	1	0	\$2,500.00	\$0.00	\$2,500.00
Physics	3	2	1	0	\$501,333.00	\$0.00	\$501,333.00
Psychology	3	2	0	0	\$0.00	\$0.00	\$0.00
Soc / Anthro / Social Wrk	0	1	0	0	\$0.00	\$0.00	\$0.00
	29	25	11	8	\$1,472,166.92	\$714,669.51	\$757,497.41
College of Education and Professional Studies							
Coll of Educ./Profess. Studies - Dean's Office	0	1	1	0	\$144,034.00	\$0.00	\$144,034.00
Counseling & Instructional Sciences	2	2	0	0	\$0.00	\$0.00	\$0.00
Ed Office of Contracts	2	0	0	0	\$0.00	\$0.00	\$0.00
Health, Kinesiology and Sport	3	2	1	1	\$500.00	\$500.00	\$0.00
Leadership & Teacher Ed	0	1	1	0	\$399,144.00	\$0.00	\$399,144.00
	7	6	3	1	\$543,678.00	\$500.00	\$543,178.00
College of Engineering							
Chemical Eng	0	1	0	1	\$0.00	\$24,874.62	-\$24,874.62
Civil Eng	5	4	0	2	\$0.00	\$452,520.00	-\$452,520.00
College of Engineering - Dean's Office	2	1	1	0	\$38,455.00	\$0.00	\$38,455.00
Electrical Eng	4	5	1	1	\$19,667.95	\$5,000.00	\$14,667.95
Mechanical Eng	0	2	0	1	\$0.00	\$219,999.50	-\$219,999.50
	11	13	2	5	\$58,122.95	\$702,394.12	-\$644,271.17
College of Medicine							
Biochem/Molecular Biology	9	5	1	0	\$99,640.00	\$0.00	\$99,640.00
Center for Disaster Healthcare Preparedness	0	0	0	2	\$0.00	\$1,212,047.02	-\$1,212,047.02
Center for Healthy Communities	3	1	3	2	\$618,349.00	\$1,053,404.07	-\$435,055.07
Center for Lung Biology	22	24	2	2	\$241,846.00	\$68,340.00	\$173,506.00
College of Medicine - Dean's Office	0	1	0	0	\$0.00	\$0.00	\$0.00
Comparative Medicine	0	1	0	0	\$0.00	\$0.00	\$0.00
Family Medicine	1	5	1	3	\$20,000.00	\$125,000.00	-\$105,000.00
Internal Medicine	0	1	1	1	\$0.00	\$0.00	\$0.00
Microbiology/Immunology	3	1	3	1	\$361,737.49	\$192,500.00	\$169,237.49
OBGYN	0	1	0	2	\$0.00	\$63,023.74	-\$63,023.74
Pathology	10	14	7	3	\$550,000.00	\$150,000.00	\$400,000.00
Pediatrics	3	8	1	6	\$0.00	\$184,430.20	-\$184,430.20
Pharmacology	2	4	1	1	\$122,892.00	\$81,036.00	\$41,856.00
Physiology/Cell Biology	2	2	0	0	\$0.00	\$0.00	\$0.00
Surgery	0	0	0	1	\$0.00	\$0.00	\$0.00
	55	68	20	24	\$2,014,464.49	\$3,129,781.03	-\$1,115,316.54
College of Nursing							
College of Nursing - Dean's Office	1	0	0	0	\$0.00	\$0.00	\$0.00
Community Mental Health	2	2	0	0	\$0.00	\$0.00	\$0.00
Maternal/Child Health	1	0	0	1	\$0.00	\$10,000.00	-\$10,000.00
	4	2	0	1	\$0.00	\$10,000.00	-\$10,000.00
Division of Student Affairs							
Division of Student Affairs	0	1	0	0	\$0.00	\$0.00	\$0.00
	0	1	0	0	\$0.00	\$0.00	\$0.00
Global USA							
International Education	0	0	0	1	\$0.00	\$34,990.00	-\$34,990.00
	0	0	0	1	\$0.00	\$34,990.00	-\$34,990.00
Mitchell Cancer Institute							
MCI Clinical Trials	1	0	0	0	\$0.00	\$0.00	\$0.00
MCI Research	0	0	1	1	\$60,014.00	\$60,014.00	\$0.00

College/Dept	Proposals		Awards		Award \$ Received		Change vs. FY23 YTD (\$)
	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	
Mitchell Cancer Institute	3	0	3	2	\$147,230.00	\$100,250.00	\$46,980.00
USA Health Clinical Trials	2	1	4	0	\$0.00	\$0.00	\$0.00
	6	1	8	3	\$207,244.00	\$160,264.00	\$46,980.00
Mitchell College of Business							
Marketing	0	1	0	1	\$0.00	\$340,071.00	-\$340,071.00
	0	1	0	1	\$0.00	\$340,071.00	-\$340,071.00
Office of Veteran Affairs							
Veteran Affairs	1	0	0	0	\$0.00	\$0.00	\$0.00
	1	0	0	0	\$0.00	\$0.00	\$0.00
School of Computing							
School of Computing - Dean's Office	1	6	1	5	\$9,043.15	\$436,371.36	-\$427,328.21
	1	6	1	5	\$9,043.15	\$436,371.36	-\$427,328.21
USA Hospitals							
Childrens Womens Hospital	0	0	1	0	\$200,000.00	\$0.00	\$200,000.00
University Hospital	1	0	0	2	\$0.00	\$612,776.00	-\$612,776.00
	1	0	1	2	\$200,000.00	\$612,776.00	-\$412,776.00
Grand Total	115	127	47	54	\$4,727,341.79	\$6,146,317.02	-\$1,418,975.23



UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM

Academic Affairs

DATE: July 18, 2023
TO: Academic Deans
Academic Affairs Administrative Assistants
FROM: Andi M. Kent
SUBJECT: Faculty Non-Reappointments

Written notice of non-reappointment should be issued according to the date and guidelines specified below. Please note that the Faculty severance policy and procedures can be found in the Faculty Handbook, Section 3.16.1 and 3.16.2. The dates given below are provided as examples and are the last possible dates of notification and the end dates of employment if the faculty member is to complete the current 9-month or 12-month appointment period. Please note that three months, six months or 12 months' notice may be given earlier than the dates indicated and employment would end on the earlier respective date as well. Submit requests to non-reappointment faculty to Paula Medveal at pmedveal@southalabama.edu.

9-month faculty

- > In the first year of service: notice should be given at least three months in advance (by February 15, 2024) of the last day of the faculty member's employment at the University for appointment to terminate as of May 15, 2024.
> In the second year of service: notice should be given at least 6 months in advance (by November 15, 2023) of the last day of the faculty member's employment at the University for appointment to terminate as of May 15, 2024.
> After two or more years of service: notice should be given at least 12 months in advance (by April 26, 2024) of the last day of the faculty member's employment at the University for appointment to terminate as of May 15, 2025.

12-month faculty

- > In the first year of service: notice should be given at least three months in advance (by May 10, 2024) of the last day of the faculty member's employment at the University for appointment to terminate as of August 14, 2024.

- In the second year of service: notice should be given at least 6 months in advance (**by February 5, 2024**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2024**.

- After two or more years of service: notice should be given at least 12 months in advance (**by April 26, 2024**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2025**.

Sample letter is attached.

AMK:pbm



Andrzej Wierzbicki <awierzbicki@southalabama.edu>

2024 FAR Information from Dr. Wierzbicki

1 message

College of Arts & Sciences Dean's Office <asdeansoffice@southalabama.edu>

Fri, Feb 9, 2024 at 4:45 PM

To: Andrzej Wierzbicki <awierzbicki@southalabama.edu>, Sangela King <sbelling@southalabama.edu>

Bcc: awierzbicki@southalabama.edu

Dear Chairs:

It is now time for faculty members to complete Faculty Activity Reports. The 2023-2024 Faculty Activity Report is available for download at <https://www.southalabama.edu/departments/eforms/colleges/artsandsci/facultyactivityreport.docx> as a Microsoft Word document. Faculty will need to click on "A&S Faculty Activity Report" which will trigger an automatic download of the document. Please distribute this email to each full time member of the faculty in your department. Faculty should be encouraged to review the entire form before completing.

Please note that the Faculty Activity Reports should report accomplishments occurring from May 1, 2023 through April 30, 2024.

Chairs (and in some cases peer review committees) should use these activity reports in completing their evaluations of the faculty.

When the evaluation is complete, each department chair should submit the following to Cindy Roberts in the Dean's Office by Friday, April 19, 2024:

1. Printed copies of the Faculty Activity Reports. Electronic copies of the FARs in Microsoft Word should also be sent to Sangela King at sbelling@southalabama.edu by this date. The secretary should make sure the electronic FAR Word documents are properly formatted and saved using the faculty member's first and last name (e.g., FAR 2024 Tom Smith).
2. Completed Annual Faculty Evaluation Form for each faculty member. This form can be found at <https://www.southalabama.edu/departments/eforms/academicaffairs/annualfacultyevaluationform.pdf>. **It is essential that chairs arrange for each faculty member to sign the Annual Faculty Evaluation Form before they leave for any reason (summer research, vacation, trips, etc.).**
3. Copies of all reports from student evaluations of teaching that are not available in Course Evaluations & Surveys (Formerly EvaluationKIT) (e.g., student evaluations not administered by the college).

Remember that signed copies of the narrative evaluation letter for each untenured, tenure-track faculty member in your department are due on **Wednesday, April 3, 2024**. These letters should provide written feedback regarding progress toward tenure and promotion.

Annual Report Summary Information (template attached) will be due **Friday, May 10th** and should be emailed to sbelling@southalabama.edu. Included in the Department Summary information for the Annual Report is a summary of highlights of the year for your department and a list of scholarships awarded in your department.

Sangela King (sbelling@southalabama.edu or 6-6044) will be available to answer any questions about the Faculty Activity Report document. Please feel free to contact her. Attached is a check-off list for your convenience.

Thank you.

Andrzej Wierzbicki, Dean
College of Arts and Sciences
University of South Alabama
Mobile, AL 36688
251-460-6280 (voice)
251-460-7928 (fax)

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College of Arts and Sciences Dean's Office

HUMB 118

5991 USA Dr. N.

Mobile, AL 36688

P: (251) 460-6280

F: (251) 460-7928

<http://southalabama.edu/colleges/artsandsci/>

2 attachments

 **2024 Annual Report.docx**
34K

 **2024 FAR Check off List.docx**
17K

#10

9-MONTH FACULTY TEACHING SUMMER 2024

J#	Last Name	First Name	CRN	Course	Course Credit Hours	PAID Credit/contact Hours	Notes
J00000000	Smith	John	12345	ABC 100.101	3	3	
J00000000	Smith	John	67890	ABC 100L.101	1	3	lab - paid 3 contact hours
J00000000	Smith	John	98765, 43210, 54321, 56789	ABC 100.101, ABC 200.101, ABC 300.101, ABC 400.101	3	6	stacked courses - paid 6 contact hours total

16) Navigate South Updates

i. *Automations* now allow for automatic messaging as new students are added to a list (e.g., new advisees in your program, new students in your program, scholarship candidates, etc.). You create a message and list based on filters and Navigate then automatically sends messages based on updates to the list. Kristi Clayton can arrange training.

kristiclayton@southalabama.edu

ii. *Navigate South App* – Student-facing application that includes study buddy function. Allows students to find study buddies for a given course even if they don't know anyone in it. Student indicates availability and app finds study buddy.

17) A&S College Preview Day Thursday February 22nd.

Browsing session in Student Center Ballroom 9:00 – 10:00, set up 8:30. Only for programs who requested participation – majors only no minors.

Breakout Sessions 1:30 – 2:00 and 2:30 – 3:00. All departments are included. Starting at 1:15, please have someone ready to direct guests to your chosen room if it is not easy to find.

18) Annual/Mid-Probationary Reviews Reminder

Annual reviews of full-time faculty due April 12th, 2024

Mid-Probationary Reviews due March 11th, 2024. You must have met with the candidate to discuss the results of the Departmental and Chair reports by this date.

19) Prospective Student Lists and Outreach

20) Faculty Qualifications Manual

By February 23rd, please review the contents of the “Faculty Qualifications Manual – Arts and Sciences” folder in Google Drive and:

i. Enter closely related disciplines for your subject area(s), if any, into the “Closely Related Disciplines” spreadsheet, and upload a supporting memo following the instructions in “Process.docx” in the Drive.

ii. Enter any courses for which course-specific credentialing is required in the “Course Specific Credentialing” spreadsheet.

21) New Banner Retention Report ZSGR0574

Will show you which students in the current term are active, inactive, or graduated from the previous term. **Note:** run the report for the *previous* term; e.g., 202410 for spring, 2024 active, inactive, or graduated students.

22) JagAnalytics

Heliocampus data site constructed in coordination with Office of Institutional Research. Site shows details of retention, graduation rate, completions, and related information. Can be filtered by major and cohort year.

Training required – Gordon Mills will provide this.

Wierzbicki, Loomis, and Taylor have access and four more user licenses are available for our college.

23) USA Day Saturday April 6th.

Latest info. Is that we will return to having a college/major browsing session. Location TBA but likely Mitchell Center Concourse.
