

# CLAS Weekly

**August 2, 2023**

If you have an item you would like included in the CLAS Weekly Mailing, please submit it using [this form](#). The weekly submission deadline is Mondays at 5:00 pm.

## All

### 1. Pcard Applications

The Dean's Office approves all Pcard applications before they are processed by the Procurement Office. Completed and signed Pcard applications are approved by the appropriate unit head and then sent to [Susan Weise](#). Assistant Dean Michelle McCloud reviews and approves these applications for the college. Please contact [Assistant Dean McCloud](#) (1-2263) with any questions.

### 2. RSVP to the Fall Start Up Meeting

All CLAS faculty and staff are invited to attend the annual Fall Start Up meeting on Thursday, August 24. Join us for coffee at 9:00 am followed by the presentation at 10:00 am at the Louis Armstrong Theatre in the Haas Performing Arts Center. The presentation will be livestreamed for those who cannot attend in person. The luncheon begins at noon outside Kirkhof Center. [Please RSVP](#) by August 18.

## Staff

### 1. Appointing Officer Changes for Flexible Working Arrangements (FWA)

Assistant Dean Michelle McCloud is responsible for staff affairs, which includes EAP and PSS staff members. Moving forward, staff submissions for FWA requests should include Assistant Dean McCloud as the Appointing Officer in the HR request system.

## Faculty & Unit Heads

### 1. Fall 2023 Faculty Learning Communities are OPEN!

[Faculty Learning Communities](#) (FLCs) bring faculty together for a 1-2 semester-long conversation on a topic of mutual interest and encourage an application of the knowledge gained. Past participants report this experience to be supportive, fun, and restorative!

### 2. Fall 2023 Personnel Portfolio Workshop

The [Personnel Portfolio Workshop](#) is designed to support faculty going up for any personnel review in 2023-24. Working with an assigned faculty mentor, participants will compose their Personal/Reflective statement and, as time permits, prepare other supporting materials for their portfolio in accordance with their college and unit personnel policies.

### 3. Strong Start Teaching Institute

The [Strong Start Teaching Institute](#) focuses faculty attention on best practices for engaging students in first-year undergraduate courses. The Institute is intended primarily for instructors teaching courses with high first-year student enrollment. Preference will be given to non-tenure-track instructors: affiliates, visitors, adjuncts, and those new or relatively new to university teaching. The Institute is limited to 40 participants so register soon!

4. 29th Annual [Fall Conference on Teaching and Learning](#)

Keynote presentation by Dr. James M. Lang, author of *Distracted: Why Students Can't Focus and What You Can Do About It*, and former Professor of English and Director of the D'Amour Center for Teaching Excellence at Assumption University. Dr. Lang will address the frequently expressed concerns of faculty regarding the distractions and distractibility of our students and challenge us to focus on creating educational experiences that cultivate and sustain attention.

5. Fullbright U.S. Scholar Program 2024-25 Competition Awards to Austria

The [Fulbright U.S. Scholar Program](#) give opportunities to U.S. citizens to teach, research and carry out professional projects around the world. The [following opportunities are open in Austria](#). Over 400 awards are available in more than 130 countries, many open to all disciplines. You can find a complete list of opportunities in [the list of open awards, found here](#). Application deadline is **September 15, 2023**.

6. Summer/2nd Six-Week Courses Final Grade Reminders

Final grades for Summer/2nd 6-week courses must be posted in Banner **before noon, Monday, August 14. Grading opens in Banner on Tuesday, August 8 at 8:00 a.m. Please reference the grading email from the Registrar for additional details.**

**Unit Heads** – please notify [AD Betty Schaner](#) and [Mona Silva](#) of the designees for routing grading emails. In preparation for grading, please make sure you have accurate contact information for all faculty – tenured, tenure-track, affiliate, visitor and adjunct – in case outreach is needed for missing grades. This is especially important since so many spring classes are online and the faculty are not on campus.

**Faculty** – posting final grades in Blackboard does not complete the process. All grades must be posted in Banner. For instructions, visit [Banner Grade Entry Instructions](#). You will also need to report the Last Date of Academic Activity (LDAA) for all students who are assigned a grade of W, F, or NC. For information and instructions, visit [Last Date of Academic Activity Process](#).

**Assigning Incomplete Grades** - A grade of "I" (incomplete) is to be assigned only in truly extenuating circumstances and only if the student has completed most (minimum of 2/3) of the work required for the course. The CLAS website provides detailed information on the considerations involved in [assigning an incomplete grade](#). Any questions regarding incomplete grades should be directed to AD Schaner. All faculty are required to submit an [online Incomplete Grade form](#) for each incomplete grade assigned.

Important Dates & Deadlines

Aug 4	Classes end for second six-week and 12-week courses
Aug 6	Academic year begins. Faculty are available for activities associated with the start of the academic year.
Aug 7-8	Final exams for second six-week & 12-week courses
Aug 9	Senior Affiliate applications due to unit head/director
Aug 9-11	New faculty orientation, Pew FTLC
Aug 14,12pm	Grades due for second six-week and 12-week courses
Aug 16	Senior Affiliate apps due to Dean, send to <a href="#">Heidi Nicholson</a>
Aug 20	Unit Stability Update commentary due in GVStability
Aug 21	Courses taught by part-time adjunct not meeting enrollment targets cancelled
Aug 22, 9:30-3	CLAS Unit Head Retreat
Aug 22, 4:30pm	University Address
Aug 22, 5:30pm	University Faculty & Staff picnic
Aug 23	FTLC Teaching & Learning Conference
Aug 24,9-2	CLAS Faculty and Staff Meeting

Aug 28	Fall classes begin
Aug 28, 5pm	Candidate Personnel Portfolio moved to dept BB site
Sept 1	Sabbatical proposals due through the <a href="#">sabbatical system</a>
Sept 1, 5 pm	Last day to add, register, pay; 100% tuition refund deadline
Sept 3-4	Labor Day recess
Sept 22	Credit/No Credit deadline
Sept 22	75% tuition refund deadline
Sept 30	Sabbatical proposal unit recommendations due to USRC
Oct 1	Faculty workload plans (FWP) due in Digital Measures
Oct 9-13	Mid-term evaluations
Oct 13	Feedback on FWP from secondary unit head for joint appointees is due to primary unit head
Oct 13	Promotion materials due to Dean's Office
Oct 16-Nov 30	Unit process for reviewing FWPs
Oct 23-24	Fall break



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