



TEXAS A&M UNIVERSITY

College of Liberal Arts

## Department Heads Meeting

Tuesday, June 28, 2022 – 1:30 – 2:30 pm  
via ZOOM

Attending: Steve Oberhelman, Maura Ives, Stefanie Harris, Leroy Dorsey, Mindy Bergman, Paul Wellman, Tim Gronberg, Miranda Rubach, Hart Blanton, Steve Garner, Maria Escobar-Lemmon, Ted George, Rick Curry, Martin Regan, Violet Johnson, Kathy Payne

Not Attending- Bill Clark, Carlos Blanton

Meeting began: at 1:33 p.m.

### Agenda Items

1. Steve's Updates — Steve
  - Vacant tenure-stream lines- Currently when someone in the department leaves, the line reverts to the dean. NK, VP-FA, announced that effective September 1, when a tenure streamline becomes vacant, a memo must be sent by the department head through the dean to NK for the line to be retained in the college. The reason given was to ensure that the line would not be cannibalized to hire APT faculty or staff, or for some other purpose. It may eventually turn out that it will no longer be at the discretion of the deans to assign lines within their own college. But as NK said, "We are not there yet."
  - Budget model (attachment)- In the past, the anticipation was that the new A&S would be receiving an influx of funds. A sample budget model was shared by NK where metrics are applied to assess performance and then funds allocated accordingly. Hypothetical scenario, with a projected \$100M of new funds: the new Arts and Sciences College would receive the largest chunk. NK said that for FY24 all deans should be allocating budgets based on "TAMU by the Numbers" and use that as a primary means for allocating monies and lines.
  - Changes in Provost and VPFA interactions- More and more power is being shifted from the Provost and to VP-FA.

- ACES Plus program being developed- This program will target full professors and associate professors, rather than new PhDs.
- Violet noted that - Faculty Investment is the Provost-initiated program
- Faculty 180 will be used next year for all annual reviews. Violet met today with Mark Zoran, incoming Executive Associate Dean of Arts and Sciences, and an email will be coming to inform the faculty of the rollout of Faculty 180.

Merit-

There was a 2% merit allocation this year. The dean thanks all the heads for an excellent job in creating rubrics for allocation and then distributing the merit.

2. One-time merit — Steve and Miranda-

- Kathy Payne will send to you individually the number of faculty and staff to whom you may give one-time merit, along with the amount that you are allocated. **The amount will be 0.5% of your merit for base salaries.**
- You may not give one-time merit to more staff or more faculty than what is stated in the email.
- You may match up to 0.5%, out of your own funds, the 0.5% centrally funded allocation. You are to use your 133\*\*\* accounts for this purpose. You are not required to match, but you are authorized to do so. **Although you may give up to 1%, the number of faculty and staff to whom the merit may be given cannot change.**
- The criteria for determining one-time merit are as follows. An employee must have demonstrated meritorious performance evidenced by the following:
  - Staff: A “meets expectations” or higher overall rating on the most recent Performance Review;
  - Faculty: A current performance review documenting meritorious performance as per department and/or college faculty evaluation guidelines.
- You should complete your allocations by August 1.
- There is no need to discuss your allocations with the dean. But Steve recommends that each head writes for their files a brief document in which they explain why and how they determined one-time merits.

**Q.** Stefanie Harris- OTM, Is it 10% of APT and 10% of TT, or all in one?

**A.** All in one

3. Update on Distinguished Professorship process — Violet

CLLA had 9 nominations and we thought this would be handled by the new dean to process but that is not the case. NK stated that he wanted us to be done with DP selection(s) by August 31 and that they would be held until November. Steve responded this would be unfair and not possible due to the required external

reviewers and that the timeline for submissions had already been sent to departments. It was decided that CLLA will stay with the timeline and the nomination dossiers will be due no later than August 31. We will revise our existing guidelines and send all nomination packets to Cynthia Werner, Associate Dean of Faculty Affairs, Arts and Sciences.

4. Reminder on hiring processes this summer — Violet  
Please move quickly, as we are trying to wrap up by August 1, August 15 at the very latest. We are not entertaining new TT hires unless the need for an emergency hire arises—we will facilitate that as quickly as possible.

Comments: - Steve

- The head reviews and the department reviews have been finished in draft, and Steve will get those to departments soon. Please make sure you and every staff and faculty person is up to date on Train Traq training to avoid an unsatisfactory review.
- Hooding ceremonies are on August 6 at Rudder and the final CLLA undergraduate ceremony will be on August 13.
- Steve is leaving the college to assume the senior associate dean position in the Bush School on August 15. Maria will be his colleague at the Bush School as the Associate Dean of Graduate Studies and Research.
- For July, the monthly coordinating meetings will remain on the books but whether a head and Steve meet is up to the head. Just let him know in advance.

5. Next Year's Graduate Budget Allocations — Maria

Graduate budget numbers are typically out about this time and they will be coming out. Adam Seipp, Associate Dean of Academic Studies for Arts & Science is aware this information is needed and is intending to get allocations out. Everyone is getting money and the methodology used to distribute that to departments will be what the Grad School uses to distribute funds to the colleges. Funding comes in from 3 pools of money:

- a. Graduate Enhancement money (salary money, or Category 1). This is distributed based on graduate semester credit hours taught by the department.
- b. Graduate Strategic (flexible money, or Category 2). This is distributed based on a 3-year weighted average of FTEs. You will still get a separate recruitment fund that will follow the headcount data.
- c. Tuition and fee pool. There should be a sufficient GAT tuition/fee pool for all GATs. Maria is not sure what eligibility rules will be adopted regarding eligibility for those beyond the 5<sup>th</sup> year. That is not her decision. The Grad School has limited money available in a pool to support state-funded GARs.

(Although recall that there was supposed to be zero in this pool beginning in FY23 originally so some is better than zero!) There is likely not enough in this pool for all state-funded GARs in the new college. Maria is not sure what decision rule will be adopted, but the department may need to use their Graduate Strategic (category 2) allocations for this purpose.

- d. Graduate allocations to Perf and POLS will not come from this pool but from the new School of Performance, Visualization, & Fine Arts and Bush School, respectively.

Maria stated she will work to process all the registration needs of current graduate students at least through August 6. Sarah Franke has taken another position at the university, and so please contact Maria with any questions or student registration issues.

6. Foreign Influence/Engagement — Maria- This is a constantly changing landscape and the rules keep shifting. Just because something was okay 4 years ago does not guarantee it will be okay now. Part of the change is being driven by new rules from national funders (e.g. NSF, NIH, DoD), part of the change is also being driven by the TAMU system. You will keep hearing more about this. Working on a FAQ for the VPR website. It is better to err on the side of caution. High focus cases have been where the faculty member did not tell TAMU. One type of concern is cases where the person was supported by a foreign entity (undisclosed) to do research and received support from a funding agency for the same research. This double-dipping puts TAMU at risk, at a minimum, of having to return those funds.

Maria noted those not involving travel (like deciding to write a paper with a colleague in another country) that don't involve sponsored funds are the ones that are least likely to have disclosure through another means and thus ones we should ask about.

**Q.** Steve- What is the turnaround time for a request?

**A.** A simple request is about 2-3 days.

**Q.** Stefanie- Is it mostly Russia and China?

**A.** They are causing lots of scrutiny, but they are not the only ones. ALL foreign contracts and agreements are being reviewed not only those. Russia is most restricted because of the chancellor's statements. But other countries are being looked at.

**Q.** Mindy- Should I ask faculty who they are working with on grants to disclose?

**A.** Maria is going to look into if SRS routing gets approvals

***Reminder:***

All completed CLLA Faculty Transfer memos are to be uploaded to your respective google drive no later than 5:00 p.m. Friday, July 1. It is imperative this happens so we can ensure that faculty will be paid at the end of September. If you will be continuing as the department head for FY23, please append your signature on both the FY22 and FY 23 Department Head headings.

Every head should write a transfer letter for themselves, routing it through Steve Interim Dean College of Liberal Arts FY22, José Luis Bermúdez, Interim Dean College of Arts and Sciences to N.K. Anand, Vice President for Faculty Affairs. Put yourself down as the FY22 head and the FY23 head; if you are not continuing as head, then your new head must also sign.

If Violet Showers Johnson or Leroy Dorsey has their tenure home in your department, you will need to complete a form for them and get their signature.

Meeting adjourned: 2:54 p.m.