



## College of Arts & Sciences: Chairs & Directors Meeting

Wednesday, November 6, 2019

1:00 – 3:00 pm, Ellis 109

**Attending:** C. Anderson, L. Baur, D. Bell, S. Bergmeier, D. Bikowski, K. Brown-Clovis, B. Carlson, L. Cohen, B. Collins, B. Colvin, C. Coski, H. Duschinski, A. Howard, D. Ingram, K. Jellison, D. Johnson, G. Krzic, C. Mattley, R. Muhammad, J. Petrik, F. Plassmann, S. Poggione, L. Rice, D. Sack, N. Sandal (Myra Waterbury sub.), B. Shambora, A. Showalter, G. Springer, K. Wilkinson, S. Wyatt

### Announcements:

- Lori Bauer held the first web training for faculty and staff. Additional training sessions are scheduled. Please contact Lori Bauer with any questions concerning training and CAS web pages. Correction requests to web pages should still be sent using the Site Feedback button on each web page.

### Q&A with Human Resources regarding conversations with instructional faculty during this time of uncertainty – Colleen Bendl, CHRO, Nick Wortman, Director HR Services, and Mike Courtney, Associate General Counsel:

Q: How do you inform faculty about impact on benefits if they receive a non-renewal notice?

A: Information about retirement benefits, insurance benefits, and continuation of insurance options under COBRA are included in letters of non-renewal. These letters will also include the contact information of our HR Liaison (currently Eva McConnell).

Q: Are there any suggestions for requesting to meet with faculty members regarding non-renewals other than an invitation via email?

A: UHR recommended using "Staffing Updates" in the subject line of the email.

Q: Are there any suggestions for alternative locations to meet with faculty who are being given non-renewal notices, other than the department chair or director's office?

A: Private spaces in Baker Center could be an option. UHR can also assist with meeting space in the HRTC Building on Union Street. Chairs and Directors were advised not to deliver non-renewal notices in public spaces. The college's HR Liaison can assist chairs and directors in developing and practicing how they will inform faculty members about their decisions. UHR also offered to develop a script for chairs/directors to follow.

Q: Is there a database that non-renewed faculty can utilize to be considered for other positions at the university?

A: No. Non-renewed faculty members would need to look for openings on [ohiouniversityjobs.com](http://ohiouniversityjobs.com). UHR encouraged chairs/directors to serve as a strong reference, as appropriate, for individuals who receive non-renewal notices.

Q: Could we provide resources for instructional faculty who receive non-renewal notices during their final year?

A: Lori Bauer has worked with instructional faculty to update and enhance their web pages and is happy to help in this way. She can also assist with profile pages on LinkedIn.

Q: Is there a way to extend access to email accounts past the last day of employment?

A: This can be requested using an IT Access Request form. However, continued access past the final day of employment is typically limited to a maximum of 30 days. UHR recommended requesting that an automated reply message be activated on the accounts of non-renewed faculty members. These automatic replies should include an alternate email address for the individual as well as department/program contact information for general department and/or program inquiries.

Q: Is there an update on the possible targeted retirement incentives being discussed?

A: These incentives are currently being discussed as targeted at the department level. HR and Legal are still evaluating the legal aspects of such targeted incentives.

### **Budget Related Updates – Dean Plassmann**

The Provost has requested additional information from Deans by November 15. To meet this request, Dean Plassmann asked Chairs and Directors to complete, by Monday, November 11, the first two pages of the exercise worksheet they received previously. Dean Plassmann agreed to send the instructions and edited worksheet via email following the meeting.

Dean Plassmann walked the Chairs and Directors through this revised request for information.

Q: Are you aware that the worksheets shared during the last meeting are being circulated among faculty?

A: The worksheets were provided in an effort toward continued transparency through this process. Chairs and Directors were encouraged to affirm with faculty and staff that these worksheets were provided as part of an EXERCISE.



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Q: Are departments sending the faculty survey to all faculty, or just tenure-track faculty?

A: Most department chairs and directors have sent the request to all faculty and this approach was encouraged.

Q: For those who have already started collecting data in their departments, what changes did you make or wish you had made to the survey?

A: Some departments have added the following data points for collection: Book Chapters, Independent Studies, Number of Advisees, and Number of Advisees Graduated.

*Reminders:*

- The complete information gathering exercise still needs to be completed and is due no later than December 2, 2019.
- The information gathered will be shared with the Provost.

**Announcements/Requests:**

None.

The next Chairs and Directors meetings are scheduled for November 20 and December 11, 2019.