

## MU-ADVANCE Team Meeting

Thursday, September 11, 2008

### Minutes

**Present:** Marcia Harrison, Frances Hensley, Beverly Delidow, Elizabeth Murray, Judith Silver, Heidi Williams, Sherri Smith, Patricia Logan, and Jan Fox

#### 1) Announcements

- Networking events have been planned for the semester
- The first networking event "New Faculty Luncheon" was this past Tuesday
- “Building Diversity” Workshop, hosted by WV-EPSCoR, is scheduled for October 21-22  
For more information, visit: [www.wvresearch.org](http://www.wvresearch.org)  
(The MU-ADVANCE Search Brochure will be included in all participant packets)

#### 2) Policy Changes Report

- The policies have been approved at the Deans, Presidential, and Senior Vice Presidential levels. They will now move on to the Faculty Senate for approval.
- A rationale paragraph to introduce the policies need to be drafted.
- The new Provost, Dr. Gayle Ormiston, needs to see these proposed policies.

#### 3) Recruitment Report

- Dual Career Services have had two successful cases.
- A brochure has been created and sent to the printers.
- The dual career brochure should go to all search committee.
- Biology has offered a female the Aquatic Biology position. Offer letter is still pending.
- Chemistry has an open Biochemistry position.
- IST has approval to recruit for one position. IST is determining what to do with the remaining position – whether to make it tenure-track or a term position.
- Pharmacology, Physiology, and Toxicology will be recruiting for an upcoming vacancy.
- Psychology is re-advertising for the failed search from last year.
- CITE will have an open Engineering position.
- When sending forward position requests, brevity is a real virtue.

-Is it a good practice to have Spring hires? People who have spoken to MU-ADVANCE have indicated that they feel as if they often fall through the cracks. Perhaps a new faculty orientation could be held in January for these hires.

#### 4) Faculty Development Report

- Marcia and Elaine have started meeting with the new faculty fellows, fellows, etc. Elaine will be retained as a consultant and will help package a best practice guide on how to mentor faculty that will be sent to CATL.

- Marcia met with Deans and the President to talk about Faculty Development and Recruitment issues.
- Best Practice guides were developed and included in new faculty packets at orientation. These brochures need to be distributed to all Chairs.
- Sherri Smith reported that CATL provided T&P notebooks to all new faculty.
- The College of Science will create a faculty page, much like COLA's, to list important information, including due dates.
- The university will launch new webpages for each college soon. There will be a new template (sharepoint) – this will allow for webpage maintenance to be delegated out.
- Digital Measures will be ready soon. MU-ADVANCE still plans to host a launch party.
- Bev will be scheduling communication workshops for faculty to teach the effective communication skills to employ when teaching.