EXCOM meeting 1/26/12

- **Advising Center Updates – Jennifer Kennedy**
  - Students advising
    - Advising center workload report was distributed.
    - Advising center has constraining time to advise all engineering students once a year.
    - Dean and Chairs discussed and recommended that advising center should focus on advising of freshmen students: First academic year (freshman) is the most important for advising. Dr. Hayes proposed department meetings with incoming freshman students. During second year, student must have a graduation plan.
    - Motion to advise freshmen students in two stages: first stage, one-hour meeting with departments for general academic guidance and orientation during summer. Academic departments will distribute course flow-chart and prepare students for the advising session at advising center (transfer and returning students were excluded). Second stage, advising center session.

- **3-Year Evaluation – Rama Venkat**
  - Dean Venkat has discussed and clarified mandatory guidelines for Mid-Promotion Evaluation of Associate Professors with Dr. Bowers.
  - Guidelines for Mid-Promotion Evaluation of Associate Professors were distributed to Engineering Chairs.
    - Department Chairs need to evaluate progress to promotion of associate professors every 3 years.
    - If an associate professor does not want to be promoted to full professor in the next 3 years, then he or she should give that in writing to the chair.
    - Annual reports from the last two years and the current year along with updated curriculum vitae will be used for evaluation.
    - Chair will conduct the evaluation and obtain input from all tenured full professors in the department.
    - Based on all inputs received, chair will address the issue of progress towards promotion and provide a letter of input to the candidate separately. This report will be independent from the annual evaluation.
  - Schedule of evaluation based on the date of promotion to Associate professor was distributed. The evaluations to be performed for this evaluation cycle were highlighted in yellow.