Department Chair Professional Development Workshops

Tentative Schedule 2017-2018

July 25, 2017
*Annual Department Chair Professional Development Day*
9:00am–12:00pm  Programming for New Department Chairs
12:00pm–3:00pm  Programming for New and Experienced Department Chairs

September 12, 2017
8:00am–10:00am  Effective Negotiation and Managing Conflict

October 10, 2017
8:00am–10:00am  Human Capital: Faculty Development and Motivation

February 6, 2018
8:00am–10:00am  Best Practices for Performance Evaluations and P&T Review

March 6, 2018
8:00am–10:00am  Understanding the University Budget and Managing Your Financial Resources

Department Chair Professional Development Workshops will be hosted by the Office of the Provost throughout the year. The role of the department chair is critical to the University’s success and achievement of strategic goals. These workshops will provide department chairs and heads of academic units with information and resources to help them lead their units, an opportunity to network with others and make contacts for ongoing support and problem-solving, and a venue to discuss issues and UM initiatives. All department chairs and heads of academic units are encouraged to attend.
or "Junk Mail" folder. If you have not received the email, please search your "SpAM" sent to the email address you provided. This email is generated by our background check vendor, HireRight, and will be from Applicant Name@hrhireright.com with a subject line of "University of Mississippi Background Verification Request". Your consent is required for a pre-employment background check. Expect an email in addition to the formal approvals listed above. A background check verification is required prior to

Date

Sincerely,

We sincerely hope to welcome you to the UM Family. Please contact me if you have any questions.
[DATE]

Dr. [NAME]
[ADDRESS]

Dear Dr. [NAME],

[If tenure IS NOT granted upon appointment] Pending approval of the Provost and Executive Vice Chancellor, I am pleased to outline the proposed terms for the position of [TITLE] at the University of Mississippi.

[If tenure IS granted upon appointment] Pending approval of the Provost and Executive Vice Chancellor, the Chancellor, and the Mississippi Institutions of Higher Learning (IHL), I am pleased to outline the proposed terms for the position of [TITLE] at the University of Mississippi. Should you accept, the appointment will be effective on [DATE]. Below I have outlined the terms that we have discussed:

1. [If an administrative appointment] Your initial administrative appointment will be for four years, with a quadrennial review scheduled for the fall semester of [YYYY].
2. Your 9-month [or 12-month salary] will be $[XXXX]. [If an administrative appointment] This salary includes an administrative supplement of $[XXXX].
3. [If post-tenure appointment and shortened clock...] I have asked the current Chair of the [DEPARTMENT NAME] to conduct a tenure vote. This vote was in favor of shortening the probationary tenure period by X years. The Graduate Dean, Provost, and Chancellor will consider this recommendation before being forwarded to IHL for final approval.
   OR
   [If pre-tenure appointment...] This is a tenure-track position and you will be considered for tenure and promotion during the fall of the academic year of [YYYY-YY]. You will have annual performance evaluations that are based on your faculty activity.
4. Your office will be located in [FACILITY NAME] where other [DEPARTMENT NAME] personnel are housed.
5. The University will provide you with $[XXXX] in research startup expenses to be divided equally across your first three years.
6. The University will cover your moving and relocation expenses up to $[XXXX]. All receipts for these expenses must be filed at one time.
7. The typical teaching load for this position is [X-X]. For your first year you will receive one course reduction (for a first year load of [X-X]).

Please sign and return a copy of this letter indicating that you agree with the terms that we have discussed. Once this is done, we will file the paperwork to finalize this offer based on these terms. Once that process is completed, you will receive a formal Terms and Conditions letter from the Provost and Executive Vice Chancellor that is sent from our Department of Human Resources. That letter will be the official offer letter from the university and provide you with additional employment information. This will be sent after your paperwork has cleared our Human Resources review, after the background check* is completed, and once the Equal Opportunity and Regulatory Compliance review is finished.
5. If a department/unit is interested in the spouse/partner, the Office of the Provost will work with the involved units to set-up an interview quickly for the spouse/partner so that a hiring decision can be made by the respective unit.

6. If a decision to offer a temporary position to the spouse/partner is made, all Human Resource processes should be followed, including the background check. The partner/spouse will be reminded that this is a temporary position.

**Key Principles:**
The University of Mississippi provides equal opportunity in any employment practice, education program, or education activity to all qualified persons. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information.

The University of Mississippi requires competitive searches for permanent positions, including tenure and tenure-track positions. Positions that include tenure or the opportunity to be evaluated for tenure are not temporary and are outside the scope of this process. If a spouse or partner is interested in earning a tenure-track position, he/she must apply for an open tenure/tenure-track position and emerge as the successful candidate.

While the University of Mississippi recognizes the value of promoting opportunities for dual career spouses/partners and has established this statement of practice, this statement does not create any entitlement or contractual rights to employment assistance or employment or any other obligation with respect to any spouse or partner.

The University of Mississippi relies upon the judgments of those in the hiring departments to assess the qualifications and competence of those seeking employment in those departments.

The ability to hire spouses into temporary positions is subject to the availability of funds. Funds should come from department, school/collegé, and Office of the Provost resources. Bridge funds for these temporary positions are finite.

The hiring of a spouse/partner should be consistent with the University of Mississippi policies.

**Disclaimer**
*An individual's success in securing employment is ultimately based on his/her credentials, individual efforts, employment-related goals, the University’s institutional needs, and the job market. This Statement of Practice does not guarantee employment, the creation of a job vacancy, or exert any influence over the competitive search and selection process.*
Purpose: The purpose of considering dual career accommodation is to enhance the University's ability to recruit and retain outstanding faculty. This statement creates a framework for exploring employment opportunities across various units on campus for spouses or partners of prospective or current faculty. The University of Mississippi recognizes that finding meaningful employment for a spouse or partner is important to the successful recruitment and retention of faculty.

Process: A prospective (i.e., a successful candidate) or current faculty member may ask the University to assist with the on-campus employment search for a spouse/partner; and we are committed to making an effort to assist with the on-campus employment search for spouses and partners. We strongly encourage spouses/partners to apply for open positions at the University (see jobs.olemiss.edu). Outside the formal application process for open positions posted on the University of Mississippi website, spouse/partner hires may be accommodated in one-year (with the option to renew for one more year) temporary appointments in areas where a successful "match" can be made and funds are available. The goal of the temporary position is to allow the spouse/partner time to identify and seek permanent opportunities both on and off campus. During the temporary appointment, the spouse/partner is eligible to apply and compete for any open permanent positions of interest.

The process for making a request to explore temporary employment opportunities for a spouse/partner is as follows.

1. The candidate for employment or current faculty member should convey the need for assistance in exploring employment opportunities for a spouse/partner to the department chair or director and provide the spouse/partner’s resume/curriculum vitae and other information about the spouse/partner’s experiences and interests.
2. The department chair/director will communicate this need to the respective Dean who will contact the Office of the Provost.
3. The Dean and Office of the Provost will identify relevant departments/units based on the experience and qualifications of the spouse/partner and determine whether funding for a temporary position is available.
4. If funding is available, the Office of the Provost will forward the resume/curriculum vitae to the deans, directors, or vice chancellors of the respective units identified. The spouse/partner will be evaluated by the relevant department(s) in a rapid manner to make a determination as to whether the spouse/partner’s experience and qualifications are sufficient to be employed within a temporary position within that department/unit. If not, that information is communicated to the Dean requesting assistance in exploring opportunities for a spouse/partner of a prospective/current faculty member.
Administrative Leadership Council  
May 2, 2017


Meeting led by Dr. Amy Wells Dolan

I. Important Events:
   May 12 - Chancellor’s faculty meeting at 11:15 in Fulton Chapel
   May 12 - SOE Awards Ceremony at 4:30 in the Inn at Ole Miss
   May 13 - Commencement

II. Commencement
   The SOE Ceremony will follow the campus-wide morning Commencement.
   **Location: The Grove at 11 a.m.**
   *All faculty will be pre-seated on stage—no faculty processional (with exception of Dean)*
   **RAIN location: The Pavilion at 5 p.m.**
   *All faculty will be pre-seated on stage—no faculty processional (with exception of Dean)*
   Faculty Readers have been notified and will meet for a brief practice the Friday prior to
   Commencement at 10 a.m. in The Grove. A follow-up email reminder will be sent.

III. Searches
   Updated Template Letter – Do not make announcement until background check is completed & approved by Human Resources.
   Dual Career Accommodations Draft
   Career-Life Connector Initiative (Opt in for each search & will be there for each candidate).

IV. Productivity Reports and New Programs
   IHL to practice considerable scrutiny
   New Programs (Appendices 7 & 8 – we cannot say no new costs; new form will ask for incremental costs & incremental revenue)

V. Space Audits – Will take place this summer; folks will knock on door & measure.

VI. Guidelines Needed – Distinguished Faculty Promotion Policy
   Promotion for Instructional Assistant Professor

VII. Chair Training
   Promotion and Tenure Summary Spreadsheet
   Pilot Electronic Dossiers

VIII. New Business
   Commencement Speaker Display in Archives & Special Collections