

**College of Liberal Arts
Chairs/Directors Meeting
August 21, 2018**

Dean's Announcements

Dr. O'Hearn thanked everyone for their Lists of Accomplishments and mentioned that next year he will ask for more detail and for the most popular items within their departments.

- **Tenure and Promotion guidelines – Dr. Zarate**

Dr. Zarate reminded the Chairs/Directors the deadline to submit the packets to the Dean is October 1st. He will ask for faculty volunteers to assist in having the candidates have a more coherent package.

Dr. O'Hearn mentioned that we will gather guidelines for T&P for the Provost and asked the Chairs/Directors to assure they have the Department by-laws.

- **Gala – Crystal**

Crystal mentioned she is working on planning on putting together an event to raise funds for the college. She will send an email asking for volunteers for the Planning Committee and will ask for feedback on how the funds can be used. There's a tentative date of February 23, 2019 at the TRCC. More information will follow.

- **Advising Council – Dr. Jayasuriya**

Dr. Jayasuriya reminded the Chairs/Directors that the Advising Council is made up of UG Advisors and it's vital for each department/program to be represented so that the advisors get important information about issues relating to advising as well as in-service training.

- **Laura Bolanos tribute – Dr. Jayasuriya**

Dr. Jayasuriya mentioned that there will be a tribute for Ms. Laura Bolanos, who passed away this summer. She will try to schedule it the 3rd week of the semester; once we have the date/time, we will notify everyone.

- **50th Anniversary Capstone Celebration – Dr. Jayasuriya**

There will be a lecture by Dean O'Hearn on Sept. 6th at 6pm, so that everyone can have a chance to meet with and get to know him. Dr. Jayasuriya thanked the members of the 50th Anniversary committee for their help during the last year. This event will close out our 50th Anniversary celebration.

- **New Faculty Orientation – Dr. Jayasuriya**

An orientation for the Liberal Arts New Faculty will be held on September 21st from 12-4pm. She asked Chairs/Directors to let her know the names of new faculty in their respective departments/programs, so that these new colleagues can be invited to the orientation.

- **Business Transactions (on the back) – Chris**

Chris asked the Chairs/Directors to use the emails on the back of the agenda to contact the correct departments in the Budget Office. If there are any questions/clarifications from the Business Center, please send Chris or Berenice an email and we will address them at the next meeting.

- **Surveys, Reconciliations and Leave Requests- Chris**

Chris mentioned that surveys will be sent out to see how the Business Center was doing and get any feedback. This is important so that the Business Center makes sure they can fill the department needs.

He reminded the departments that the reconciliations should be done on a monthly basis and should be done within the departments, this includes all the salary and wage accounts. He recommended they are put in packets by month in the event the department gets audited, this will avoid any problems. If the departments need assistance with this, the Business Center will help out.

Vacation/Sick Leave Requests should be filled out regularly and once approved by the Chair/Director, they should be sent to the Dean's Office. We need to maintain accurate records of any time we are taking.

Reminders/Deadlines:

September 1st – Post Tenure/Third Year Reviews due

September 1 – T&P Packets due to Departments

September 6th - 50th Anniversary Capstone Celebration and Meet the Dean at 6:00 pm, Recital Hall, FOXM

September 7th – Vacation Vacations for University Communications due

September 12th – Census Day – Faculty Credentialing due

September 25 – Next Chairs Meeting, 3pm, LA 342

October 1 – Chair and Department T&P Recommendations due

October 4th - Liberal Arts Gold Nugget Ceremony at 3pm, TRCC

October 27th - Orange and Blue Day for Seniors, Times to be Announced

November 3 – ROTA Applications due

November 6th - Departments Awards Due for Awards and Hooding Ceremony

December 13th - Liberal Arts Awards and Hooding Ceremony at 7:00 pm, Magoffin Auditorium

December 15th - UTEP Commencement Ceremony at 9:00 am, Don Haskins

Budget Office (budgetoffice@utep.edu) – we answer any questions related to budget transfers, budget overview, revenues association, balance forwards, and any other finance question.

EDM (hrtc@utep.edu) – please email them with any questions regarding appointments, funding changes, overtime, vacation payouts or any other issue related to payroll charges.

Payroll (payroll@utep.edu) – please email them with any questions regarding payroll checks, leave absence, off-cycles, taxes, or any other issues related to timekeeping.