College of Liberal Arts  
Chairs/Directors September Meeting Notes  
September 19, 2017

The meeting began at 3pm.

Chairs/Directors Present: Griffin, Bixler-Marquez, Sowards, Chacon, Alarid, Smith, Brunk, Weber, Valero, Tabuenca, Chacon-Silva, Wilson, Chilton, Moffett, Boehmer, Castaneda, Bench, Campbell, and Nunez-Mchiri

Chairs/Directors Invited but not Present: None

Dean’s Office Staff Present: Loya, Jayasuriya and Estrada

1. **Update on budget and budget process**
   
   Dr. Crites discussed the new fixed-budget approach being adopted by the University. In prior years, colleges were given an “official” budget but allowed to exceed that budget, which routinely happened. This year the amount in the “official” budget for each college was increased and colleges are now expected to stay within the budget. The College of Liberal Arts is trying to do this. It will be difficult because (1) the amount allocated is greater than the “official” budget last year but less than what the College spent, and (2) we have already encumbered expenditures for the fall semester.

2. **Discussion: Guidelines for distributing the unallocated (or instructional) budget within the College**
   
   Dr. Crites presented different metrics that might be used to help guide future allocations to departments and programs. Chairs and directors discussed these ideas and suggested additional metrics. Dr. Crites will send a survey about this in the next Dean’s Digest (Vol. 1 #3).

3. **Expectations for Full-time instructors and Professors of Practice**
   
   Dr. Crites discussed the importance of bringing consistency to the appointment of non-tenure-track faculty. The expectations in the UT System for a full-time instructional load is 5 courses; thus, each course equivalent to 8 hours of work. Departments/programs that have non-tenure-track faculty do other types of service (e.g., advising) should clearly specify the amount of time that should be devoted to these activities using the 8 hour course equivalence. The College is working on sample contracts that will be distributed to departments/programs as soon as possible.

4. **SAR Guidelines**
   
   The College is working on a SAR policy. This will be distributed to chairs and directors in the next Digest (Vol. 1 #3).
5. Announcements

- No word yet from the Provost about faculty searches
- Update on changes to the website
- Reminder to submit departmental bylaws if available (we will distribute what we have to everyone soon)
- Upcoming College policies: Financial Requests; Endowments; Managing Departmental Relationships