

To: Wynne S. Korr, Dean and Professor  
From: Sandra Kopels, Chair, Executive Committee  
Re: End of Year Report (2013-2014)  
Date: April 30, 2014

The Executive Committee for the 2013-2014 academic year consisted of Teresa Ostler, Susan Cole, Doug Smith, Judy Havelick and Sandra Kopels (Chair). The Personnel Subcommittee consisted of Teresa Ostler, Susan Cole and Sandra Kopels. Among the highlights of the activities of the Executive Committee and Personnel Subcommittee were as follows:

**Advisory Role:** The Executive Committee served in an advisory role to Dean Korr. As such, we provided input and recommendations regarding various issues including but not limited to personnel matters, requests for resources, budget issues, strategic planning, critical initiatives, committee assignments, and faculty and staff hires. The Chair of the Executive Committee represents the Faculty at the biweekly meetings of the School's Administrative Leadership Team.

**Faculty Searches:** The Executive Committee participated in the interviewing of faculty candidates for three, tenure track positions. Each candidate that is interviewed has a scheduled meeting with the combined Executive /Search Committee. Executive Committee members took active roles in meeting and interviewing candidates.

**Annual Reviews:** The Personnel Subcommittee reviewed the annual performance of faculty members in the areas of research, teaching, and service for those faculty members not being reviewed for promotion or in their third year. Subcommittee ratings and accompanying narratives were prepared for each of these faculty members. The Personnel Subcommittee followed the procedures set forth in the School Governance Document in completing these reviews.

### **Third Year Reviews/Promotion and Tenure Reviews**

According to the Governance Document, a tenured member of the Executive Committee chairs each Third Year Review Committee. During the year, two faculty members had their third year reviews and a tenured member of the Executive Committee was appointed to those committees and served as their Chairs.

### **Promotion and Tenure Reviews**

According to the Governance Document, a tenured member of the Executive Committee chairs each Promotion and Tenure Review Committee. During the year, two faculty members went up for promotion and tenure and a tenured member of the Executive Committee was appointed to those committees and served as their Chairs.

**Annual Review of the Dean:** Every five years, Deans and Directors are reviewed. The Fifth year Review of the Dean is extensive. In other years, the Executive Committee, as

the elected members of the faculty, is charged by the Provost with conducting the annual review of Dean Korr. That activity is currently being undertaken.

**NO ACTION ITEMS**