

College of Arts and Sciences Chairs Meeting
November 20, 2025
2:00 PM

Agenda

- 1) Approve the Minutes of the September 18, 2025, Chairs Meeting
- 2) SGA Supported Projects (Mr. Cameron Lewis and A&S Senators)
- 3) Learning Communities (Dr. Nicole Carr)
- 4) Budget Update
- 5) External Funding Update
- 6) Annual Part-Time Faculty Evaluations Reminder
- 7) Departmental Advisory Boards
- 8) Evaluation of Teaching Effectiveness (Dr. Loomis and Dr. Coym)
- 9) Departmental Program Reviews (Dr. Coleman)
- 10) Assessment Update (Dr. Coleman)
- 11) Reassigned Time Requests Reminder (Dr. Coleman)
- 12) Courseleaf CIM, CAT, and Proposal Deadlines Reminder (Dr. Loomis)
- 13) Graduate Assistant Deadlines and Processes (Dr. Loomis)
- 14) Probationary, Mid-Probationary, Tenure, and Promotion Deadlines (Dr. Loomis)
- 15) 2025-2026 Internal Grant Deadlines (Dr. Loomis)
- 16) Hire A Jag (Dr. Loomis)
- 17) Schedule Changes, Major Changes, Grade Changes in DocRoute (Dr. Loomis)
- 18) Marketing Update (Dr. Loomis, Sarah Wadell)
- 19) Registrar Training and Resources (Dr. Loomis)
- 20) Giving Overrides for Courses Online, Navigate South Appointments (Dr. Loomis)
- 21) Fall 2025 University Commencement on Friday, December 12, 2025, at 10 a.m.
- 22) Other Business

Unapproved Minutes

Chairs' Meeting

Thursday, September 18, 2025

In Attendance: Dr. Roma Hanks, Dr. Jason Coym, LTC. Ross Clark, Dr. Jack Shelley-Tremblay, Dr. Zoya Khan, Dr. Kara Burns, Dr. David Messenger, LTC. Kurt Chapman, Dr. Ellen Harrington, Dr. Kelly Major, Dr. Justin Sanders, Dr. Kevin Meeker, Dr. Laura Moore, Dr. Madhuri Mulekar, Dr. Jung Hwa Choi, Dr. Christina Johnson, Dr. Robert Coleman, Dr. Eric Loomis, Dr. Andrzej Wierzbicki

Guests: Ms. Sarah Waddell, Dr. Raj Chaudhury, Dr. Brandi Kiel Reese (sitting in for Dr. Sean Powers), Dr. Corina Schulze (sitting in for Dr. Jaclyn Bunch), Dr. Carol Sawyer (sitting in for Dr. Sytske Kimball)

Absent: Dr. Sean Powers, Dr. Jaclyn Bunch, Dr. Sytske Kimball

1. The minutes of the June 12, 2025, Chairs' Meeting were approved.
2. Dr. Wierzbicki introduced Dr. Raj Chaudhury from the Innovation in Learning Center (handouts). Dr. Chaudhury discussed Title II and Digital Accessibility Considerations. He stated that in the plans of the D.O.J., by April 24, 2026, all electronic content provided to students must be accessible whether or not an instructor has a student with an accommodation request. He discussed the different elements covered by the standard, which include images and graphics, documents, multimedia, and keyboard navigation. Some of the Chairs expressed concern about captioning picture and video content.
3. Dr. Chaudhury discussed the Evaluation of Teaching (handouts). The university policy on the assessment of teaching effectiveness has been officially updated. He spoke about peer review of teaching and how to develop the evaluations. Dr. Wierzbicki stated that the Arts & Sciences policy for evaluations would be made on a college level instead of on a departmental level.
4. Dr. Wierzbicki discussed establishing Departmental Advisory Committees that can help provide feedback about community perceptions of our graduates' preparation for meeting workforce expectations. The Committees can also assist with fundraising. He asked the Chairs to send him a list of advisory board candidates proposed by the Departments by October 31st. Some of the people identified for the Advisory Committees will be later selected to serve on the College-level Advisory Council. Once the Advisory Committees are established, the bylaws will be developed. The A&S Advisory Council By-Laws could be used as a template to create department-level advisory boards.
5. Dr. Wierzbicki spoke about Teaching Overload Requests. He asked the Chairs to plan ahead for overloads. Maximum credit hours with overloads should be 18 hours for full-time instructors and 9 hours for part-time instructors.
6. Dr. Wierzbicki presented the budget update, as of August 31, 2025 (handouts). Departments have over \$3.2 million in reserve funds. There is over \$213,000 in supplemental funds. Overhead has around \$464,00 in funds. The professorship fund has over \$480,000 in it. There is over \$1.2 million in start-up funds. The Dean urged the Chairs to ask the faculty to use their start-up funds so that Academic Affairs does not withhold funding for start-ups in the future. There is around \$669,000 in student fees. The Dean encouraged the Chairs to use the course

fee funds to purchase supplies and equipment for student needs. The June installment of travel funds has been dispersed at \$199.50 per full-time faculty member (not including OYOs). The next installment will be dispersed in January.

7. Dr. Wierzbicki discussed fall enrollment (handouts). The University total enrollment is 14,285, which is an increase of 2.01% from last fall. We have the largest first-time freshmen class with an enrollment of 2,137 students. 554 of those first-time freshmen are in A&S. The A&S undergraduate enrollment has increased by 1.58% from last fall. A&S graduate enrollment is at 293 this fall. Overall A&S enrollment for fall is 2,986. A&S credit-hour production has increased by 4.52% compared to last fall with a total of 47.9% of the total credit hour production for the University. Overall, University credit-hour production has increased by 3.4% since last fall.
8. Dr. Wierzbicki reviewed the external funding update (handouts). As of August 31, 2025, the College has submitted 104 proposals compared to 103 submitted this time last year and has been awarded 62 grants compared to 62 awarded last year. The College has \$7.9 million in new sponsored projects at this time with 161 active grants.
9. Dr. Wierzbicki discussed Emeritus Professor nomination requests. He stated that those that are nominated must be already retired. Nomination letters from Chairs must include departmental vote totals and the nominee's updated CV. The Dean's submission deadline for nominations is October 3, 2025.
10. Dr. Wierzbicki announced the Dean's Lecture and Faculty Awards Ceremony, scheduled for Thursday, November 6, 2025, at the MacQueen Alumni Center. This year's Dean's Lecturer will be Dr. Kevin Meeker, Chair of the Department of Philosophy. The Dean asked the Chairs to encourage all of their faculty to attend.
11. Dr. Wierzbicki discussed faculty non-reappointments (handouts). For nine-month faculty in the first year of service, notice should be given at least three months prior to the faculty member's last day of employment, or February 12, 2026. In the second year of service, notice should be given at least six months prior to the last date of employment (November 14, 2025). After two or more years of service, notice should be given at least twelve months prior to the last date of employment (April 24, 2026).
12. Dr. Wierzbicki reminded Chairs of the annual and mid-probationary review of faculty members. Academic Affairs has not yet sent this year's list of faculty members. The Dean will send it to Chairs as soon as he receives it.
13. Dr. Coleman discussed Program Reviews. He noted that the Dramatic Arts B.A., Communication M.A., and the Sociology B.A. are in progress. He also noted that the program reviews starting in spring 2026 will be the Biology B.S. inclusive of the double majors in the College of Education, the Biology M.S., the Communication Studies B.A., and the Geology B.S. Someone from the Office of Institutional Effectiveness will be in touch with the Chairs about policies for conducting Program Reviews.
14. Dr. Coleman reminded Chairs that all data for the annual assessment will need to be entered into Watermark by Friday, September 5, 2025. He has been reviewing assessments and providing comments. He stated that Dr. Katherine Friedrich is available for assistance, if needed.
15. Dr. Coleman asked Chairs to submit their reassigned time requests by Friday, December 5, 2025. Requests are to be submitted as a Word document. Dr. Wierzbicki discussed giving warnings about reassigned time to faculty members who have not been keeping up with their professional productivity.

16. Dr. Loomis discussed football tailgating (handouts). He notified the Chairs that the November 22nd date is still open if anyone was interested.
17. Dr. Loomis reminded Chairs about mandatory midterm grades (handouts). Grading will open on Monday, September 29, 2025. The deadline for submission of midterm grades online via PAWs is Monday, October 6, 2025, by 10:00 a.m.
18. Dr. Loomis discussed 2025-2026 sabbatical requests (handouts). Proposals with Chair recommendations are due on Wednesday, October 1, 2025. Recommendations must include details of course coverage during the faculty member's proposed leave. If Chairs have multiple applicants, Chairs must rank the faculty sabbatical applications in their recommendation letter, per University policy.
19. Dr. Loomis discussed the upcoming USA Day on Saturday, November 1, 2025 (handouts). There will be a college fair without departmental tables this fall.
20. Dr. Loomis reminded the Chairs of the tenure and promotion deadlines (handouts). Chairs should review the names of candidates on the handout and let him know if any additions or deletions are needed. The submission deadline for the candidate's portfolio is October 21, 2025, at 5:00 p.m. January 5, 2026, is the deadline for the Department Chair to meet with candidates. Dr. Loomis reminded the Chairs that they share their recommendation letter but not the department committee letter with tenure and promotion candidates. Once Chairs have met with them, the candidates will then have seven days to submit any additional materials to either Dr. Loomis or to Dr. Wierzbicki. January 12, 2026, is the final deadline for submission of all materials to the Dean's Office.
21. Dr. Loomis talked about program adjustments and general education adjustments (handouts). Program adjustments can be made by Chairs for students in their programs on a case-by-case basis. General education adjustments are adjustments made to the University's (and indirectly ACHE's) general education curriculum. These adjustments can be initiated by A&S Advisors Ms. Kelly Taylor, Ms. Shylonda Stewart, and Ms. Sangela King.
22. Dr. Loomis and Ms. Sarah Waddell discussed faculty photos (handouts). Dr. Loomis suggested that faculty photos be done by the same professional. Ms. Waddell recommended that when hiring a photographer, multiple departments could coordinate to share the same photographer during one session. She stated that if more than five years have elapsed since pictures have been taken then new pictures are probably due. She also suggested that all faculty members update their bios.
23. Dr. Loomis and Ms. Sarah Waddell discussed departmental websites (handouts). Dr. Loomis asked Chairs to review their websites and cut back on text heavy websites. Ms. Waddell said that websites get much better SEO ratings with shorter content and content broken up into multiple bullets. She suggested using wording that is short and friendly. She said that old content did not have to be deleted but instead, it can be archived.
24. Dr. Loomis talked about Courseleaf CIM and curriculum deadlines (handouts). Bulletin access begins Wednesday, October 1, 2025. The deadline for changes to program requirements is on Monday, January 19, 2026. The deadline for changes not affecting program requirements is Friday, May 8, 2026. The deadline for new courses affecting program requirements is Monday, January 19, 2026. New courses not affecting program

requirements is March 9, 2026. New or reduced course fees for fall 2026 is March 9, 2026. New program proposals or substantial changes to programs are due on Monday, April 13, 2026.

25. Dr. Loomis went over campus telephone and Windows updates (handouts). (1) Microsoft is phasing out Windows 10 starting Friday, October 10, 2025. (2) Starting this fall, E911 enhanced emergency services will be activated for all IP phones. (3) A VPN is now the only approved method for remote desktop access. (4) The issue with users not receiving phone calls or text messages is not within CSC's scope of responsibility.
26. Dr. Loomis discussed faculty research areas webpage (handouts). He asked if Chairs wanted to edit this page on our faculty website or have it removed. It was agreed to delete the page.
27. Dr. Wierzbicki announced that the Fall Commencement will be held on Friday, December 12, 2025, at 10:00 a.m. in the Mitchell Center Arena.
28. There was no other business.

Dept.	FY '2024-25		FY '2025-26		Total Revenue	Present 110000		Present	
	Org. Budget Operating Supplemental As of 10/31/25	Operating Supplemental Carryover	Dean's Office Supplemental Transfer	Transfer		Operating Balance*	Supplemental Balance*	Operating Balance	Combined Operating Accts*
Air Force	5,055.00	429.58	-	-	5,484.58	4,985.73	429.58	5,415.31	
BLY	33,390.00	10,804.81	19,500.00	19,500.00	63,694.81	32,703.99	30,304.81	63,008.80	
CH	23,154.00	9,221.24	21,000.00	21,000.00	53,375.24	9,412.11	26,696.88	36,108.99	
CA	13,965.00	18,204.77	18,000.00	18,000.00	50,169.77	13,591.48	36,204.77	49,796.25	
DR	2,561.00	6,149.64	3,000.00	3,000.00	11,710.64	1,016.49	9,149.64	10,166.13	
DR Theatre	20,691.00	-	-	-	20,691.00	20,126.86	-	20,126.86	
ES	13,305.00	-	21,000.00	21,000.00	34,305.00	12,323.77	18,120.11	30,443.88	
EH	7,960.00	30,875.83	48,000.00	48,000.00	86,835.83	7,592.13	78,859.83	86,451.96	
MCLL	14,169.00	12,648.16	16,500.00	16,500.00	43,317.16	15,153.28	29,014.80	44,168.08	
HY	8,323.00	1,257.54	18,000.00	18,000.00	27,580.54	7,515.81	14,939.91	22,455.72	
Afr Am St	5,000.00	1,847.29	2,000.00	2,000.00	8,847.29	5,000.00	3,847.29	8,847.29	
Intl Studies	380.00	1,552.15	2,000.00	2,000.00	3,932.15	380.00	3,280.18	3,660.18	
MAS	317,699.00	-	24,000.00	24,000.00	341,699.00	290,652.43	-	290,652.43	
MA	20,107.00	57,742.60	46,500.00	46,500.00	124,349.60	16,584.26	103,400.88	119,985.14	
MD	141,512.00	-	3,000.00	3,000.00	144,512.00	139,162.10	-	139,162.10	
Mil Sc	3,657.00	851.05	5,000.00	5,000.00	9,508.05	3,657.00	5,321.85	8,978.85	
MU	229,627.00	398.30	22,500.00	22,500.00	252,525.30	229,026.32	21,419.52	250,445.84	
Marching Band	1,417,029.00	-	-	-	1,417,029.00	1,213,906.01	-	1,213,906.01	
PHL	854.00	17,945.40	7,500.00	7,500.00	26,299.40	80.58	23,849.23	23,929.81	
PH	10,695.00	27,624.61	15,000.00	15,000.00	53,319.61	10,142.56	39,771.26	49,913.82	
PSC/CJ	4,676.00	561.22	18,000.00	18,000.00	23,237.22	4,518.68	17,425.15	21,943.83	
PSY	7,496.00	894.23	22,500.00	22,500.00	30,890.23	7,444.44	15,980.13	23,424.57	
PSY Lab	12,465.00	-	-	-	12,465.00	12,025.57	-	12,025.57	
PSY Clinic	1,757.00	-	-	-	1,757.00	1,757.00	-	1,757.00	
SY/AN	5,337.00	3,812.01	18,000.00	18,000.00	27,149.01	5,147.66	21,934.86	27,082.52	
Archaeology Stu	3,668.00	-	-	-	3,668.00	3,668.00	-	3,668.00	
Social WK	22,500.00	-	-	-	22,500.00	22,429.83	-	22,429.83	
Art & Art History	9,951.00	3,105.18	19,500.00	19,500.00	32,556.18	10,799.84	22,307.88	33,107.72	
Balance	2,356,983.00	205,925.61	370,500.00	370,500.00	2,933,408.61	2,100,803.93	522,258.56	2,623,062.49	

8.33% of Fiscal year Elapsed

11/17/2025

Supplemental Funds	
Overhead Funds	538,589.78
Professorship Fund Balances	461,919.96
Start-Up Funds	439,196.09
Student Fee Funds	1,156,551.82
Computer Lab Fees	721,387.74
	149,372.17
	\$ 3,467,017.56

College of Arts & Sciences

Departments	Operating	Supplemental	Overhead	Professorship	Student Fees	Computer Fees	Total
Air Force	4,985.73	429.58	-	-	-	-	5,415.31
Biology	32,703.99	30,304.81	17,083.79	-	1,227.03	-	81,319.62
Chemistry	9,412.11	26,696.88	8,682.58	42,845.59	47,796.81	326.00	135,759.97
Communications	13,591.48	36,204.77	-	-	209,729.06	7,454.81	266,980.12
Theatre & Dance	1,016.49	9,149.64	7,357.00	-	-	-	17,523.13
Theatre	20,126.86	-	38.48	-	7,764.87	-	27,930.21
Earth Science	12,323.77	18,120.11	31,390.28	19,765.75	39,613.05	1,264.00	122,476.96
English	7,592.13	78,859.83	26.50	17,970.84	-	-	104,449.30
Modern and Classical Lang. & Lit.	15,153.28	29,014.80	60.00	59,787.52	94,433.18	-	198,448.78
History	7,515.81	14,939.91	2,902.66	1,786.62	-	-	27,145.00
African American Studies	5,000.00	3,280.18	-	-	-	-	8,280.18
International Studies	380.00	3,847.29	-	-	-	-	4,227.29
Marine Sciences	290,652.43	-	109,777.11	2,718.98	-	-	403,148.52
Mathematics/Statistics	16,584.26	103,400.88	59,204.24	129,656.00	-	83,321.82	392,167.20
Math Development Studies	139,162.10	-	-	-	-	-	139,162.10
Military Science	3,657.00	5,321.85	-	-	1,223.83	-	10,202.68
Music	229,026.32	21,419.52	-	-	14,497.08	15,576.17	280,519.09
Marching Band	1,213,906.01	-	-	-	-	-	1,213,906.01
Philosophy	80.58	23,849.23	9,470.44	-	-	-	33,400.25
Physics	10,142.56	39,771.26	16,294.40	58,092.66	88,531.81	33,434.37	246,267.06
Political Science/Criminal Justice	4,518.68	17,425.15	-	45,458.86	2,893.38	-	70,296.07
Psychology	7,444.44	15,980.13	(4,707.45)	-	23,924.73	6,743.00	49,384.85
Psychology Lab	12,025.57	-	-	-	-	-	12,025.57
Psychology Clinic	1,757.00	-	-	-	-	-	1,757.00
Sociology/Anthropology/SW	5,147.66	21,934.86	20,946.93	61,113.27	1,041.30	1,252.00	111,436.02
Archeology Studies (Lab)	3,668.00	-	182,892.36	-	-	-	186,560.36
Social Work	22,429.83	-	-	-	-	-	22,429.83
Art & Art History	10,799.84	22,307.88	500.64	-	188,711.61	-	222,319.97
Total	2,100,803.93	\$522,258.56	\$461,919.96	\$439,196.09	\$721,387.74	\$149,372.17	\$4,394,938.45

SPONSORED PROJECTS - 10/1/2024 TO 9/30/2025

College/Dept	Proposals		Awards		Award \$ Received		Change vs. FY24 YTD (\$)
	FY25 YTD	FY24 YTD	FY25 YTD	FY24 YTD	FY25 YTD	FY24 YTD	
Academic Affairs							
Academic Affairs	2	0	2	0	\$10,000	\$0	\$10,000
	2	0	2	0	\$10,000	\$0	\$10,000
Academic Success and Retention							
Academic Success and Retention	0	0	2	1	\$619,094	\$450,810	\$168,284
	0	0	2	1	\$619,094	\$450,810	\$168,284
College of Allied Health							
Biomedical Sciences	0	1	0	0	\$0	\$0	\$0
College of Allied Health Professions	0	1	0	0	\$0	\$0	\$0
EMT Training	1	1	0	1	\$0	\$222,622	-\$222,622
Occupational Therapy	1	1	0	0	\$0	\$0	\$0
Physical Therapy	0	1	0	0	\$0	\$0	\$0
Radiological Sciences	0	0	0	1	\$0	\$10,000	-\$10,000
Speech Pathology and Audiology	4	5	0	0	\$0	\$0	\$0
	6	10	0	2	\$0	\$232,622	-\$232,622
College of Arts and Sciences							
Biology	11	11	9	8	\$1,399,993	\$422,044	\$977,949
Center for Archeological Studi	12	9	10	7	\$1,121,270	\$709,839	\$411,431
Chemistry	5	3	0	1	\$0	\$66,136	-\$66,136
Coastal Weather Research Center	1	1	1	1	\$243,220	\$161,320	\$81,900
College of Arts and Sciences - Dean's Office	1	0	0	0	\$0	\$0	\$0
Earth Sciences	4	4	4	9	\$47,053	\$3,461,671	-\$3,414,618
English	2	4	0	2	\$0	\$15,900	-\$15,900
History	1	3	2	1	\$22,810	\$10,000	\$12,810
Marine Sciences	52	50	34	27	\$5,639,747	\$9,458,997	-\$3,819,250
Math and Statistics	11	10	3	3	\$252,765	\$84,134	\$168,631
Modern & Classical Languages and Literature	3	1	0	0	\$0	\$0	\$0
Philosophy	0	1	0	1	\$0	\$31,575	-\$31,575
Physics	2	5	1	3	\$20,001	\$728,991	-\$708,990
Political Sci /Criminal Justi	1	1	1	1	\$64,584	\$10,346	\$54,238
Psychology	12	12	16	8	\$1,254,393	\$962,703	\$291,690
Soc / Anthro	3	0	1	0	\$2,275	\$0	\$2,275
Visual Arts	0	1	0	1	\$0	\$2,200	-\$2,200
	121	116	82	73	\$10,068,111	\$16,125,856	-\$6,057,745
College of Education and Professional Studies							
Coll of Educ./Profess. Studies - Dean's Office	5	1	1	2	\$147,238	\$1,180,584	-\$1,033,346
Counseling & Instructional Sciences	9	10	0	10	\$0	\$7,494,970	-\$7,494,970
Ed Office of Contracts	1	5	1	0	\$34,056	\$0	\$34,056
Health, Kinesiology and Sport	6	7	2	4	\$132,000	\$102,500	\$29,500
Integrative Studies	1	1	1	0	\$65,000	\$0	\$65,000
Leadership & Teacher Ed	12	5	7	12	\$1,282,159	\$2,284,490	-\$1,002,331
	34	29	12	28	\$1,660,453	\$11,062,544	-\$9,402,091
College of Engineering							
Chemical Eng	4	0	1	2	\$0	\$192,357	-\$192,357
Civil Eng	40	33	16	14	\$9,133,282	\$4,446,051	\$4,687,231
College of Engineering - Dean's Office	18	8	2	3	\$8,500	\$4,500	\$4,000
Electrical Eng	19	29	7	15	\$983,325	\$5,063,745	-\$4,080,420
Mechanical Eng	10	13	3	7	\$1,002,785	\$52,378	\$950,407
	91	83	29	41	\$11,127,892	\$9,759,031	\$1,368,861
College of Medicine							
Biochem/Molecular Biology	22	24	10	7	\$3,253,507	\$1,496,982	\$1,756,525
Center for Disaster Healthcare Preparedness	1	2	2	4	\$924,335	\$3,200,376	-\$2,276,041
Center for Healthy Communities	7	12	7	11	\$1,753,912	\$2,197,003	-\$443,091
Center for Lung Biology	31	55	23	28	\$4,808,620	\$7,014,845	-\$2,206,225
College of Medicine - Dean's Office	0	2	0	3	\$0	\$1,450,329	-\$1,450,329
Family Medicine	5	2	5	4	\$5,429,964	\$4,669,964	\$760,000
Internal Medicine	1	2	4	6	\$455,045	\$96,625	\$358,420
Microbiology/Immunology	26	15	8	11	\$2,377,555	\$1,544,524	\$833,031
Neurology	6	2	2	1	\$39,425	\$20,000	\$19,425
OBGYN	0	1	2	5	\$73,456	\$151,499	-\$78,043
Orthopaedics	1	3	0	1	\$0	\$1,350	-\$1,350
Pathology	39	35	7	9	\$1,930,064	\$806,564	\$1,123,500
Pediatrics	10	9	9	12	\$592,233	\$239,275	\$352,958
Pharmacology	24	11	8	8	\$588,025	\$539,396	\$48,629
Physiology/Cell Biology	4	7	3	3	\$736,505	\$988,312	-\$251,807
Surgery	0	1	0	3	\$0	\$9,725	-\$9,725
	177	183	90	116	\$22,962,646	\$24,426,769	-\$1,464,123
College of Nursing							
Adult Health Nursing	2	2	2	2	\$945,532	\$983,988	-\$38,456
College of Nursing - Dean's Office	1	2	3	2	\$2,833,309	\$1,747,103	\$1,086,206
Community Mental Health	5	6	4	5	\$1,344,287	\$1,922,030	-\$577,743
Maternal/Child Health	2	2	1	2	\$10,000	\$20,000	-\$10,000

College/Dept	Proposals		Awards		Award \$ Received		Change vs. FY24 YTD (\$)
	FY25 YTD	FY24 YTD	FY25 YTD	FY24 YTD	FY25 YTD	FY24 YTD	
	10	12	10	11	\$5,133,128	\$4,673,121	\$460,007
Community Engagement							
Community Engagement	1	0	1	0	\$151,232	\$0	\$151,232
	1	0	1	0	\$151,232	\$0	\$151,232
Division of Student Affairs							
Counseling and Testing Services	0	1	0	0	\$0	\$0	\$0
Division of Student Affairs	0	1	0	0	\$0	\$0	\$0
Upward Bound	0	0	1	1	\$309,505	\$309,505	\$0
	0	2	1	1	\$309,505	\$309,505	\$0
Financial Affairs							
Financial Affairs	2	1	1	1	\$29,031,412	\$22,152,800	\$6,878,612
	2	1	1	1	\$29,031,412	\$22,152,800	\$6,878,612
Global USA							
Center for Cont. Education & Conf. Svs.	1	0	1	0	\$57,663	\$0	\$57,663
Global USA	1	1	0	0	\$0	\$0	\$0
	2	1	1	0	\$57,663	\$0	\$57,663
Graduate School							
Graduate School	0	1	1	1	\$53,000	\$53,000	\$0
	0	1	1	1	\$53,000	\$53,000	\$0
Honors College							
Honors College	0	3	1	2	\$20,000	\$21,500	-\$1,500
	0	3	1	2	\$20,000	\$21,500	-\$1,500
Innovation in Learning Center							
Innovation in Learning Center	1	2	1	1	\$174,155	\$184,224	-\$10,069
	1	2	1	1	\$174,155	\$184,224	-\$10,069
Mitchell Cancer Institute							
MCI Clinical Trials	0	1	0	0	\$0	\$0	\$0
MCI Research	0	0	1	1	\$60,014	\$60,014	\$0
Mitchell Cancer Institute	11	9	9	12	\$549,666	\$500,688	\$48,978
USA Health Clinical Trials	30	16	3	51	\$0	\$618,864	-\$618,864
	41	26	13	64	\$609,680	\$1,179,566	-\$569,886
Mitchell College of Business							
Management	1	1	0	1	\$0	\$280,568	-\$280,568
Marketing	1	1	1	0	\$228,495	\$0	\$228,495
	2	2	1	1	\$228,495	\$280,568	-\$52,073
Office of Veteran Affairs							
Veteran Affairs	0	1	1	0	\$219,695	\$0	\$219,695
	0	1	1	0	\$219,695	\$0	\$219,695
Research							
Ctr Commercialization and Indu	1	0	0	0	\$0	\$0	\$0
Research and Economic Dev	1	0	0	0	\$0	\$0	\$0
South Alabama Ionic Liquids (SAIL)	1	1	1	2	\$0	\$6,839,879	-\$6,839,879
	3	1	1	2	\$0	\$6,839,879	-\$6,839,879
School of Computing							
Computer Science	0	2	1	1	\$155,258	\$15,000	\$140,258
School of Computing - Dean's Office	14	18	8	16	\$734,650	\$6,918,099	-\$6,183,449
	14	20	9	17	\$889,908	\$6,933,099	-\$6,043,191
Simulation Lab							
Simulation Lab	1	1	0	0	\$0	\$0	\$0
	1	1	0	0	\$0	\$0	\$0
USA Hospitals							
Childrens Womens Hospital	9	5	8	4	\$931,037	\$1,118,277	-\$187,240
Providence Hospital	2	0	2	0	\$260,000	\$0	\$260,000
University Hospital	1	3	9	11	\$3,453,760	\$7,334,763	-\$3,881,003
	12	8	19	15	\$4,644,797	\$8,453,040	-\$3,808,243
USA Police							
USA Police	0	1	0	1	\$0	\$0	\$0
	0	1	0	1	\$0	\$0	\$0
University Libraries							
Biomedical Library	0	1	0	1	\$0	\$15,940	-\$15,940
University Libraries	2	1	1	0	\$5,000	\$0	\$5,000
	2	2	1	1	\$5,000	\$15,940	-\$10,940
Unknown							
Office of Diversity and Inclusion	0	1	0	1	\$0	\$14,630	-\$14,630
Soc / Anthro / Social Wrk	0	2	0	4	\$0	\$202,320	-\$202,320
Social Work	1	0	0	0	\$0	\$0	\$0

College/Dept	Proposals		Awards		Award \$ Received		Change vs. FY24 YTD (\$)
	FY25 YTD	FY24 YTD	FY25 YTD	FY24 YTD	FY25 YTD	FY24 YTD	
VP Fin and Adm	1	3	0	5	\$0	\$216,950	-\$216,950
Student Financial Success and Support	0	1	0	1	\$0	\$10,000	-\$10,000
VP Fin and Adm	0	1	0	1	\$0	\$154,705	-\$154,705
	0	2	0	2	\$0	\$164,705	-\$164,705
Grand Total	523	510	279	386	\$87,975,866	\$113,535,529	-\$25,559,663

12) Courseleaf CIM, CAT, and Proposal Deadlines Reminder (Dr. Loomis)

Changes for the 2026-7 Bulletin

Changes to program requirements (e.g., revised course requirements, changes to elective blocks, revised program admissions requirements, etc.)

January 19th, 2026

Changes not affecting program requirements (e.g., editing descriptions, formatting, faculty listings, etc.)

May 8th, 2026

Changes to Courses

New courses affecting program requirements (courses required by new programs or revised program requirements), or changes to existing courses that affect summer or fall 2026 student registration (e.g. changes to prerequisites or course attributes).

January 19th, 2026

New courses not affecting program requirements or changes to courses not affecting fall registration (e.g., course description)

March 9th, 2026

New or revised course fees for Fall 2026

March 9th, 2026

Changes to Programs

New program proposals or substantial changes to programs that require review by ACHE (e.g., new majors) for Fall, 2027

April 13th, 2026

13) Graduate Assistant Deadlines and Processes (Dr.Loomis)

Spring 2026

Graduate Appointment Form Deadline (GTA, GA, GRA):	Dec. 8 2025
Payroll Deadline (EPAF) for spring appointments:	Jan 11 th 9:00

Summer 2026

Graduate Appointment Form Deadline (GTA, GA, GRA):	May 7 2026
Payroll Deadline (EPAF) for summer appointments:	Jun 9 th 9:00

Fall 2026

Graduate Appointment Form Deadline (GTA, GA, GRA):	July 27 2026
Payroll Deadline (EPAF) for spring appointments:	Aug. 17 9:00

14) Probationary, Mid-Probationary, Tenure, and Promotion Deadlines (Dr. Loomis)

Dec. 5. Deadline for the completed Department Tenure Committee/Promotion Committee reviews. Deadline for Committee Chairs to add their recommendation narrative, and the completed and signed Tenure and Promotion Committee Forms, to the front of the "Reviews.pdf" document in each candidate's Google Drive folder.

Jan. 5, 2026 Deadline for the Department Chair to meet with the candidate and inform the candidate of the recommendation for promotion, tenure, or both. The Chair shares with the candidate his or her written recommendation for or against tenure/promotion and gives the candidate a copy this report, as well as of the "Departmental Review Notification" form.

* Candidates for tenure and/or promotion have one week from the time of the meeting with the Chair to include any additional materials supporting his/her candidacy by sending them as a PDF to the Dean.

Jan. 12, 2026 Deadline to submit all review materials, including Department Chair's recommendation(s) and completed and signed Promotion and Tenure Recommendation and "Departmental Review Notification" form to the Dean's Office.

15) 2025-2026 Internal Grant Deadlines (Dr. Loomis)

Support and Development Awards (SDA)

- a. Call for Proposals Oct 2th, 2025
- b. Proposal Deadline Nov. 25th, 2025

Summer Professional Development Awards (SPDA)

- a. Call for Proposals: Oct 17th, reminder Nov. 26th, 2025.
- b. Proposals due Jan 9th, 2026.

Faculty Awards

- a. First call for Nominations will be December 1, 2025
- b. Nominations due by 5:00 p.m., Feb. 13th, 2026.
- c. Supporting Materials from applicants due March 13th, 2026.

16) Hire A Jag (Dr. Loomis)

17) Schedule Changes, Major Changes, Grade Changes in DocRoute (Dr. Loomis)

Schedule changes active fall 2025. Major changes and grade changes spring 2026.

18) Marketing Update (Dr. Loomis, Sarah Wadell)

19) Registrar Training and Resources (Dr. Loomis)

New Training Page includes Banner access requests, Courseleaf, Degree Works, FERPA

<https://www.southalabama.edu/departments/registrar/trainingandresources.html>

20) Giving Overrides for Courses Online, Navigate South Appointments (Dr. Loomis)

- Online Override Requests with Google Forms (e.g., Chemistry, Biology Depts.)

- Appointments in Navigate South. Dallas Schmidt can arrange training dallasschmidt@southalabama.edu