

September 19, 2011

To: Erin Hussey, Convener
IAS Career Progression Committee (IAS CPC)

From: Steve Senger, Chair
Faculty Senate

This memo is intended to serve as the initial charge letter to the IAS Career Progression Committee (IAS CPC) for the 2011-2012 academic year.

As you know, you will need to convene an initial meeting to elect a chair and a secretary.

Primary responsibilities of the chairperson include:

- promptly informing the Senate office (5-8018) the results of the election of officers and any changes in committee membership.*
- organizing and conducting meetings.
- sending the meeting agendas to the Faculty Committees Newsfeed (post@fscommittees.posterour.com)
- completing a year end report on the IAS Career Progression Committee activities to be submitted to the Senate Office no later than May 31, 2012.

*The committee chairperson should carefully review Faculty Senate Bylaw II, "Faculty Standing Committees" for information on committee attendance and the role of alternates.

Primary responsibilities of the secretary include:

- recording minutes of each meeting.
- promptly sending meeting minutes to Sibbie Weathers (weathers.sylv@uwlax.edu) so that the minutes can be posted on the faculty senate website, and to the Faculty Committee Newsfeed (post@fscommittees.posterous.com) once approved.

In the event the committee chooses to rotate secretarial duties, please designate one person to be responsible for e-mailing the meeting minutes to Sibbie Weathers and the newsfeed.

Although no special charge is being given to the committee this year, should the membership wish to bring any policy issues to the attention of the senate, it should certainly do so. Any recommendations that the committee would like to make to the senate should be submitted to our office in a timely fashion.

Please be aware of the following dates to guide the committee's work:

- December 2, 2011 – Portfolio due in Academic Dean's office
- January 6, 2012 – Dean recommendation due to IAS CPC
- February 3, 2012 – IAS CPC recommendation due to Provost
- February 24, 2012 – Provost recommendations due to candidates

- July 1, 2012 – New title takes effect

If you have any questions about the charges, please feel free to contact me.

Finally, if the Senate Executive Committee or I can assist your committee in any way during the year, please do not hesitate to ask.

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cc: IAS-CPC Members

Sandra Koster - 3 yr
Kimberly Lyons - 3 yr
Diane Sewell - 3 yr
Lisa Caya - 2 yr
Betsy Knowles - 1 yr
Robert Eberle - 1 yr