

Hydrology & Atmospheric Sciences' Teaching Duty Policy

Approved September 7, 2018, by HAS Faculty

UArizona provides 6 weeks of paid parental leave following the birth or adoption of a child. A vote by the faculty within the Department of Hydrology & Atmospheric Sciences institute a modified activity duty policy that would grant one semester of teaching relief for the birth/adoption of a child. This decision was moved and unanimously approved. See attached minutes from 09.07.2018.

Department of Hydrology & Atmospheric Sciences
Department Meeting Minutes
3-5 pm, Friday September 7, 2018 – Harshbarger 232
Core, Instructional, Research Faculty, and Staff

Attendance - Present: Chuck Weidman, Thomas Alvarez, Kathy Varin, Sarah Warren, Tim Corley, Ty Ferré, Xubin Zeng, Xiquan Dong, Chris Castro, Will Holmgren, Ali Behrangi, Baike Xi, Lupe Romero, Tom Meixner, Tom Galarneau, Brittany Ciancarelli, Ave Arellano, Guo-Yue Niu, Bo Guo, Jennifer McIntosh, Hoshin Gupta, Martha Whitaker, Terrie Thompson, Marek Zreda, Steve Mullen, Dale Ward, Pieter Hazenberg, Erma Santander, Eric Betterton. **Excused Absence:** Victor Baker, Larry Winter, and Laura Condon.

Welcome – Betterton

Dr. Betterton welcomed new faculty members Bo Guo and Laura Condon, as well as new Accountant Senior Karen Varin. Congratulations went out to Jennifer McIntosh for her Full Professor Appointment and to Martha Whitaker for her promotion to Associate Professor of Practice, as well as to Thomas Galarneau for completing his three-year retention review.

Approval of Minutes – Betterton - handout

Minutes from May 3, 2018 Department Meeting and March 2, 2018 Academic Update Meeting, were reviewed. **The motion by Xubin Zeng and seconded by Jennifer McIntosh to approve both minutes, was unanimously approved.**

Zoom Online Meetings – Phelan

University of Arizona has contracted with the online meeting manager called Zoom. It is free of charge to UA employees using the system with up to 100 participants. Tom Phelan gave a brief presentation on the features of Zoom. To use, go to <https://arizona.zoom.us> and log on with your UA username and password. If you need any assistance, please contact Tom Phelan (phelante@email.arizona.edu).

Space Allocation Policy – Ty Ferré – handout

The space committee has provided a guideline for HAS assignment of office space (see handout). Now that everyone in the department has accommodations, we will wait until the end of fall semester for any necessary changes or alterations to the guidelines.

Department Policy for Parental Leave – McIntosh– handout

Some individual departments within the University have modified teaching duty policies for parental leave following the birth or adoption of a child. Currently the University of Arizona only provides six weeks of paid leave. It was suggested that our department should consider instituting a policy whereby faculty with new children are granted a semester without teaching expectations. **Hoshin Gupta motioned that HAS institute a modified activity duty policy that would grant one semester of teaching relief for the birth/adoption/fostering of a child. The motion was second by Thomas Galarneau and unanimously approved.** Individuals will discuss with the department head their schedule at the time parental leave is requested.

Update on HAS Committee Assignments – Betterton – handout

Dr. Betterton has made a few changes with chair and membership of the department committees. See the handout. A list is on the website as well.

Promotion & Tenure Update – Betterton

Dr. Betterton reported those individuals going up for promotion and tenure: Pieter Hazenberg for his three-year retention review, Guo-Yue Niu for Associate Professor, and Chris Castro for Full Professor.

Department Mentoring Program – Betterton

Dr. Betterton will be instituting a formalized mentoring program for tenure eligible faculty, and instructional faculty core groups. Mentoring meetings will be one or two scheduled lunch meetings each semester. Dr. Betterton will organize the pairing for mentors.

Academic Committee – Meixner, Whitaker and Romero – handout

- **HAS Expectation for TA's** - The department will require all TA letters of offer to include an addendum outlining the expectations of the TA. This will become effective in the fall 2018 semester. TA's are to meet with their instructor at the beginning of the semester to find out what their expectations are and at the end of the semester for evaluation and feedback. At this time, the TA may also discuss any recommendations to the instructor for course improvement. ***A motion to implement this agreement by Martha Whitaker and seconded by Chris Castro, was unanimously approved.***
- **Classroom Observations** - In the past, classroom observations were provided for those going up for promotion. The Academic Committee (AC) will be opening it up to all instructors in HAS. The AC will work further on the details.
- **Fall 2018 review of enrollment – handout** - With the enrollment down in many of our courses, with no specific reason why, Dr. Betterton has asked the AC to investigate.
- **Add/Modify/Delete Courses from Catalog – handout**
Suggestions from the AC to remove courses from the catalog that have not been taught in the last five years. Because the process for creating a new course is time consuming, we should hold on to some of these courses so they can be modified for new courses by using the old number, modify the title name and course descriptions. The list of courses to be deleted will be finalized by the AC.
- **Spring 2019 HAS Schedule of Classes and Textbook adoption deadline – handout** - Get your Textbooks in by October 10th. Benefits are: it saves our students money when we select textbooks early, and HAS gets a small reward in the form of a gift card which is used for department supplies.
- **Room Course Scheduling (RCS) - Standard Meeting Times – handout** - When requesting a room for your course that does not meet RCS time blocks, you are either at the bottom of RCS list or you will not even get a room from RCS and you will end up with a department classroom. When changing student credit hours or developing a new class see Lupe to find out where all our courses are to make sure we are not overlapping schedules creating low attendance from our students. HWRS-516 was cancelled this semester because no students enrolled.

UCAP for Staff and Appointed – Betterton

Staff and appointed personnel in HAS have been required to reclassify their titles under the University Career Architecture Project (UCAP). It is a two-year initiative that will replace the current classified staff and appointed professional categories of employment with market-based job functions and families.

Climate Committee Events – Santander – handout

The Workplace Climate Committee is hosting a Workplace Awareness Week, September 11-14th (see handout). This a series of events that highlight the College of Science's commitment to fostering a positive and inclusive work environment where all individuals – faculty, staff, and students – feel welcomed and respected, and their opinions are valued. Everyone is encouraged to attend one or more of the various workshops and the special presentation by keynote speaker Dr. Carolyn Brinkworth, Chief Diversity, Equity & Inclusion Officer for UCAR (University Corporation for Atmospheric Research).

DHD Retreat Report – Betterton – handouts

Dr. Betterton shared the routine graphs and tables disbursed during the COS Retreat. All are encouraged to review this information at their leisure. If you have any questions or concerns you can approach Dr. Betterton.

Dr. Betterton congratulated Drs. Dong and Zeng for making their mark on the COS top 50 grant expenditures for FY 14-18, as well as Dr. Mullen for being third on the COS top 50 student credit hours list.

Close of Meeting

Dr. Betterton adjourned the meeting at 5:11 pm.

Minutes taken by Erma Santander