

College of Arts and Sciences Chairs Meeting
February 13, 2025
2:00 PM

Agenda

- 1) Approve the Minutes of the November 21, 2024, Chairs Meeting
- 2) Budget Update
- 3) Spring 2025 Enrollments
- 4) Sponsored Activity Update
- 5) Reminder to Disseminate Information from Chairs Meetings to Faculty
- 6) Faculty Contracts
- 7) One-Year-Only Contract Renewals
- 8) FAR 2024-2025 Submission Deadlines
- 9) Annual and Mid-Probationary Review of Faculty Members Reminder
- 10) Maymester and 2025 Summer School Contracts and Scheduling (March 12, 2025)
- 11) A&S Faculty Forum (February 26, 2025, at 3:30 p.m., HUMB 170)
- 12) Program Review Reminder (Dr. Coleman)
- 13) Assessment Update (Dr. Coleman)
- 14) 2025 Employee Campaign (Dr. Coleman)
- 15) Faculty Activity Report Information (Dr. Coleman)
- 16) Navigate South Updates (Dr. Loomis)
- 17) Bulletin and Courseleaf Updates
- 18) Annual/Mid-Probationary Reviews Deadlines and Procedures (Dr. Loomis)
- 19) Prospective Student Lists and Outreach (Dr. Loomis)
- 20) USA Day - Date TBD (Dr. Loomis)
- 21) Spring 2024 Commencement (A&S: Friday, May 9, 2025, at 2 p.m., Mitchell Center)
- 22) Other Business

Chairs' Meeting

Thursday, November 21, 2024

In Attendance: Dr. Sytske Kimball, Dr. Kara Burns, Dr. Zoya Khan, Dr. Jason Coym, Dr. Kevin Meeker, Dr. Justin Sanders, Dr. Jack Shelley-Tremblay, Dr. Madhuri Mulekar, Dr. Sean Powers, Dr. Ellen Harrington, Dr. Roma Hanks, Dr. Kelly Major (Interim Chair), Dr. Jaclyn Bunch, LTC. Jared Sundahl, Dr. David Messenger, Dr. Robert Coleman, Dr. Eric Loomis, Dr. Andrzej Wierzbicki

Guests: Mr. David Blair, Dr. Jason Strickland, Dr. Robert Holm (Sitting in for Dr. Laura Moore)

Absent: Dr. Laura Moore, LTC. Ross Clark

1. The minutes of the September 26, 2024, Chairs' Meeting were approved.
2. Dr. Wierzbicki introduced Mr. David Blair, Director, Office of Military Services. Mr. Blair discussed military credit evaluation. He stated that the Office of Military Services is working to help military students earn credit hours for certain courses by using their work experience received while active military. The Office of Military Services would like to work with the Chairs to figure out how much credit can be given for certain courses. LTC. Jared Sundahl stated that he was able to receive his Bachelor's degree with credit given for his job performed while in the military. Mr. Blair asked to receive the information from Chairs by early February in order to prepare marketing for educational fairs. He mentioned possible opportunities for instructors to teach one class per semester on site at locations such as the Coast Guard base. He also mentioned that coding for military students will be added to Banner soon.
3. Dr. Jason Strickland, Assistant Professor in the Department of Biology, spoke about recruitment, retention, and engagement strategies in Biology. He showed examples of how the Biology Department engages with potential, current, and graduating students. He's working with Ms. Sarah Waddell to create brochures and to standardize their communications. The Department has a brochure called "Why Biology," which features students' explanations for why they chose Biology as their major. The brochures are mailed along with letters to potential students. The Biology Department also uses one-page handouts that explain the Department's strengths, including research. Rather than always updating new faculty information on brochures, the Biology Department brochure includes a QR code that provides up-to-date faculty information on the website. Dr. Strickland said that the Department is also trying to change its curriculum to make it applicable to specific careers of interest to students. Dr. Strickland said that Career Services can help Departments determine reasons for why students are making certain career decisions. He also discussed how Department student organizations can help with recruiting majors. Dr. Wierzbicki asked Dr. Strickland to share his presentation and flyers with the Chairs.
4. Dr. Wierzbicki presented the budget update, as of October 31, 2024 (handouts). The Dean's Office has transferred travel funds to the departments' supplemental budgets in the amount of \$1,000 per full-time faculty member, excluding OYOs. The Dean said the College's budget cut is \$894,585 this year. Dr. Wierzbicki urged Chairs to contact Carla if they have negative end-of-year balances. She can let them know the amount that will be funded to their department's O&M so that they will know how much they will have available. Departments have over \$3.757 million in reserve funds as compared to \$ 3.3 million last year. There is over \$770,000 available in student fees. The Dean reminded Chairs to spend student fee funds to benefit student learning.

5. Dr. Wierzbicki presented the sponsored projects update (handouts). As of September 30, 2024, the College has submitted 121 proposals and has been awarded 73 grants. This year \$14.65 million has been awarded as compared to \$6.95 million last year. This is an increase of over \$7.69 million.
6. Dr. Wierzbicki reminded the Chairs to perform part-time faculty evaluations in either the spring or fall semesters. He recommended evaluating them in the fall. Signed copies of the forms should be kept in each department and do not need to be submitted to the Dean's Office.
7. Dr. Wierzbicki noted that the four Chairs who are to undergo the Comprehensive Review of Chairs have already been notified.
8. Dr. Bob Coleman discussed Program Reviews. The program review for Meteorology has been completed. The self-studies for Philosophy and Physics are complete. Art and Art History is adding an addendum to their self-study. Self-studies for Environmental Science and International Studies are nearly complete. Sociology's B.A. program is the only program up for review in Spring 2025. Dr. Coleman announced that The Office of Institutional Effectiveness has created a brand-new handbook for program review.
9. Dr. Coleman gave an update on annual assessments. The College of Arts and Sciences had 46 assessment reports entered. Our College scored an 89, which was mainly because most people did not enter their next year's learning outcomes.
10. Dr. Coleman asked Chairs to submit their reassigned time requests by Friday, December 6, 2024. He reminded the Chairs that granting reassigned time is based on maintaining evidence of professional productivity.
11. Dr. Loomis discussed the Courseleaf CIM, CAT, and proposal deadlines (handouts). New course proposals that will change program requirements are due by January 20, 2025. If a new proposal will not affect program requirements, then the deadline for such new course proposals will be March 10, 2025. New program proposals for fall 2026 are due on April 14, 2025. Program core requirement changes to the Bulletin are due by January 10, 2025. Changes that do not affect program requirements are due by May 9, 2025. Monday, November 25th is the deadline for bulletin changes to faculty.
12. Dr. Loomis discussed advising updates, Navigate South, SouthALACADA, and scholarship changes (handouts). Ms. Kelly Taylor has been sending out updates for transfer advising. Chairs are to notify him or Ms. Taylor if there are any problems. Registration PINs are available in Navigate South on the first page for students and listed as the alternate ID. Navigate South has also added new referrals for Housing, UTeach, and Academic Coaching. Dr. Loomis announced that SouthALACADA has added all advising faculty to an email list for advisor training and workshops. He asked Chairs to encourage their faculty to participate. The criteria for Jaguar Dream and Jaguar Achievement Scholarships has been reduced. All other renewable scholarships are still 3.0 and 30 earned hours/year. If faculty are having issues accessing Navigate South, Dr. Loomis suggested that faculty should request global access.
13. Dr. Loomis reminded the Chairs of the tenure and promotion deadlines (handouts). December 4, 2025, is the deadline for completed Department Tenure Committee/Promotion Committee reviews. He mentioned that January 6, 2025, is the deadline for the Department Chair to meet with candidates. Once the meeting has been held, the candidates will then have seven days to submit any additional materials. The deadline to submit materials is January 13, 2025. The deadline for candidates to submit a written request to the Chair and Dean

withdrawing their application is February 24, 2025. The Mid-Probationary Review deadline is Monday, March 10, 2025.

14. Dr. Loomis stated that the 2024-2025 Internal Grant Deadlines are listed in the handouts (handouts). Dr. Wierzbicki urged Chairs to increase the number of nominations for Faculty Awards from their Departments.
15. Admitted student Lists and Gray Associates Data was discussed by Dr. Loomis (handouts). Gray Associates can now provide partial data on where graduates at USA are finding employment. A two-stage recruitment campaign will begin this spring with admitted students.
16. Dr. Loomis spoke about the online degree program general education scheduling (handouts). He stated that Admissions still will not attach an online degree attribute at the time of admission. He asked Chairs that if their Department is reserving seats for GenEd courses to please keep him in the loop.
17. Dr. Loomis mentioned the FTFR Retention Summary (handouts) and stated that retention has steadily gotten better over the years and that we are at an all-time high of 74% for retention of first-time College students. He also pointed out that the single most powerful influence on retention is academic performance, which correlates with our faculty doing a better job in the classroom over the years.
18. Dr. Loomis announced that on December 3, 2024, he and others will be visiting the Alabama School of Math and Science. He asked Chairs to send him any research opportunities for sophomores and juniors from ASMS for spring and summer/fall before December 3rd.
19. Dr. Wierzbicki announced that the Fall Commencement will be held on Friday, December 13, 2024, at 10:00 a.m. in the Mitchell Center Arena. He asked Chairs to encourage their faculty to attend.
20. Other Business:
 - a. Credit hour assessment and peer tutor funding were discussed by Dr. Eric Loomis following Dr. Strickland's presentation.
 - b. Dr. Sytske Kimball spoke about issues with how the Payroll Office is handling faculty leave reports.

#2

2/11/2025

Arts & Sciences Departmental Status
as of January 31, 2025

Dept.	Org. Budget Operating Fund As of 10/31/24	FY '2023-24		FY '2024-25		Total Revenue	Present 110000 Operating Balance*	Present Operating Supplemental Balance*	Present Balance Combined Operating Accis*
		Operating Supplemental Carryover	Dean's Office Supplemental Transfer	Operating Supplemental Transfer	Operating Supplemental Transfer				
Air Force	5,055.00	429.58	-	5,484.58	3,671.77	429.58	4,101.35		
BLY	36,239.00	7,328.05	13,000.00	56,567.05	30,462.22	19,420.29	49,882.51		
CH	3,609.00	23,262.35	15,000.00	41,871.35	(7,830.25)	30,474.03	22,643.78		
CA	57,022.00	1,821.24	10,000.00	68,843.24	52,301.87	11,810.00	64,111.87		
DR	(517.00)	3,327.96	2,000.00	4,810.96	(1,379.32)	5,327.96	3,948.64		
DR Theatre	20,691.00	-	-	20,691.00	16,652.10	-	16,652.10		
ES	12,045.00	(626.11)	14,000.00	25,418.89	11,820.37	6,835.46	18,655.83		
EH	8,990.00	37,172.26	31,000.00	77,162.26	4,743.30	65,154.68	69,897.98		
MCLL	24,526.00	3,042.90	11,000.00	38,568.90	17,305.26	9,618.23	26,923.49		
HY	8,325.00	1,039.83	12,000.00	21,364.83	5,969.95	(101.92)	5,868.03		
Afr Am St	5,000.00	1,533.27	2,000.00	8,533.27	4,359.28	3,606.88	7,966.16		
Intl Studies	380.00	1,878.13	2,000.00	4,258.13	380.00	2,098.27	2,478.27		
MAS	293,471.00	-	14,000.00	307,471.00	248,984.97	-	248,984.97		
MA	4,365.00	156,562.01	31,000.00	191,927.01	(1,559.40)	122,182.95	120,623.55		
MD	141,512.00	-	2,000.00	143,512.00	129,349.50	-	129,349.50		
Mil Sc	3,657.00	-	5,000.00	8,657.00	3,479.04	5,000.00	8,479.04		
MU	234,129.00	2,821.00	15,000.00	251,950.00	116,420.41	9,801.95	126,222.36		
Marching Band	1,350,543.00	-	-	1,350,543.00	771,444.79	-	771,444.79		
PHL	854.00	16,457.58	5,000.00	22,311.58	(4,094.22)	18,283.21	14,188.99		
PH	10,695.00	31,966.00	10,000.00	52,661.00	9,327.43	38,300.50	47,627.93		
PSC/CJ	32,437.00	5,002.66	10,000.00	47,439.66	21,980.36	10,845.51	32,825.87		
PSY	(29,506.00)	(1,035.55)	15,000.00	(15,541.55)	(38,517.60)	8,605.78	(29,911.82)		
PSY Lab	12,465.00	-	-	12,465.00	10,472.87	-	10,472.87		
PSY Clinic	1,757.00	-	-	1,757.00	1,542.61	-	1,542.61		
SY/AN	21,701.00	(5,644.82)	12,000.00	28,056.18	20,343.82	1,304.74	21,648.56		
Archaeology Stu	(480.00)	-	-	(480.00)	(930.99)	-	(930.99)		
Social WK	22,500.00	-	-	22,500.00	20,962.63	-	20,962.63		
Art & Art History	(44,857.00)	6,576.52	13,000.00	(25,280.48)	(46,549.75)	11,489.25	(35,060.50)		
Balance	2,236,608.00	292,914.86	244,000.00	2,773,522.86	1,401,113.02	380,487.35	1,781,600.37		

33.33% of Fiscal year Elapsed

*Including encumbrances

2/11/2025

	Grand Total
Supplemental Funds	395,005.81
Overhead Funds	531,363.68
Professorship Fund Balances	506,278.59
Start-Up Funds	1,325,581.15
Student Fee Funds	716,170.74
Computer Lab Fees	175,211.86
	<u>\$ 3,649,611.83</u>

College of Arts & Sciences

Departments	Operating	Supplemental	Overhead	Professorship	Student Fees	Computer Fees	Total
Air Force	3,671.77	429.58	-	-	-	-	4,101.35
Biology	30,462.22	19,420.29	11,865.29	-	4,071.90	-	65,819.70
Chemistry	(7,830.25)	30,474.03	12,590.26	43,799.74	37,410.91	200.00	116,644.69
Communications	52,301.87	11,810.00	-	-	212,481.27	5,871.63	282,464.77
Theatre & Dance	(1,379.32)	5,327.96	3,260.67	-	-	-	7,209.31
Theatre	16,652.10	-	38.48	-	4,939.96	-	21,630.54
Earth Science	11,820.37	6,835.46	34,000.11	30,679.99	33,331.49	1,187.00	117,854.42
English	4,743.30	65,154.68	26.50	38,192.27	-	-	108,116.75
Modern and Classical Lang. & Lit.	17,305.26	9,618.23	60.00	61,653.65	56,535.32	-	145,172.46
History	5,969.95	(101.92)	4,857.25	8,219.59	-	-	18,944.87
African American Studies	4,359.28	3,606.88	-	-	-	-	7,966.16
International Studies	380.00	2,098.27	-	-	-	-	2,478.27
Marine Sciences	248,984.97	-	89,620.20	7,315.70	-	-	345,920.87
Mathematics/Statistics	(1,559.40)	122,182.95	57,987.08	126,619.24	-	113,342.07	418,571.94
Math Development Studies	129,349.50	-	-	-	-	-	129,349.50
Military Science	3,479.04	5,000.00	-	-	2,614.10	-	11,093.14
Music	116,420.41	9,801.95	-	-	9,266.39	18,285.01	153,773.76
Marching Band	771,444.79	-	-	-	-	-	771,444.79
Philosophy	(4,094.22)	18,283.21	11,997.05	-	-	-	26,186.04
Physics	9,327.43	38,300.50	20,570.77	69,024.00	101,268.33	29,036.15	267,527.18
Political Science/Criminal Justice	21,980.36	10,845.51	-	51,775.19	1,788.38	-	86,389.44
Psychology	(38,517.60)	8,605.78	21,054.90	-	19,013.03	6,112.00	16,268.11
Psychology Lab	10,472.87	-	-	-	-	-	10,472.87
Psychology Clinic	1,542.61	-	-	-	-	-	1,542.61
Sociology/Anthropology/SW	20,343.82	1,304.74	27,370.64	68,999.22	(1,093.05)	1,178.00	118,103.37
Archeology Studies (Lab)	(930.99)	-	235,563.84	-	-	-	234,632.85
Social Work	20,962.63	-	-	-	-	-	20,962.63
Art & Art History	(46,549.75)	11,489.25	500.64	-	234,542.71	-	199,982.85
Total	1,401,113.02	\$380,487.35	\$531,363.68	\$506,278.59	\$716,170.74	\$175,211.86	\$3,710,625.24

Attachment 1 Table I

The University of South Alabama
**Final Headcount Enrollment Statistics Comparison
 Spring 2025**

	Spring 2024		Spring 2025		Percent Change	
	LD	UD	LD	UD	LD	UD
<i>Undergraduate</i>						
Allied Health Professions	444	555	547	572	23.20	3.06
Arts & Sciences	1,270	1,185	1,260	1,203	-0.79	1.52
Business	354	525	401	494	13.28	-5.90
Computing	235	291	186	340	-20.85	16.84
Education	490	784	482	744	-1.63	-5.10
Engineering	326	473	416	492	27.61	4.02
Nursing	577	796	561	919	-2.77	15.45
Total Undergraduate	3,696	4,609	3,853	4,764	4.25	3.36
<i>Graduate</i>						
Allied Health Professions						
Arts & Sciences						
Business						
Computing						
Education						
Engineering						
Graduate School						
Medicine*						
Nursing						
Total Graduate						
University Total						

*Medicine total excludes medical residents and medical fellows in training (2024=317; 2025=323).

SOURCE: ZSGR4501

Attachment 1 Table II

**The University of South Alabama
Final Credit Hour Enrollment Statistics Comparison
Spring 2025**

	Spring 2024		Total	Spring 2025		Total	Percent Change		
	LD	UD		LD	UD		LD	UD	Total
<i>Undergraduate</i>									
Allied Health Professions	4,245	3,867	8,112	4,388	4,110	8,498	3.37	6.28	4.76
Arts & Sciences	50,438	11,513	61,951	52,958	12,179	65,137	5.00	5.78	5.14
Business	3,616	6,807	10,423	3,767	6,826	10,593	4.18	0.28	1.63
Computing	2,932	2,285	5,217	2,442	2,666	5,108	-16.71	16.67	-2.09
Education	2,925	7,372	10,297	2,662	7,404	10,066	-8.99	0.43	-2.24
Engineering	1,640	3,231	4,871	1,731	3,505	5,236	5.55	8.48	7.49
Honors College	69	41	110	86	54	140	24.64	31.71	27.27
Nursing	0	9,431	9,431	0	10,256	10,256	0.00	8.75	8.75
Total Undergraduate	65,865	44,547	110,412	68,034	47,000	115,034	3.29	5.51	4.19
<i>Graduate</i>									
Allied Health Professions			6,320			6,299			-0.33
Arts & Sciences			2,215			2,227			0.54
Business			787			789			0.25
Computing			628			610			-2.87
Education			2,663			2,610			-1.99
Engineering			609			789			29.56
Graduate School			147			141			-4.08
Medicine			426			340			-20.19
Nursing			15,974			15,943			-0.19
Total Graduate			29,769			29,748			-0.07
University Total*			140,181			144,782			3.28

*Excludes Clinical Credit Hour Equivalents in Allied Health (2024=220 LD, 606 UD, 1,725 GR; 2025=166 LD, 604 UD, 1,465 GR), Arts & Sciences (2024=24 GR; 2025=72 GR), Graduate School (2024=55 GR; 2025=40 GR), and Nursing (2024=2,337 UD, 4,958 GR; 2025=2,559 UD, 4,701 GR).

SOURCE: ZSGR4503

Attachment 1 Table III

**The University of South Alabama
Final Enrollment & Credit Hour Production Summary
Spring 2025**

	Spring 2024	Spring 2025	Absolute Change	Percent Change
<i>Enrollment</i>				
Allied Health Professions	1,402	1,535	133	9.49
Arts & Sciences	2,725	2,745	20	0.73
Business	1,005	1,026	21	2.09
Computing	632	626	-6	-0.95
Education	1,696	1,645	-51	-3.01
Engineering	901	1,045	144	15.98
Graduate School	50	43	-7	-14.00
Medicine*	349	342	-7	-2.01
Nursing	3,923	3,994	71	1.81
University Total*	12,683	13,001	318	2.51
<i>Credit Hour Production</i>				
Allied Health Professions	14,432	14,797	365	2.53
Arts & Sciences	64,166	67,364	3,198	4.98
Business	11,210	11,382	172	1.53
Computing	5,845	5,718	-127	-2.17
Education	12,960	12,676	-284	-2.19
Engineering	5,480	6,025	545	9.95
Graduate School	147	141	-6	-4.08
Honors College	110	140	30	27.27
Medicine*	426	340	-86	-20.19
Nursing	25,405	26,199	794	3.13
University Total**	140,181	144,782	4,601	3.28

*Medicine total excludes medical residents and medical fellows in training (2024=317; 2025=323).

**Excludes Clinical Credit Hour Equivalents in Allied Health (2024=2,551; 2025=2,235), Arts & Sciences (2024=24; 2025=72), Graduate School (2024=55; 2025=40), and Nursing (2024=7,295; 2025=7,260).

IR/January 30, 2025

Attachment 2

The University of South Alabama Baldwin County Enrollment Profile Spring 2025

Page 1 of 2

	Spring 2024		Spring 2025		% Change Spring 2024 to Spring 2025
	Number	% of Total	Number	% of Total	
<i>Total Headcount</i>	144		161		11.81
Took Courses - Baldwin County Only	0	0.0	0	0.0	N/A
Took Courses - Baldwin County & Main	144	100.0	161	100.0	11.81
<i>Enrollment by College</i>					
Allied Health Professions	9	6.3	13	8.1	44.44
Arts & Sciences	48	33.3	55	34.2	14.58
Business	6	4.2	4	2.5	-33.33
Computing	9	6.3	7	4.3	-22.22
Education	9	6.3	8	5.0	-11.11
Engineering	1	0.7	7	4.3	600.00
Nursing	62	43.1	67	41.6	8.06
<i>Enrollment by Class</i>					
Freshman	17	11.8	26	16.1	52.94
Sophomore	15	10.4	28	17.4	86.67
Junior	34	23.6	27	16.8	-20.59
Senior	72	50.0	80	49.7	11.11
Graduate	6	4.2	0	0.0	-100.00
Unclassified	0	0.0	0	0.0	N/A
<i>Enrollment by Gender</i>					
Male	40	27.8	47	29.2	17.50
Female	104	72.2	113	70.2	8.65
Unknown	0	0.0	1	0.6	N/A
<i>Enrollment by Race</i>					
African-American	30	20.8	42	26.1	40.00
White	95	66.0	99	61.5	4.21
Other/Unknown	19	13.2	20	12.4	5.26
<i>Enrollment by Status*</i>					
Full-Time	137	95.1	149	92.5	8.76
Part-Time	7	4.9	12	7.5	71.43

*Based on total credit hour registration on the Main campus and in Baldwin County.

Attachment 2

**The University of South Alabama
Baldwin County Enrollment Profile
Spring 2025**

Spring 2024		Spring 2025		% Change Spring 2024 to Spring 2025
Number	% of Total	Number	% of Total	

Enrollment by Age

50 and Over	0	0.0	0	0.0	N/A
40-49	6	4.2	1	0.6	-83.33
30-39	10	6.9	14	8.7	40.00
25-29	31	21.5	29	18.0	-6.45
20-24	82	56.9	88	54.7	7.32
19 and Under	15	10.4	29	18.0	93.33

*Credit Hour Enrollment***

	1,166		1,160		-0.51
Allied Health Professions	0	0.0	0	0.0	N/A
Arts & Sciences	249	21.4	318	27.4	27.71
Business	0	0.0	0	0.0	N/A
Computing	0	0.0	0	0.0	N/A
Education	15	1.3	0	0.0	-100.00
Engineering	0	0.0	0	0.0	N/A
Nursing	902	77.4	842	72.6	-6.65

**Excludes Clinical Credit Hour Equivalents in Nursing (2024=410; 2025=385).

SOURCE: BC Reports, ZSGR4503B, ZSGR4501

IR/January 30, 2025

	# Funded	Directs	InDirects	Award Amount
Biology	1	\$243,657	0	\$243,657
Center for Archeological Studies	3	\$107,528	\$86,650	\$20,878
Soc/Anthro/Social Work	1	\$71,201	\$26,344	\$97,545
Earth Sciences	1	\$2,380,952	\$619,048	\$3,000,000
English	1	\$9,091	\$909	\$10,002
History	1	\$9,350	\$3,460	\$12,801
Marine Sciences	5	\$401,437	\$50,968	\$452,405
Psychology	2	\$19,000	0	\$19,000
Visual Arts	1	\$1,268	0	\$1,268
TOTAL	16	\$3,243,484	\$787,379	\$3,857,556

SPONSORED PROJECTS 10/1/2023 TO 1/31/2024

College/Dept	Proposals		Awards		Award \$ Received		
	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	Change vs. FY23 YTD (\$)
Academic Affairs							
Academic Affairs	0	2	0	0	\$0.00	\$0.00	\$0.00
	0	2	0	0	\$0.00	\$0.00	\$0.00
Academic Success and Retention							
Academic Success and Retention	0	0	0	2	\$0.00	\$3,000.00	-\$3,000.00
Career Services	0	1	0	1	\$0.00	\$1,500.00	-\$1,500.00
	0	1	0	3	\$0.00	\$4,500.00	-\$4,500.00
College of Allied Health							
Biomedical Sciences	0	1	0	0	\$0.00	\$0.00	\$0.00
EMT Training	0	1	1	1	\$222,622.28	\$10,000.00	\$212,622.28
Physical Therapy	0	1	0	0	\$0.00	\$0.00	\$0.00
	0	3	1	1	\$222,622.28	\$10,000.00	\$212,622.28
College of Arts and Sciences							
Biology	4	1	3	1	\$162,697.00	\$2,500.00	\$160,197.00
Center for Archeological Studi	2	0	2	0	\$192,837.00	\$0.00	\$192,837.00
Chemistry	0	2	1	0	\$66,136.05	\$0.00	\$66,136.05
Earth Sciences	3	2	2	1	\$281,242.87	\$195,126.00	\$86,116.87
English	2	0	1	0	\$5,900.00	\$0.00	\$5,900.00
Marine Sciences	13	14	7	7	\$1,035,456.00	\$720,242.51	\$315,213.49
Math and Statistics	3	4	0	2	\$0.00	\$6,980.00	-\$6,980.00
Modern & Classical Languages and Literature	1	0	0	0	\$0.00	\$0.00	\$0.00
Music	0	0	2	0	\$5,000.00	\$0.00	\$5,000.00
Philosophy	0	1	0	0	\$0.00	\$0.00	\$0.00
Physics	3	3	1	0	\$501,333.00	\$0.00	\$501,333.00
Psychology	3	3	0	0	\$0.00	\$0.00	\$0.00
Soc /Anthro /Social Wrk	0	1	0	1	\$0.00	\$107,719.92	-\$107,719.92
	34	31	19	12	\$2,250,601.92	\$1,032,568.43	\$1,218,033.49
College of Education and Professional Studies							
Coll of Educ./Profess. Studies - Dean's Office	0	2	2	0	\$175,852.18	\$0.00	\$175,852.18
Counseling & Instructional Sciences	4	2	0	0	\$0.00	\$0.00	\$0.00
Ed Office of Contracts	3	0	0	0	\$0.00	\$0.00	\$0.00
Health, Kinesiology and Sport	4	2	2	1	\$96,500.00	\$500.00	\$96,000.00
Leadership & Teacher Ed	0	1	1	1	\$399,144.00	\$76,872.00	\$322,272.00
	11	7	5	2	\$671,496.18	\$77,372.00	\$594,124.18
College of Engineering							
Chemical Eng	0	1	1	1	\$98,489.91	\$24,874.62	\$73,615.29
Civil Eng	9	7	0	2	\$0.00	\$452,520.00	-\$452,520.00
College of Engineering - Dean's Office	3	1	1	0	\$38,455.00	\$0.00	\$38,455.00
Electrical Eng	6	5	1	1	\$19,667.95	\$5,000.00	\$14,667.95
Mechanical Eng	2	3	1	3	\$10,000.00	\$229,999.50	-\$219,999.50
	20	17	4	7	\$166,612.86	\$712,394.12	-\$545,781.26
College of Medicine							
Biochem/Molecular Biology	9	5	2	2	\$216,865.00	\$827,496.24	-\$610,631.24
Center for Disaster Healthcare Preparedness	0	0	0	2	\$0.00	\$1,212,047.02	-\$1,212,047.02
Center for Healthy Communities	3	1	3	2	\$618,349.00	\$1,053,404.07	-\$435,055.07
Center for Lung Biology	24	26	7	3	\$635,284.00	\$453,340.00	\$181,944.00
College of Medicine - Dean's Office	0	1	0	0	\$0.00	\$0.00	\$0.00
Comparative Medicine	0	1	0	0	\$0.00	\$0.00	\$0.00
Family Medicine	1	5	1	3	\$20,000.00	\$125,000.00	-\$105,000.00
Internal Medicine	0	1	2	1	\$57,999.00	\$0.00	\$57,999.00
Microbiology/Immunology	5	2	3	2	\$361,737.49	\$230,670.00	\$131,067.49
Neurology	0	1	0	0	\$0.00	\$0.00	\$0.00
OBGYN	0	1	0	2	\$0.00	\$63,023.74	-\$63,023.74
Orthopaedics	1	0	0	0	\$0.00	\$0.00	\$0.00
Pathology	11	15	7	3	\$550,000.00	\$150,000.00	\$400,000.00
Pediatrics	3	12	1	9	\$0.00	\$229,030.20	-\$229,030.20
Pharmacology	2	4	1	2	\$122,892.00	\$310,298.88	-\$187,406.88
Physiology/Cell Biology	2	2	1	0	\$118,048.70	\$0.00	\$118,048.70
Surgery	1	1	0	1	\$0.00	\$0.00	\$0.00
	62	78	28	32	\$2,701,175.19	\$4,654,310.15	-\$1,953,134.96
College of Nursing							
College of Nursing - Dean's Office	1	0	0	0	\$0.00	\$0.00	\$0.00
Community Mental Health	2	2	1	0	\$8,427.00	\$0.00	\$8,427.00
Maternal/Child Health	1	0	0	1	\$0.00	\$10,000.00	-\$10,000.00
	4	2	1	1	\$8,427.00	\$10,000.00	-\$1,573.00
Division of Student Affairs							
Division of Student Affairs	0	1	0	0	\$0.00	\$0.00	\$0.00
	0	1	0	0	\$0.00	\$0.00	\$0.00
Global USA							
International Education	0	0	0	1	\$0.00	\$34,990.00	-\$34,990.00

College/Dept	Proposals		Awards		Award \$ Received		
	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	FY24 YTD	FY23 YTD	Change vs. FY23 YTD (\$)
	0	0	0	1	\$0.00	\$34,990.00	-\$34,990.00
Honors College							
Honors College	1	0	0	0	\$0.00	\$0.00	\$0.00
	1	0	0	0	\$0.00	\$0.00	\$0.00
Innovation in Learning Center							
Innovation in Learning Center	1	0	0	0	\$0.00	\$0.00	\$0.00
	1	0	0	0	\$0.00	\$0.00	\$0.00
Mitchell Cancer Institute							
MCI Clinical Trials	1	0	0	0	\$0.00	\$0.00	\$0.00
MCI Research	0	0	1	1	\$60,014.00	\$60,014.00	\$0.00
Mitchell Cancer Institute	4	2	3	2	\$147,230.00	\$100,250.00	\$46,980.00
USA Health Clinical Trials	4	2	6	0	\$0.00	\$0.00	\$0.00
	9	4	10	3	\$207,244.00	\$160,264.00	\$46,980.00
Mitchell College of Business							
Marketing	0	1	0	3	\$0.00	\$834,071.00	-\$834,071.00
	0	1	0	3	\$0.00	\$834,071.00	-\$834,071.00
Office of Veteran Affairs							
Veteran Affairs	1	0	0	0	\$0.00	\$0.00	\$0.00
	1	0	0	0	\$0.00	\$0.00	\$0.00
Research							
South Alabama Ionic Liquids (SAIL)	0	0	1	0	\$19,984.00	\$0.00	\$19,984.00
	0	0	1	0	\$19,984.00	\$0.00	\$19,984.00
School of Computing							
Computer Science	1	1	0	0	\$0.00	\$0.00	\$0.00
School of Computing - Dean's Office	1	7	2	7	\$724,872.15	\$659,051.08	\$65,821.07
	2	8	2	7	\$724,872.15	\$659,051.08	\$65,821.07
USA Hospitals							
Childrens Womens Hospital	0	0	1	0	\$200,000.00	\$0.00	\$200,000.00
University Hospital	1	2	1	2	\$0.00	\$612,776.00	-\$612,776.00
	1	2	2	2	\$200,000.00	\$612,776.00	-\$412,776.00
Grand Total	146	157	73	74	\$7,173,035.58	\$8,802,296.78	-\$1,629,261.20



#6

UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM

Office of the Executive Vice President & Provost

DATE: July 22, 2024

TO: Academic Deans
Academic Affairs Administrative Assistants

FROM: Andi M. Kent *Andi M. Kent*

SUBJECT: Faculty Non-Reappointments

Written notice of non-reappointment should be issued according to the date and guidelines specified below. Please note that the Faculty severance policy and procedures can be found in the Faculty Handbook, Section 3.16.1 and 3.16.2. The dates given below are provided as examples and are the last possible dates of notification and the end dates of employment if the faculty member is to complete the current 9-month or 12-month appointment period. Please note that three months, six months or 12 months' notice may be given earlier than the dates indicated and employment would end on the earlier respective date as well. Submit requests to non-reappointment faculty to Paula Medveal at pmedveal@southalabama.edu.

9-month faculty

- In the first year of service: notice should be given at least three months in advance (by **February 13, 2025**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2025**.
- In the second year of service: notice should be given at least 6 months in advance (by **November 15, 2024**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2025**.
- After two or more years of service: notice should be given at least 12 months in advance (by **April 25, 2025**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2026**.

12-month faculty

- In the first year of service: notice should be given at least three months in advance (by **May 9, 2025**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2025**.

- In the second year of service: notice should be given at least 6 months in advance (**by February 3, 2025**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2025**.

- After two or more years of service: notice should be given at least 12 months in advance (**by April 25, 2025**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2026**.

Sample letter is attached.

AMK:pbm

#9



UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM

Academic Affairs

DATE: September 19, 2024

TO: Academic Deans

FROM: Andi M. Kent, Ph.D. *Andi M. Kent*
Executive Vice President and Provost

SUBJECT: Annual Review of Faculty Members

Hope all is going well as we begin a very exciting semester. According to our records, the tenure-track faculty on the enclosed lists are up for annual probationary review or mid-probationary period review during the 2024 – 2025 Academic Year. Faculty who are up for mid-probationary period review are not included in the annual review list. Faculty who are up for tenure this year are not included on either list. (FH 2023 Ch 3 – 3.11.3) We ask that you please do the following:

- Check the lists against your records and if there are discrepancies or omissions, please notify this office.
- Distribute a copy of this document and the attached lists to all department chairs.
- Make certain the reviews are completed for all eligible individuals by April 4, 2025.
- Provide the faculty member a written report from the department chairperson. A copy should also be retained in the faculty member's personnel file in the academic department and college/school offices.
- Prepare a report from the dean notifying the Executive Vice President and Provost that all probationary reviews have been completed for all persons on the lists no later than April 11, 2025. Please submit the report to Paula Medveal pmedveal@southalabama.edu by April 14, 2025.

Please also note that annual reviews for all other faculty, including one-year-only, must be completed by April 11, 2025.

As a reminder for your department chairs, part-time faculty evaluations are also to be done annually and the signed evaluation forms are to be maintained in the academic department. (FH Ch. 3 – 3.8.2)

Enclosures
AMK/pbm

Faculty Annual Probationary Review

			Current Rank	Hire Date	Ten Cred	Eligible Date
A&S	A/AH	Hill, John	Asst Prof	8/15/2020		8 /15/2026
A&S	BLY	Frost, Laura	Asst Prof	8/15/2021		8 /15/2027
A&S	BLY	Perez, Jonathan	Asst Prof	8/15/2020		8 /15/2026
A&S	BLY	Strickland, Jason	Asst Prof	8/15/2020		8 /15/2026
A&S	BLY	Tran, Tuan	Asst Prof	8/15/2021		8 /15/2027
A&S	CA	Nah, Soya	Asst Prof	8/15/2024		8 /15/3030
A&S	CA	Romanowski, Max	Asst Prof	8/15/2024		8 /15/3030
A&S	CH	Zagho, Moustafa	Asst Prof	8/15/2024		8 /15/3030
A&S	ES	Terbeck, Fabian	Asst Prof	1/1/2023		8 /15/2029
A&S	MA/ST	Allred, Sarah	Asst Prof	8/15/2023		8 /15/2029
A&S	MA/ST	Atutey, Olivia	Asst Prof	8/15/2021		8 /15/2027
A&S	MA/ST	Grace, Kevin	Asst Prof	8/15/2023		8 /15/2029
A&S	MA/ST	Holcombe, Chase	Asst Prof	8/15/2024		8 /15/3030
A&S	MA/ST	Muia, Mathias	Asst Prof	8/15/2024		8 /15/3030
A&S	MA/ST	Pramanik, Paramahansa	Asst Prof	8/15/2021		8 /15/2027
A&S	MA/ST	Upadhyay, Aparna	Asst Prof	8/15/2024		8 /15/2030
A&S	MA/ST	Wilbert, Arik	Asst Prof	8/15/2021		8 /15/2027
A&S	MAS	de Oliveira, Gabriel	Asst Prof	8/15/2021		8 /15/2027
A&S	MAS	Hotard, Abbey	Asst Prof	8/15/2024		8 /15/3030
A&S	MAS	Martin, Charles	Asst Prof	1/1/2023	3.0	8 /15/2026
A&S	MU	Nozny, Brian	Asst Prof	8/15/2022	1.0	8 /15/2027
A&S	MU	Zuhowski, Megan	Asst Prof	8/15/2024		8 /15/3030
A&S	PHL	Verjinski, Delaney	Asst Prof	8/15/2024		8 /15/2030
A&S	PSC	Fox, Dalten	Asst Prof	8/15/2024		8 /15/3030
A&S	PSC	Meeker, Katherine	Asst Prof	8/15/2024		8 /15/3030
A&S	PSC	Wang, Xiaohong	Asst Prof	8/15/2024		8 /15/3030

Faculty Annual Probationary Review

			Current Rank	Hire Date	Ten Cred	Eligible Date
A&S	PSC	Wu, Kuan-Sheng	Asst Prof	8/15/2021		8 /15/2027
A&S	PSY	Albright, Jordan	Asst Prof	8/15/2023		8 /15/2029
A&S	SW	Bethel, Samuel	Asst Prof	8/15/2024		8 /15/3030
A&S	SY/AN	Sanchez, Linda	Asst Prof	8/15/2023		8 /15/2029

Faculty Mid-Probationary Reviews

			Current Rank	Hire Date	Ten Cred	Mid-Probationary
A&S	CA	Bovenizer, George	Asst Prof	8/15/2021		8 /15/2025
A&S	EH	Johnson, Caleb	Asst Prof	8/15/2022		8 /15/2025
A&S	ES	Linzmeier, Benjamin	Asst Prof	8/15/2024	2.0	8 /15/2025
A&S	ES	Wiley, Jacob	Asst Prof	8/15/2022		8 /15/2025
A&S	HY	Vaughn-Roberson, Clayton	Asst Prof	8/15/2022		8 /15/2025
A&S	MA/ST	Furno, Joanna	Asst Prof	8/15/2021		8 /15/2025
A&S	MA/ST	Mudrock, Jeffrey	Asst Prof	8/15/2023	2.0	8 /15/2025
A&S	MCLL	Torres, Cinthya	Asst Prof	8/15/2023	2.0	8 /15/2025
A&S	MU	Abend, Robert	Asst Prof	8/15/2022		8 /15/2025
A&S	MU	Maddox, Jr., Clayton	Asst Prof	8/15/2022		8 /15/2025
A&S	PSC	Rockwell, Alexis	Asst Prof	8/15/2022		8 /15/2025
A&S	PSY	Ahlich, Erica	Asst Prof	8/15/2022		8 /15/2025

16) Navigate South Updates (Dr. Loomis)

- Now includes templates for campaigns and an AI tool for building reports in Navigate South.

- *Navigate 360* (student-facing app) can now include tips or messages to specific student groups. Dallas Schmidt can assist with setting this up:
dallasschmidt@southalabama.edu

17) Bulletin and Courseleaf Updates

- Remaining Bulletin changes must be completed in Courseleaf CAT by May 9th.

- Changes to courses not affecting fall, 2025 registration must be submitted by March 10th.

18) Mid-Probationary Reviews Reminder (Dr. Loomis)

- Mid-Probationary Review Deadline

Reviews are due with your evaluation by **Monday, March 10, 2025**. You must have met with the candidate to discuss the results of the Departmental and Chair reports by this date.

Chairs set the candidate's and department mid-probationary review committee's deadlines.

19) Prospective Student Lists and Outreach (Dr. Loomis)

- Updates to the list sent in December are likely soon from Enrollment Services.
Any new lists will include only newly-added admits for your program.

20) USA Day – Saturday April 12th (Dr. Loomis)