

5 August 1997

XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
Valdosta, GA 316--

Dear (first name):

I hope the summer has been good to you, that you have had a chance to get at least some restful time away.

As usual, we have a very full agenda in September; thus, I have scheduled two meetings, the first at 1:00 PM, Wednesday, September 10, 1997, in WH 153 and the second at 9:00 AM, Friday, September 12, in WH 153. Agenda items include:

1. Discussion and Adoption of Departmental Goals

These goals are a vital part of the new process for strategic planning. We must adopt thirteen of them; we may adopt others. Future budget allocations will be based on our achievement of these goals or on meaningful progress toward achievement. We also must discuss and adopt appropriate outcomes and assessment of these outcomes/goals. Matt Hearn, chair of our ad hoc committee for this project, will present possibilities and moderate our discussion of them. Our lists of goals, outcomes, and assessment plans are due by September 15.

2. Pre-Tenure and Post-Tenure Review

The department must adopt criteria for ratings of excellent, satisfactory, and unsatisfactory performance as a part of the recently adopted processes for these reviews. That is, department heads are now required to describe faculty performance with one of these labels as a part of their annual evaluations of faculty. We are required to adopt criteria for these levels of

performance, consistent with VSU's and our mission statement. Deans must certify that departments have adopted criteria and that these criteria are consistent with VSU's Mission Statement. Please see the material on pre-tenure and post-tenure review, distributed last spring.

3. New Standing Committees

You may recall my previous request that you consider possible changes in our departmental committee/administrative structures--especially with the semester system in mind.

4. Tentative Class Schedules for 1998/99 and 1999/2000

I would like for you to peruse and criticize these class schedules, which I was required to submit to the dean by August 1, 1997. Please note that they indeed are tentative and that they include Area B courses.

5. Evaluation of A & S Department Heads

I recently served on an A & S Subcommittee on Evaluation of Department Heads. We have made recommendations to the A & S Executive Committee. Watch for material on this new evaluative process. Also, note that at VSU all department heads are now subject to post-tenure review, a policy I strongly support.

6. Tenure-Track Position

You may recall that last winter we closed the search for our third tenure-track vacancy and requested a full-time temporary position for 1997-98. We'll need to redefine this position, request that we again be allowed to establish a search, and establish a screening committee. Our previous advertisement for a position in "world literature" frankly did not work very well.

I would like to welcome our new faculty for 1997-98. These include Dr. Thomas Hallock and Dr. Theresa Thompson, both of whom you met last spring. New full-time temporary appointments include Ms. Deborah Smith, Ms. Kelly Whiddon, Mr. Leonard Finn, and Dr. Julie Armstrong. Finally, Mr. Derrick Harris returns this fall--as a married man! I am sure that all of you join me in offering congratulations. Amy Blackmarr's Going to Ground is out, and

Cynthia Shearer's The Wonder Book of the Air recently won an award from the Mississippi Institute of Arts and Letters. Please see our bulletin board for further details.

You will find a new copier in our main office, one which requires your personal access code--not a copier key. The older copier is now in the English Annex for the convenience of faculty there.

Finally, if you are changing offices, please move as soon as possible.

Thanks for all of your help last year, especially on semester conversion.

Sincerely,

John T. Hiers, Head
Department of English