New Chairs Orientation
Spring 2019
Dean’s Office

Nicole Sampson – Interim Dean
Jennifer Acosta – Executive Assistant to the Dean

Areas
Faculty affairs and personnel    Business Affairs and Facilities
Research                        Communications
Academic Affairs (Curriculum)    Advancement

https://www.stonybrook.edu/commcms/cas/

People
College Leadership: https://www.stonybrook.edu/commcms/cas/about/college-leadership.php
Staff Contact Information: https://www.stonybrook.edu/commcms/cas/about/_contact.php
Higher Education in Illinois Is Dying
By Amy Hassinger
June 3, 2016

Bottom Line: How State Budget Cuts Affect Your Education
Kevork Djansezian/Getty Images
By Sarah Brown
Nov. 3, 2015

Colleges Lose a ‘Stunning’ 651 Foreign-Language Programs in 3 Years
By Steven Johnson
January 22, 2019

How UT-Austin’s Bold Plan for Reinvention Went Belly Up
The rise and fall of one research university’s attempt to shake up undergraduate education

In Massachusetts, the Market for Small, Liberal-Arts Colleges Is in Decline
By Eric Kelderman
January 15, 2019

Should Colleges Let Ailing Majors Die or Revamp Them?
By Bianca Quilantanan
May 20, 2019
SUNY - Stony Brook University
2016-17
Faculty Job Satisfaction Survey
Report Preview
BY THE NUMBERS

30 MAJORS
40+ MINORS
27 PhD PROGRAMS
26 DEPARTMENTS

Biochemistry
Neurobiology
Ecology & Evolution
Geosciences
Math
Physics
Chemistry
Philosophy
Psychology
Undergraduate Biology
Anthropology
Sociology
History
Linguistics
Africana Studies
Economics
Political Science
Music
Art
Theater
English
Writing
Hispanic
Euro Lang
Asian & Asian American
Women’s, Gender, & Sexuality Studies
12,397 Students

Top 10 Majors

<table>
<thead>
<tr>
<th>Major</th>
<th>Undergraduates</th>
<th>Masters</th>
<th>Doctoral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>10,715</td>
<td>476</td>
<td>1,313</td>
</tr>
<tr>
<td>Math</td>
<td></td>
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<td></td>
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<tr>
<td>Econ</td>
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<tr>
<td>English</td>
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<td>Physics</td>
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<tr>
<td>History</td>
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<tr>
<td>Pol Sci</td>
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<tr>
<td>Phys Ed</td>
<td></td>
<td></td>
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<tr>
<td>Women's Stud</td>
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</tbody>
</table>

Biology, Biochemistry, Health Sciences

<table>
<thead>
<tr>
<th>Year</th>
<th>Biology, Biochem, Health Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>3074</td>
</tr>
<tr>
<td>2017</td>
<td>3059</td>
</tr>
<tr>
<td>2018</td>
<td>3257</td>
</tr>
</tbody>
</table>
CAS Proposal Submissions and Research Expenditures are Trending Upward

As of Q4 2017-2018

Cumulative Proposal Counts by Fiscal Year - End of June (Q4)

Annual All Research Expenditures

$48.7M

18.5% increase
**Endowed Chairs & Professors**

- **Chen Ning Yang – Wei Deng Endowed Chair in Physics and Astronomy**
- **Peter V. Tsantes Endowed Professor in Hellenic Studies**
- **Robert David Lion Gardiner Chair in American History**
- **Eugene V. and Clare E. Thaw Endowed Chair in Modern American Art**
- **Nirmal K. and Augustina Mattoo Chair in Classical Indic Humanities**
- **Joseph W. Lauher and Frank W. Fowler Endowed Chair in Materials Chemistry**
- **580 Faculty 150 Staff**
- **61 Distinguished Professors**
- **3 2019 NSF CAREER Awards**
  - Chemistry
  - Linguistics
  - Physics
- **14 SUNY Chancellors Excellence in Professional/Classified Service Awardees**

*among current faculty and staff*
Campaign for Stony Brook
CAS raised 106% of Goal = $70 Million

CAS Endowment - $41MM

Campaign for Stony Brook - $630MM
CAS by the Numbers

- **FTE Faculty - 450 T/TT**
  - CAS: 44%
  - SBU: 56%

- **CAS Fed Research Expenditures - $46MM**
  - CAS: 31%
  - SBU: 69%

- **CAS Credit Hours of Instruction - 352,220**
  - CAS: 50%
  - SBU: 50%

- **CAS Total Doctoral Students – 1,313**
  - CAS: 59%
  - SBU: 41%

- **CAS Alumni - 120,000**
  - CAS: 67%
  - SBU: 33%

Data from stonybrook.edu/irpe & SBF
College of Arts and Sciences

Planning for the Future
# Sense-making, Trust Building & Collaboration Building

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPR ’18</td>
<td>24 Department Self Studies with Dean’s staff</td>
<td>Departmental peer and aspirational peer comparisons using Academic Analytics and peer data sources</td>
</tr>
<tr>
<td>June ‘18</td>
<td>Incoming Dean 7 – 90’ Interviews</td>
<td>4 structured questions about: leadership, staff, intellectual opportunities &amp; challenges. Individual written answers - 4 Department Chairs per interview</td>
</tr>
<tr>
<td>July ‘18</td>
<td>Dean’s Staff Strategic Plan Retreat</td>
<td>“Why do we exist; How do we behave; What do we do; How will we succeed; Who does what, What is most important next?”</td>
</tr>
<tr>
<td>Aug ‘18</td>
<td>Department Chairs &amp; Dean’s Staff Retreat</td>
<td>Phase 1: Looking back Who are we now? Looking to the future</td>
</tr>
</tbody>
</table>
1. What are the current paradigms, working assumptions, support systems, infrastructure, etc., that are inhibiting progress?

2. What is needed to enable a new system to emerge; which assumptions will be most challenged by change; what becomes vulnerable; what becomes strengthened; what must be tested?

3. What would a new, transformed system to support CAS departments look like and what are the new paradigms, assumptions, policies, infrastructure, etc., required for this emergence?

Three horizons: a pathways practice for transformation

*Bill Sharpe¹, Anthony Hodgson¹,², Graham Leicester¹, Andrew Lyon¹* and *Joan Fazey²*
<table>
<thead>
<tr>
<th>Date</th>
<th>Group</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep ‘18</td>
<td>Dean’s Team</td>
<td>Deans, Directors, SVPs: Their priorities and vision</td>
<td>8 interviews</td>
</tr>
<tr>
<td>Sep ‘18</td>
<td>Department Chairs</td>
<td>Course Enrollments – Five Year Trajectory</td>
<td>3 sub-groups</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Faculty Demographics – Three Year Projection</td>
<td></td>
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<tr>
<td></td>
<td><strong>Review/Update in August 20, 2019 Chairs Retreat</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct ‘18</td>
<td>Department Chairs</td>
<td>Department Staffing Review</td>
<td>3 sub-groups</td>
</tr>
<tr>
<td>Nov ‘18</td>
<td>Department Chairs</td>
<td>Step 1 – Creating a Multi-Year Budget Plan</td>
<td>3 sub-groups</td>
</tr>
<tr>
<td>Fall ‘18 - ongoing</td>
<td>UG Program Directors</td>
<td>Reengage Departments in Discussion of Curricular Opportunities</td>
<td>3 sub-groups</td>
</tr>
<tr>
<td>May’ 18-May ‘19</td>
<td>All Chair Meeting</td>
<td>12 Department Overview Presentations (+ College Business)</td>
<td>8 meetings</td>
</tr>
<tr>
<td>Sep ’18-May ‘19</td>
<td>Junior + Mid-Career Faculty</td>
<td>Promotion expectations, Present &amp; Future of CAS</td>
<td>13 groups</td>
</tr>
</tbody>
</table>

Discussion of Intellectual Opportunities Throughout
Opportunities Organized by Commonalities
Three Overarching Areas of Interest

Scholarly Creativity and Exploration

Global Processes, Connections and Flows

Digital Revolution and Beyond
Jan ‘19 – Phase 2 Chairs Retreat

Began to build case statements that
• Address broader societal impacts
• Strengthen current research/scholarly directions
• Open new opportunities for faculty and students
• Strengthen the curriculum for all students
• Retain and recruit excellent faculty and students
• Garner resources

Mar - April 30 – 10 Faculty Work Groups

Finish case statements
• Timeline and Actionable Future Steps
Global Processes, Connections & Flows
- Environmental Disruption leads to:
  - Global Migration of People and Ideas
  - Global Health and Disparities
  - Global Inequalities and Power
  - Pressures on the Environment, Energy and Natural Resources

Scholarly Creativity & Exploration
- How to understand and communicate complicated ideas:
  - STEAM: Education and Communication & Creative Expression
  - Cross-cutting Disciplines - Mind, Brain, Body - from Biology to Culture
  - Cross-cutting Disciplines – Origins & Explorations of the Universe/Planetary Systems
  - Cross-cutting Disciplines – Evolution and Transformation

Digital Revolution & Beyond
- Technology Impacts:
  - Digital Intelligence
  - Advancing Research Frontiers with a Platform for Data/Information Science
  - Societal, Political & Economic Implications of the Digital Revolution
  - Quantum Information Science and Materials

CAS Vision aligned with NSF “Ten Big Ideas”
Global Processes, Connections & Flows

Scholarly Creativity & Exploration

Digital Revolution & Beyond

Goals

Undertake education and research innovation
• Student careers align with future possibilities
• Increase team-oriented learning
• Design programs to build revenue

Align allocation with educational and research operations
• Support the institutional mission of diversity, inclusion and student success
• Support sustainable growth

Public & private engagement
• Garner external investment in CAS
Next Steps

May 2019
• Working group report out

June - August 2019 - Dean’s leadership team
• Review
• Harmonization
• Identification of first action steps

August 2019 – onward
• Implement roadmap elements

https://www.stonybrook.edu/commcms/cas/about/shared_vision.php
Faculty Affairs and Personnel

People
Judith Lochhead, Associate Dean for Faculty Affairs
Lois Carter, Assistant Dean for Faculty Affairs and Personnel
Danielle Papaspyrou, Staff Affairs
Lorraine Lelong, Human Resources & Faculty Affairs
Laura Stevenson, PTC support

What we do
Assist and facilitate all personnel transactions in the College, including:
- Recruitment of faculty and staff (State and Research Foundation), EEO
- Appointments and reappointments of faculty
- Appointments and reappointments of staff (State and Research Foundation)
- Promotion and tenure of faculty; requests for extension of tenure clock
- Permanent appointment of staff
- Performance programs and evaluations of staff
- Faculty mentoring
- Sabbaticals, other leaves, and research assignments
- Resignations and retirements
- Affiliated, joint, and courtesy (non-salaried) appointments
Faculty/Staff materials to CAS – 2019-20 deadlines

See this link for Deadlines

July 1  Reappointments, Performance Programs and Evaluations for Staff (State).

September 15  files for promotion to Full Professor; names of internal and external mentors for junior faculty.

October 15  files for 3rd year reappointment of faculty currently in their 6th semester (Calendar year appointment)
 requests for sabbaticals/leaves/junior research assignments for any time beginning in 2020-21;
 notification of intent to nominate for Distinguished Professor (1st round); with full nomination package if Dean’s letter is requested.

November 1  files for 2nd year reappointment of faculty currently in their 4th semester.

January 15  files for tenure/promotion to Associate Professor for faculty in their 11th semester.

And so forth...
Award and Funding Nominations submitted directly to the other Offices

See this link for Stony Brook Trustees Faculty Awards (deadline April 1).
See this link for FAHSS Awards (deadline March).
See this link for OVPR Seed grants (deadlines March 4?, October 7).
See this link for Outstanding Lecturer Awards (deadline April 30, 2020).
See this link for Outstanding Mentors Awards (deadline June 10, 2020).
See this link for Chancellors Awards for
• Excellence in Teaching
• Excellence in Faculty Service
• Excellence in Professional Service
• Excellence in Scholarship and Creative Activities
• Excellence in Adjunct Teaching
• Excellence in Classified Service

Deadlines range from September – January.
Top Faculty Affairs Issues

1. OIDE/Title IX office - Responsible for all forms of sex and gender discrimination
   www.stonybrook.edu/ReportIt
   Marjolie Leonard – Senior Director

   **Department Chairs Are Responsible Employees & MUST Report**

   HR – For personnel policies and directives
   Labor Relations – For behaviors that violate University policies, such as bullying

2. PTC Files and the Chair’s Letter

3. Research/Sabbatical Policies and Leaves
UUP CSI 1%

0.5% merit and 0.5 equity to base

- 1% of your salary expense pool will not be allocated to your unit
- Some $ have already been allocated as part of retention packages
- Equity and Merit $ will be held centrally and distributed across units using uniform criteria
Faculty CSI

An external faculty salary equity review is being undertaken
• Equity will be examined across units with disciplinary comparators
• Chairs will be asked to recommend equity adjustments for individuals by September 1

Merit increases require
• An annual review to have been completed by the Chair
• The annual review results for the department to be communicated to the Dean
• A Faculty Workload Policy to be drafted for the Department by August 15
• Recommendations for merit increases due in Dean’s office by September 1

• Salary adjustments can occur over multiple years (3 years of contract)
1. Every staff member (both UUP and CSEA) must receive a written evaluation of performance each year based on the performance plan of the previous year. Instructions, schedules, and links to forms are linked here:

2. **Position description (PD):** Each staff member should have an up to date position description describing the responsibilities of the job. The PD is used by Classification & Compensation (in Human Resources) to determine the level and salary range of the position. Any request to reclassify a position must be accompanied by an updated PD, and must demonstrate a change in the nature and complexity of the duties associated with the position.

   Excellent performance is a basis for merit increases, but not for reclassification

3. **Permanent Appointment:** Staff
UUP Staff CSI

Class and Comp review of staff salaries for Equity
• Updated position description is required if the current PD is older than 3 years

Merit requires up to date evaluations
• Performance Evaluations (18-19) are due in Dean’s office by July 1
• Performance Plans (19-20) are due in Dean’s office by July 1
• Updated Position Descriptions are due in Dean’s office by August 1
• Merit and Equity Recommendations are due in Dean’s office by September 1

https://www.stonybrook.edu/commcms/cas/faculty_and_staff/staff_affairs/index.php

• No merit increases will be processed without current PE/PP
• Updated PDs for all staff in a unit must be submitted to obtain equity increases

• Salary adjustments can occur over multiple years (3 years of contract)
People
Elizabeth Newman, Associate Dean for Curriculum and Academic Planning
YYY, Assistant Dean for Academic Planning
Paula DiPasquale-Alvarez, Director of Curriculum
Laura Stevenson, Adjunct Appointment forms

What we do see this link:
• Assist and Coordinate all course, exam, classroom scheduling
• Research enrollment trends to plan instruction in collaboration with Academic Advising and Registrar
• Develop resource needs and requests including all types of faculty and staff
• Work with Undergraduate and Masters Admissions for recruitment and planning
• Work with the A&S Senate Undergraduate Curriculum Committee Curriculum forms may be found at https://www.stonybrook.edu/commcms/ascc/forms.php. (Bulletin and catalogue changes by the Provost’s Office.)
Information for Academic Planning

Timeline
Sept. 14: Course scheduling requests begin in PeopleSoft for 2019/20 (access granted to peoplesoft)
Oct. 1: Proposals for new/updated courses and changes to the Bulletin for the next academic year
Oct. 15: Sabbatical & Leave requests due
Nov. 5: Course Scheduling Requests are due
Jan. 20: College Budget Due
May 15 (or thereabouts): Correction Period for A/Y 2019-2020

What we provide you
• Populated Scheduling Request form given instructional faculty resources for your department
• Enrollment trends, projections, and expectations
• Coordination with budgeting
• Research and advice on curriculum planning
• Coordination with other Colleges/Schools
People and Functions

Timothy Glotch, Associate Dean for Operations and Facilities
Ming Huang, Assistant Dean for Budget
Tracey Braile and Carol Davies, Budget
Laura Stevenson, budget and operations and facilities

What we do see this link:

Budget planning (Tim Glotch and Ming Huang)
  Departmental budget analysis (year to date comparison of budget vs. actual), financial strategic planning, Financial resource management
Tracey Braile, budget
  Payroll errors and rosters, TA/GA Budget and appointments, Departmental rosters Campus systems' access coordinator
Carol Davies, budget
  Faculty RSR-type commitments to faculty/departments; Wolfmart; Adjunct budget, IFR accounts, Travel approval process

All State/IFR/SUTRA/IDC/SBF HR appointments require pre-approval of Position Compensation Request form per President Stanley's March 1st 2018 budget announcement.
**State Allocation** - Appropriation from NY State; a combination of State tax dollars and campus revenues from tuition.

- Balances in State Appropriated Accounts do not carry over year to year; must manage within delineated budget in a fiscal year.
- Some faculty start up/retention/research fund accounts are “State Restricted”; balances at year-end roll over to the next fiscal year.

**IFR (also S&F) Funding** - Income Fund Reimbursable; individual course fees, service center, conference/events, shops, salary recovery accounts that generate their own revenue and are self-supporting.

- Cash balances in IFRs carry over year to year.
- General IFRs are usually assessed a current campus overhead rate of 15%, most salary offset IFRs are overhead exempt.

**Stony Brook Foundation** - Philanthropic gifts, private grants, scholarships, endowments.

**Research Foundation** - RF accounts record research, instruction and training activities funded by organizations both external and internal to the University. More details on these accounts can be found [here](#).

**FSA** - Faculty Student Association - Small conference/seminar fees, student organizations.

**SBU reporting, SUNY BI, ERAS AES, RF Dashboard Report Center reports.** Please work with Ming to get access.
**Budget Planning Process**

**Current timeline**

- **August:** Review departmental three year budget All Funds planning, Enrollment Trends, and Faculty/Staff Demographics
- **October:** Finalize data load into CBM
- **November 20:** Departmental budgeting begins to review CBM and other funding sources
- **December 20:** Department budget documents and completed CBM due
- **January 20:** Dean budget documents and completed CBM due
- **February 20:** VP budget documents and completed CBM due
- **March 15:** Department hiring requests due
- **April-June:** Adjustments (Form II)

**State System**

- CAS Budget roster spreadsheet downloads from PeopleSoft snapshot based on October payroll data.
- Departments review downloaded data, make approved revisions with the Dean and CAS Budget personnel.
- CAS budget team inputs approved data back into PS CBM (Campus Budget Module)
- CAS budget data in CBM is reviewed and approved by Provost Office, SBU Administration such as Accounting and Budget Office.
- Approved Budget data is submitted to SUNY Comptroller’s office and later converted into NY State allocation displayed through the SUNY Business Intelligence System.

**TA/GA appointments due to tracey.braile@stonybrook.edu**

- Fall TA Appointments due **July 6**
- Spring TA Appointments due **Dec 15**

**Summer Stipend Forms due to lois.carter@stonybrook.edu**

- Summer I due **April 21**
- Summer II due **June 5**
Budget Planning Goals

(in line with Provost Office Strategic Financial Goal: “Implement an academic budget and planning process that aligns with the University’s mission and new budgeting process, provides transparency, builds trust, and positions the University for sustainable growth.”)

1. Allocate resources strategically
   a. Understand our current financial condition, including out-year projections
   b. Identify areas for improving institutional effectiveness (academic cost modeling & data driven revenue projections; understand capacity such as workload analysis)
   c. Communicate our financial position to departments in a transparent way
   d. Identify mission-centric growth opportunities, establish buy-in, and allocate resources accordingly

2. Implement policies and procedures to support sustainable growth
   a. Create a system of checks and balances
   b. Refining a process for receiving, approving and recording financial commitments

Please utilize this link to view the Office of the Provost Budget Manual:
https://www.stonybrook.edu/commcms/provost/budget/manual
Facilities and Operations

People and Functions

Timothy Glotch, Associate Dean for Operations and Facilities
Ed McFadden, Assistant Dean for Operations and Facilities
Laura Stevenson, budget and operations and facilities

What we do see this link:

Close coordination with Building Managers and Assistants-to-Chairs (Tim Glotch and Ed McFadden)

Work with Facilities, Design, and Construction; Campus Operations and Maintenance; Division of Information Technology (DoIT) and Client Support; Telecommunications; Property Control; and University Police – ask Ed First

Interface with Classroom Support

After Hours Call 2-3333 or 911
Rachel Rodriguez, Communications Manager
What we do:
Communication Platforms, Communication Channels, Target Audience & Message Frequency

- Web: hero stories on SBU and CAS sites; profiles/spotlights
- Digital outreach (newsletters, email blasts, evites)
- Print (programs, postcards, invitations, holiday cards)
- SBU News
- Social media
- Media relations collaboration
- Video
Key Dates - 2019

October 2019 – Departmental Enewsletter
• Template to be sent electronically – bulleted list of highlights
• Content due to RR: 9/27
• Distribution: end of October

April 2020 – Departmental Enewsletter
Template below: bulleted list of highlights
Include relevant images and hyperlinks
Content due to RR: 3/29
Distribution: end of April

Upcoming:
• Sir Run Run Shaw Lecture Series Call for Applications
• December 2019 Commencement - Student Nominations
• Staff Excellence Nominations - beginning February 2020
• Staff and Faculty Retirees for the Difference You Make - beginning February 2020
• Giving Day - April 28, 2020
Events

• Send all planned 2019-20 events to Rachel Rodriguez rachel.rodriguez@stonybrook.edu

Deadline: September 13, 2019

  o Promotion on College and University event calendars
  o Promotion on social media and with media relations, as relevant
  o Digital marketing (News, web, email)
  o Considerations for event enhancement e.g. receptions, advertising, additional promotion as relevant

• Examples
  o Department of Music concerts and events
  o Art exhibits, gallery openings
  o Teach ins, panel discussions, town halls
  o Science Open Nights, lectures
  o Poetry / book readings

Social Media

• Departments/Centers, etc., wishing to establish social media channels should contact Rachel Rodriguez who will assist with the process and review initial goals, content, and University social media guidelines.
Social

• Trending national campaigns
• Takeovers
• Contests
• Commencement
• Trending #s
• Program information
• Faculty and student stories
• Profiles
Departmental E-newsletters

HTML blast with links to web content

Average open rate: 31%

Next issue: October
Advancement

Rebecca Bair, Assistant Dean for Advancement

What we do:
1) Planning, and strategy and relationship development to raise funds and maximize resources from our universe of givers
2) Engage university advancement functions.

CAS Fundraising Focus
• Scholarships
• Fellowships
• Professorships & Chairs
• Research & Instruments/Equipment
• Funds for excellence and other projects advancing the College and Departments

CAS Universe of Givers
• Alumni (120,000)
• Parents
• Friends
• Faculty and Staff (high rate of giving)
• Foundations
• Corporations
• Other organizations

Other Potential Compelling Opportunities
• Some are new – some are existing and being restructured or expanded
• Student Experiential Learning
• Post Doctoral Fellowships
• Space/Areas Facilities Renovation & Equipment
Biggest Motivations for Individual Giving
• Make a difference – transformative impact
• Routine and tradition
• Feel financially secure
• Give back to my community or something important to me

Chairs/Departments Role In Advancement
• Partner with and follow the advice of Advancement
• Assist in identifying new leads: alums and community members who have resources and might be able to do more
  • Contact with successful alums?
  • Relationships with private foundations or corporations?
• Participate in engaging alums through newsletters, events in conjunction with national meetings/conferences for discipline, showcasing alums on panels or other speaking engagements such as convocation
• Participate in University wide philanthropic activities such as national Annual Giving Days and direct mailing to acquire new donors
• Participate in engaging major donors, such as on discovery calls, thank you visits and with stewardship events
• Think about equipment needs (potential for in-kind gifts)
Important Considerations
• Every prospect/donor is different
• Relationship development is at the core of Advancement: it takes time and is individualized
• Compelling ideas lead to transformative impact – key to big gifts
• Impact matters - donors are investing in the organization, department, program or project and want to know their gifts are making an impact
• Knowledge for its own sake will always be important, but...what about Making a Difference...
  • WHY should someone want to fund your department, program or project?
  • WHAT big problems are you solving & HOW?
  • HOW can a donor make a difference to people or society by giving to your department?
Advancement Functions

START HERE
CAS Advancement Office will enlist other resources as needed

CAS Advancement Office -> University Advancement -> Alumni Association -> Foundation

Major Gifts (outright & planned) -> Advancement Communications

Corporate, Foundation Relations

Advancement Services (prospect research, data analytics & stewardship)

Advancement Events

Includes smaller donations secured through strategies (phonathon, direct mail, etc.)

Annual Giving

Alumni Communications

Alumni Relations

Alumni Events

Gift processing

Investment/Endowment Management

SBF Reporting
CAS material submission DEADLINES – comprehensive

Use the Excel Template and modify for your own needs

link
Links to Useful Resources for Chairs

Promotion, tenure, reappointment, leave requests, mentoring, etc.
• [https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/index.php](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/index.php)
• Enhancing Department Climate
• Good Practice in Tenure Evaluation

Recruitment
• Searching for Excellence and Diversity: A Guide for Search Committees, WISELI.

Research
• Please encourage your faculty/students to use the Pivot Funding Opportunities Database [https://pivot.proquest.com/funding_main](https://pivot.proquest.com/funding_main)
• The following link lists current federal and private funding opportunities in the natural sciences, social sciences, arts, and humanities: [https://www.stonybrook.edu/commcms/cas/faculty_and_staff/research/index.php](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/research/index.php)

Budget
• Research Foundation-[http://research.stonybrook.edu/budget-and-application-tools](http://research.stonybrook.edu/budget-and-application-tools)
• Please utilize this link to view the Office of the Provost Budget Manual:

Communications
• Departments/Centers, etc., wishing to establish social media channels must complete the Social Media request form, this page also provides social media guidelines.
Links to Useful Resources for Chairs

**Personnel-Related Campus Resources**
- CAS Website: information on recruitment, leaves, reappointment, tenure/promotion, mentoring, etc.: [https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/index.php](https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/index.php)
- Office of the Provost: [https://www.stonybrook.edu/provost/](https://www.stonybrook.edu/provost/)
- Faculty Affairs Guide: [https://www.stonybrook.edu/commcms/provost/faculty/handbook/](https://www.stonybrook.edu/commcms/provost/faculty/handbook/)
- Office of Institutional Diversity and Equity: [https://www.stonybrook.edu/diversity/](https://www.stonybrook.edu/diversity/)
- Title IX: [https://www.stonybrook.edu/commcms/oide-titleix/](https://www.stonybrook.edu/commcms/oide-titleix/)
- Human Resource Services: [http://www.stonybrook.edu/hr/](http://www.stonybrook.edu/hr/)
- Labor Relations: [https://www.stonybrook.edu/lrweb/about.shtml](https://www.stonybrook.edu/lrweb/about.shtml)
- Visa and Immigration Services: [http://www.stonybrook.edu/commcms/visa/](http://www.stonybrook.edu/commcms/visa/)
CAS Chair Feedback Survey

Response Rate by Departments

- Aficana Studies
- Anthropology
- Art
- Biochemistry
- Chemistry
- Ecology and Evolution
- Economics
- English
- Geosciences
- Hispanic Languages
- History
- Linguistics
- Mathematics
- Music
- Neurobiology and Behavior
- Philosophy
- Physics and Astronomy
- Political Science
- Psychology
- Sociology
- Theater
- Undergraduate Biology
- Women's, Gender & Sexuality Studies
- Writing Program
- Total CAS

45%
Takes steps to implement a robust delivery of departmental curricula and encourages faculty to do regular assessments of departmental curricula.

Is available and willing to make time to meet with faculty/staff/students as requested.

Encourages all faculty/staff/students to achieve excellence within their discipline.

Provides opportunities for faculty input in the development of department policies and practices

Effectively/accurately communicates the position of upper leadership to the department

Is sensitive to issues surrounding diversity/implicit bias and works to assure a departmental culture that values diversity

Makes equitable assignments for teaching and service

Takes steps to provide all faculty with strong mentoring support/feedback/information about promotion/awards.

Takes steps to inform departmental faculty/staff about departmental budget/resources.

Advises faculty/staff about opportunities/training for professional development.

Enforces policies of SUNY, RF and SBU.

Takes steps to ensure that all faculty/staff/students are informed about responsible conduct of research/creative activities and that faculty/staff/students take the appropriate training.

Meetings and discussion with current Chairs in June