1. Important dates and CNS Dean’s office contact information
2. Role and responsibilities of the chair
3. Recruitment
   a. CNS guidelines for TT and NTT faculty
   b. Inclusive recruiting practices and promoting diversity
   c. Draft offer template
   d. Prior Approval Request (PAR)
   e. Dual career hires
   f. Interdisciplinary hires
   g. STARS equipment funding requests
   h. CPRIT applications
   i. Recruiting into endowed positions
   j. Child Care Center request form
   k. Ad hoc P&T for tenured faculty
   l. Getting new faculty started
   m. Harrington Fellows
4. Faculty evaluation
   a. Faculty Activity Reports
   b. Reviewing teaching
   c. Annual review
   d. Third year review
   e. Comprehensive periodic review
   f. Remediation plans
   g. Compensation
   h. Merit raises
   i. Faculty awards
5. Promotion and tenure
   a. Chair responsibilities
   b. CNS committee
   c. Preparing the dossier
   d. Budget Council and chair letters
   e. Requests for extension of the probationary period
   f. Appeal, reconsideration, grievance
6. Faculty separations
   a. Resignation
   b. Retirement and phased retirement
   c. Emeritus
   d. Termination
   e. Modified service
7. Faculty mentoring
   a. Teaching
   b. Research
   c. Career advising
8. Retentions and counteroffers
   a. Requesting a counteroffer
   b. Counteroffer template
   c. Child Care retention form
9. Department Teaching Workload
   a. Department faculty workload template
   b. Instructional budget flowchart
   c. Teaching Assignments form
10. Faculty leaves and modified duties
    a. Requests for faculty leave
    b. Requests for modified instructional duties
    c. Requests for unbalanced teaching loads
    d. Requests for outside employment
    e. Faculty sick leave form
    f. Faculty Research Assignments (FRA)
    g. Chair’s fellows
11. Non Tenure-Track Faculty
   a. Hiring and offer letter template
   b. NTT guide for department chair and faculty

12. Undergraduate and graduate teaching
   a. Course scheduling, and coursework policy
   b. TAs and graduate student support
   c. Student grievances
   d. Teaching awards

13. Budget
   a. Department budget process
   b. Instructional budget
   c. Administrative budget
   d. Faculty salary budget
   e. Endowment budgets

14. Facilities management and space
   a. Allocating Space
   b. Renovation and repair
   c. Managing department research cores and facilities

15. Staff
   a. Hiring
   b. Evaluation
   c. Staff grievances
   d. Staff awards
   e. Separations and dismissals
   f. CNS staff committee

16. Family Friendly Policies
   a. Sick leave and sick leave pool
   b. Family medical leave
   c. Parental Leave
   d. Extension of probationary period (5e)
   e. Modified instructional duties (10b)
   f. Dual career hiring (3e)
   g. Child Development Center

17. Endowments
   a. Use of departmental endowment funds and list of endowments
   b. Department endowment funds*
   c. Endowment reporting

18. Fundraising
   a. Staff and organization
   b. Fundraising priorities
   c. Annual fund
   d. Major giving 101

19. Service
   a. Commencement and awards ceremonies
   b. College-level committees

20. Communication and governance
   a. Department governance templates
   b. Roles of the Chair, Associate Chair, and Budget Council or Executive Committee
   c. Faculty meetings
   d. Incorporating NTT faculty into the department

21. Safety
   a. Campus safety
   b. Laboratory safety and training

22. Compliance and ethics
   a. Americans with Disabilities Act (ADA)
   b. ADA accommodation request form
   c. EEO and sexual harassment
   d. EEO reports
   e. Required compliance training
   f. Sponsored projects
   g. Reporting research expenditures
   h. Misconduct
   i. Entertainment expense policy

23. Problem solving and conflict resolution
   a. Immediate help
   b. Employee Assistance Program
   c. Campus Ombuds
   d. Other resources

*Document provided by CNS External Relations