To: Faculty and Staff

From: Don Reeder

Subject: Department Meeting Friday September 7, 2001
        Business Meeting at 12:20 in Memorial Union (see TITU)

Announcements:

1. Graduate School Research Committee applications are due by 4:30 pm Friday September 14. Electronic submission is required. See http://www.wisc.edu/grad for instructions, the form, etc.

2. Francis Halzen has received a renewal of his Hilldale Professorship

3. Information is available on the web site of the Office of Human Resources http://www.ohrd.wisc.edu/GR/grants.htm for the following programs for next year. The web pages contain all the rules and regulations for these grants, templates for applications, etc.

   a. Sabbatical Leaves. Requests are due in the Department Office by Friday, Sep 14.

   b. Faculty Development Grants. Applications are due in Department Office by Friday, Oct 12.

   c. Research Service Grants. Applications for summer 2002 are due in Department Office by Friday, Sep 14.

   d. Academic Staff Development Grants. See the following web site for instructions on applications http://www.ohr.wisc.edu/grants/

4. Faculty members who wish to teach in summer session 2002 should make their plans known to Jean Buehlman by 14 September.

5. Fall Department meeting schedule: Sep 7 (Mem. Union), Sep 21 (cancelled), Oct 5 (Mem Union), Oct 19 (Mem Union), Nov 2 (Union South), Nov 16 (Mem. Union), Nov 30 (Union South), and Dec 14 (Union South). Memorial Union could not accommodate us on all dates, so some were moved.

6. Note that the campus bus is free this year. This will be very important if global warming is illusory on a local scale.
Agenda

1. Announcements

2. Election of a secretary

3. Delegations of authority
   a. to the Chair for supplies and capital expenditures.
   b. to the Salary Committee for recommendations on salaries.
   c. to full professors for recommendations on promotion to full professor.

4. Enrollment report (Buehlman)

5. Report concerning the library. (Bruch and Kresse)

6. Renovation of Chamberlin (Huber)

7. Any other business

8. Closed meeting of the executive committee to consider personnel matters.