

Wabash.

Department Chair Handbook

2024-2025

INTRODUCTION

Division and Department Chairs, 2024-25	4
Department Chair Calendar: Important Dates	5
Department Chair Responsibilities	7
2024-25 Final Examination Schedule	9
2024-28 Wabash College Calendar	11
Schedule for Second-Year Review, Fall.....	13
Schedule for Tenure Review, Fall	14
Schedule for Promotion Review, Spring	16
Procedures After Failing Comprehensive Exams	17
Faculty and Staff Salary Reviews	19
Professional Development Approval Process.....	23
Consortium for Faculty Diversity at Liberal Arts Colleges	25
Developing and Executing Tenure Track Searches.....	27
Faculty Hiring Procedure.....	29
Academic Affairs Staff Hiring Procedure	38
Search Committee Training and Process.....	44
Criteria Matrix.....	50
Interviews - What is Inappropriate to Ask.....	51
Guidelines for Departmental Reviews.....	57
Department Review Schedule	61
Budgeting Responsibilities and Processes.....	62
Academic Information.....	64

2024-25 Division Chairs:

2024-25 Department Chairs:

2024-25 First Year Course Co-Chairs:

DEPARTMENT CHAIR CALENDAR: IMPORTANT DATES, 2024-25

Month	Date	What's Due
--------------	-------------	-------------------

Department Chair Responsibilities

Department Chair Selection and Term

Typical duties leading department

-
-
-
-
-
-
-
-
-
-

Fall Semester

- -
 -
- -
-
- -
 -
- -



FINAL EXAMINATION SCHEDULE, 2024-25

Final examinations are given at the end of each Fall and Spring semester. No deferred examinations are given except by written excuse from the Dean of Students. The faculty has agreed that no exams will be given and no papers will be due beginning Wednesday and through Sunday of the week prior to finals. No papers will be due during finals week unless there is not a final exam in the course, in which case the paper will be due at the end of the regularly scheduled exam time for that course. Classes not included in the schedule below will be examined during the final exam week under special arrangements made by the instructor. Exams are held in the same classrooms they met in during the semester unless otherwise assigned by the Registrar.

FALL SEMESTER 2024, BY EXAM DATE

Exam Date	Exam Time	Class Meeting Time
Monday, December 9	9:00 AM - 12:00 PM	Classes meeting at 9:45 AM TuTh
	1:30 - 4:30 PM	Classes meeting at 3:10 PM MWF
Tuesday, December 10	9:00 AM - 12:00 PM	Classes meeting at 8:00 AM MWF
	1:30 - 4:30 PM	Classes meeting at 1:10 PM TuTh
Wednesday, December 11	9:00 AM - 12:00 PM	Classes meeting at 9:00 AM MWF
	1:30 - 4:30 PM	Classes meeting at 8:00 AM TuTh & 2:40 PM TuTh
Thursday, December 12	9:00 AM - 12:00 PM	Classes meeting at 10:00 AM MWF
	1:30 - 4:30 PM	Classes meeting at 2:10 PM MWF
Friday, December 13	9:00 AM - 12:00 PM	Classes meeting at 11:00 AM MWF
	1:30 - 4:30 PM	Classes meeting at 1:10 PM MWF
Saturday, December 14	Make-up exams; multi-section and other courses as assigned by the Registrar	

FALL SEMESTER 2024, BY CLASS MEETING TIME

Class Meeting Time	Exam Date	Exam Time
Classes meeting at 8:00 AM MWF	Tuesday, December 10	9:00 AM - 12:00 PM
Classes meeting at 9:00 AM MWF	Wednesday, December 11	9:00 AM - 12:00 PM
Classes meeting at 10:00 AM MWF	Thursday, December 12	9:00 AM - 12:00 PM
Classes meeting at 11:00 AM MWF	Friday, December 13	9:00 AM - 12:00 PM
Classes meeting at 1:10 PM MWF	Friday, December 13	1:30 - 4:30 PM
Classes meeting at 2:10 PM MWF	Thursday, December 12	1:30 - 4:30 PM
Classes meeting at 3:10 PM MWF	Monday, December 9	1:30 - 4:30 PM
Classes meeting at 8:00 AM TuTh & 2:40 PM TuTh	Wednesday, December 11	1:30 - 4:30 PM
Classes meeting at 9:45 AM TuTh	Monday, December 9	9:00 AM - 12:00 PM
Classes meeting at 1:10 PM TuTh	Tuesday, December 10	1:30 - 4:30 PM
Make-up exams; multi-section and other courses as assigned by the Registrar	Saturday, December 14	



FINAL EXAMINATION SCHEDULE, 2024-25

SPRING SEMESTER 2025, BY EXAM DATE

Exam Date	Exam Time	Class Meeting Time
Monday, May 5	9:00 AM - 12:00 PM	Classes meeting at 9:00 AM MWF
	1:30 - 4:30 PM	Classes meeting at 8:00 AM TuTh & 2:40 PM TuTh
Tuesday, May 6	9:00 AM - 12:00 PM	Classes meeting at 11:00 AM MWF
	1:30 - 4:30 PM	Classes meeting at 1:10 MWF
Wednesday, May 7	9:00 AM - 12:00 PM	Classes meeting at 9:45 TuTh
	1:30 - 4:30 PM	Classes meeting at 3:10 PM MWF
Thursday, May 8	9:00 AM - 12:00 PM	Classes meeting at 8:00 AM MWF
	1:30 - 4:30 PM	Classes meeting at 1:10 PM TuTh
Friday, May 9	9:00 AM - 12:00 PM	Classes meeting at 10:00 AM MWF
	1:30 PM- 4:30 PM	Classes meeting at 2:10 PM MWF
Saturday, May 10	Make-up exams; multi-section and other courses as assigned by the Registrar	

SPRING SEMESTER 2025, BY CLASS MEETING TIME

Class Meeting Time	Exam Date	Exam Time
Classes meeting at 8:00 AM MWF	Thursday, May 8	9:00 AM - 12:00 PM
Classes meeting at 9:00 AM MWF	Monday, May 5	9:00 AM - 12:00 PM
Classes meeting at 10:00 AM MWF	Friday, May 9	9:00 AM - 12:00 PM
Classes meeting at 11:00 AM MWF	Tuesday, May 6	9:00 AM - 12:00 PM
Classes meeting at 1:10 PM MWF	Tuesday, May 6	1:30 - 4:30 PM
Classes meeting at 2:10 PM MWF	Friday, May 9	1:30 - 4:30 PM
Classes meeting at 3:10 PM MWF	Wednesday, May 7	1:30 - 4:30 PM
Classes meeting at 8:00 AM TuTh & 2:40 PM TuTh	Monday, May 5	1:30 - 4:30 PM
Classes meeting at 9:45 AM TuTh	Wednesday, May 7	9:00 AM - 12:00 PM
Classes meeting at 1:10 PM TuTh	Thursday, May 8	1:30 - 4:30 PM
Make-up exams; multi-section and other courses as assigned by the Registrar	Saturday, May 10	

Wabash.

Ringling In Saturday	AUG 17	AUG 23	AUG 22	AUG 21
Classes Begin	AUG 21	AUG 27	AUG 26	AUG 25
Final Date to Add Full Semester and First Half Courses	AUG 27	SEPT 2	SEPT 2	AUG 31
Student Census*	SEP 3-4	SEPT 9-10	SEPT 8-9	SEPT 7-8
Final Date to Drop (without record on transcript) a First Half-Semester Course or Request Credit/No Credit (CR/NC) Grading Option	SEP 6	SEPT 12	SEPT 11	SEPT 10
Final Date to Request Credit/No Credit (CR/NC) Grading Option in a First Half-Semester Course				
First Day to Request Conversion to Credit/No Credit (CC/NC) Grading Option for a First Half-Semester Course	SEP 16	SEPT 22	SEPT 21	SEPT 20
Final Date to Drop Full Semester Course (without record on transcript)	SEP 20	SEPT 26	SEPT 25	SEPT 24
Final Date to Request Credit/No Credit (CR/NC) Grading Option in a Full Semester Course				
Final Date To Withdraw (with "W" on transcript) from a First Half-Semester Course	SEP 27	OCT 3	OCT 2	OCT 1
Final Date to Request Conversion to Credit/No Credit (CC/NC) Grading Option in a First Half-Semester Course				
First Day to Request Conversion to Credit/No Credit (CC/NC) Grading Option for a Full Semester Course	OCT 7	OCT 13	OCT 12	OCT 11
Midsemester	OCT 9	OCT 15	OCT 14	OCT 13
Midsemester Break	OCT 10-13	OCT 16-19	OCT 15-18	OCT 14-15
Classes Resume; Second Half-Semester Courses Begin	OCT 14	OCT 20	OCT 19	OCT 18
Mid-Term Grades Due	OCT 15	OCT 21	OCT 20	OCT 19
Final Date to Add a Second Half-Semester Course	OCT 18	OCT 24	OCT 23	OCT 22
Final Date to Drop (without record on transcript) from a Second Half-Semester Course	OCT 25	OCT 31	OCT 30	OCT 29
Final Date to Request Credit/No Credit (CR/NC) Grading Option in a Second Half-Semester Course				
First Day to Request Conversion to Credit/No Credit (CC/NC) Grading Option for a Second Half-Semester Course	NOV 4	NOV 10	NOV 9	NOV 8
Pre-Registration for Spring Semester	NOV 4-8	NOV 10-14	NOV 9-13	NOV 8-12
Final Date to Withdraw (with "W" on transcript) from a Full Semester Course OR a Second Half-Semester Course	NOV 15	NOV 21	NOV 20	NOV 19
Final Date to Request Conversion to Credit/No Credit (CC/NC) Grading Option in a Full Semester Course OR a Second Half-Semester Course				
Thanksgiving Recess	NOV 23 - DEC 1	NOV 22-30	NOV 21-29	NOV 20-28
Classes Resume	DEC 2	DEC 1	NOV 30	NOV 29
Last Day of Fall Semester Classes	DEC 6	DEC 12	DEC 11	DEC 10
Final Exams	DEC 9-14	DEC 15-20	DEC 14-19	DEC 13-18
All Semester Grades Due	DEC 16	DEC 22	DEC 21	DEC 20

Written Comprehensives for Seniors	JAN 9-10, 13-14	JAN 8-9, 12-13	JAN 7-8 11-12	JAN 6-7, 10-11
Oral Comprehensive Exams for Seniors	JAN 15-17	JAN 14-16	JAN 13-15	JAN 12-14
Classes Begin	JAN 20	JAN 19	JAN 18	JAN 17
Final Date to Add Full Semester and First Half Courses	JAN 24	JAN 23	JAN 22	JAN 21
Student Census*	JAN 28-29	JAN 27-28	JAN 26-27	JAN 25-25
Celebration of Student Research (afternoon classes cancelled)	JAN 24	JAN 23	JAN 29	JAN 28
Final Date to Drop a First Half-Semester course (without record on transcript)	JAN 31	JAN 30	JAN 29	JAN 28
Final Date to Request Credit/No Credit (CR/NC) Grading Option in a First Half-Semester Course				
First Day to Request Conversion to Credit/No Credit (CC/NC) Grading Option for a First Half-Semester Course	FEB 10	FEB 9	FEB 8	FEB 7
Final Date to Drop Full Semester Course (without record on transcript) or Request Credit/No Credit (CR/NC) Grading Option	FEB 14	FEB 13	FEB 12	FEB 11
Final Date to Request Credit/No Credit (CR/NC) Grading Option in a Full Semester Course				
Final Date to Withdraw from First Half-Semester Course (with "W" on transcript) or Request Conversion to Credit/No Credit (CC/NC) Grading Option in a First Half-Semester Course	FEB 21	FEB 20	FEB 19	FEB 18
First Day to Request Conversion to Credit/No Credit (CC/NC) Grading Option for a Full Semester Course	MAR 3	MAR 2	MAR 1	FEB 28
Midsemester	MAR 7	MAR 6	MAR 5	MAR 3
Spring Recess	MAR 8-16	MAR 7-15	MAR 6-14	MAR 4-12
Classes Resume; Second Half-Semester Courses Begin	MAR 17	MAR 16	MAR 15	MAR 13
Mid-Term Grades Due	MAR 18	MAR 17	MAR 16	MAR 14
Final Date to Add Second Half-Semester Course	MAR 21	MAR 20	MAR 19	MAR 17
Final Date to Drop Second Half-Semester Course (without record on transcript)	MAR 28	MAR 27	MAR 26	MAR 24
Final Date to Request Credit/No Credit (CR/NC) Grading Option in a Second Half-Semester Course				
First Day to Request Conversion to Credit/No Credit (CC/NC) Grading Option for a Second Half-Semester Course	APR 7	APR 6	APR 5	APR 3
Pre-Registration for Fall Semester	APR 7-11	APR 6-10	APR 5-9	APR 3-7
Final Date to Withdraw (with "W" on transcript) from a Full Semester Course OR a Second Half-Semester Course	APR 18	APR 17	APR 16	APR 14
Final Date to Request Conversion to Credit/No Credit (CC/NC) Grading Option in a Full Semester Course OR a Second Half-Semester Course				
Last Day of Spring Semester Classes	MAY 2	MAY 1	APR 30	APR 28
Final Exams	MAY 5 - 10	MAY 4-9	MAY 3-8	MAY 1-6
Senior Final Grades Due	MAY 12	MAY 11	MAY 10	MAY 8
Commencement	MAY 17	MAY 16	MAY 15	MAY 13
Junior, Sophomore, and Freshmen Semester Grades Due	MAY 19	MAY 18	MAY 17	MAY 15
Classes Begin	MAY 27 (Tuesday)	MAY 26 (Tuesday)	MAY 24	MAY 22
Final Day to Add a Summer Course and Final Date to Drop a Summer Course (without record on transcript)*	one week after course's start date	one week after course's start date	one week after course's start date	one week after course's start date
Memorial Day - No Classes	MAY 26	MAY 25	MAY 31	MAY 29
Independence Day Observed - No Classes	JULY 4	JULY 3	JULY 5	JULY 4
Final Date to Drop a Summer Course (with "W" on transcript) or request CC/NC grading for the course	two weeks prior to course's end date	two weeks prior to course's end date	two weeks prior to course's end date	two weeks prior to course's end date
Last Day of Summer Semester Classes	AUG 15	AUG 14	AUG 13	AUG 18

o

o /

/

**SCHEDULE FOR PROMOTION REVIEW
2024-25**

- By December 1:** **Faculty Member & Dept Chair:** Discuss the process for promotion and student/alumni comments.
- Faculty Member:** Notify Dean of the request for promotion. Submit a list of 3 possible Outside Reviewers – including credentials and a brief description of relationship to Reviewer - to the Sr Admin Assistant.
- Sr Admin Assistant:** Create folder and grant access to Dean, Div Chairs, Dept Chair, and Faculty Member. (Box)
- January 17:** **Faculty Member:** Submit electronic set of scholarly and/or creative work for the Outside Reviewer, a list of 8 alumni (with their current email address), and a list of 8 current students who will be asked for written comments. (Box)
- Sr Admin Assistant:** On behalf of department chair, email students and alumni for written comments. Send CV and scholarly and/or creative work to Outside Reviewer.
- January 31:** **Faculty Member:** Submit the review dossier with a statement and supporting documents. (Box)
- Sr Admin Assistant:** Remove Faculty Member’s access.
- February 17:** **Sr Admin Assistant:** Student and alumni written comments are due. Combine current student written comments into one document.
- March 1:** **Dept Chair:** Submit letter of recommendation. (Box)
- Sr Admin Assistant:** Outside Reviewer letter is due.
- April:** **Dean & Div Chairs:** Review materials and deliberate on request for promotion. Submit recommendation to the President. (Box)
- Sr Admin Assistant:** Grant access to the President and Executive Assistant. (Box)
- May 15:** **President & Dean:** Notify the Faculty Member of the College’s decision.
- Sr Admin Assistant:** Remove all access except for the Dean. (Box)

**PROCEDURES FOLLOWING STUDENT FAILURE OF COMPREHENSIVE EXAMS
2024-2025**

-

-

-

-

-

-

-

-

-

-

-

Failure for Missed Oral Exams

SALARY REVIEWS

FACULTY

D

C

D

D C
A D C
D C
B B C
A A D C A
C
D C D C
A D D
C

DEPARTMENT CHAIR REVIEW AND COMPENSATION

STAFF

-
-
-
-

staff member

Professional Development Approval Process

Dean's Professional Travel Funds

-

-

-

-

-

Coss Faculty Development Fund

-

-

-

BKT Research Grants

-

-

-

Sabbatical Leave Program

-

-

-

-

-

-

Outside Grant Proposals

-

-



-

Staff Professional Development and Travel (Business Travel)

-

-

-

-

-

The Consortium for Faculty Diversity at Liberal Arts Colleges
Information for Departmental Search Committees at Wabash College

Mission and Goals

Shared Commitments of Member Institutions

-
-
-
-
-

Fellowships for Candidates Who Enhance the Diversity of the Academy

-
-
-

CFD Fellowship Guidelines

- | | |
|-------|-------|
| <hr/> | <hr/> |
| • | • |
| • | • |
| • | • |
| • | • |
| • | • |
| • | • |

Wabash's Commitment to the CFD

CFD in Practice at Wabash College

For CFD post-doctoral fellowships,

Strong, Active Mentorship in the Campus/Faculty Life of a Liberal Arts College

Using Our CFD Membership to Expand other Faculty Applicant Pools

We treat CFD candidates in broader faculty searches differently than post-doctoral appointments

Developing and Executing Tenure Track Searches: An Overview



FACULTY HIRING PROCEDURE

Additional resources for faculty hiring are available to those leading searches in the Hiring Guidance Box folder. Also consult the document "Developing and Executing Tenure Track Searches: An Overview," which procedures this section of the Department Chair Handbook.

Department Chair

Department

Dean and Division Chair(s)

Dean

Department Chair

Department Chair

Dean's Office

-
-
-
-
-
-
-
-
-
-

-

U.S. News,

Colleges That Change Lives.

-



-
-
-

Upon hire, Wabash requires successful completion of a background check and official transcripts. Notification of this requirement can be discussed during campus interview and included in appointment letter.

*However
not*

Department

Dean

Dean's Office



Coordinators

Academic Administrative

Department Chair

Academic Administrative Coordinator



Academic Administrative Coordinators

Department

and with rationale and including candidate review criteria

Dean or Senior Associate Dean

Department Chair

Personnel

Committee

Dean

Dean's office

Department Academic Administrative Coordinator

College's calendar

*Division Chairs'
Senior Associate Dean's*

Dean's

Academic Administrative Coordinators

Academic Administrative Coordinators (AACs)

Academic Administrative Coordinators

Division Chairs Dean

Interview scheduling

All interviews must produce one or more ways to evaluate teaching ability and potential. A preferred mechanism for this evaluation is a teaching demo using an existing class or a teaching experience constructed for the interview. If a teaching demo is not used, the department must require a portfolio of material demonstrating teaching effectiveness as part of the application materials and/or request that at least one letter of recommendation be requested from a recommender who is able to insightfully comment on the candidate's teaching

Other considerations:

Chair

Department

Department members

Department Chairs

Department Chair
Division Chair
Personnel Committee Department Chair
Department

Department Chair

Dean,

Dean

Department Chair.

Dean

Dean

*Department
Academic Administrative Coordinator*

HIRE INFORMATION - WHAT TO RETAIN IN JOB SEARCHES

ACADEMIC AFFAIRS STAFF HIRING PROCEDURE

-
- -
 -
 -
 -
 -

-



-

-

Colleges That Change Lives.

U.S. News,

Interview Scheduling

-

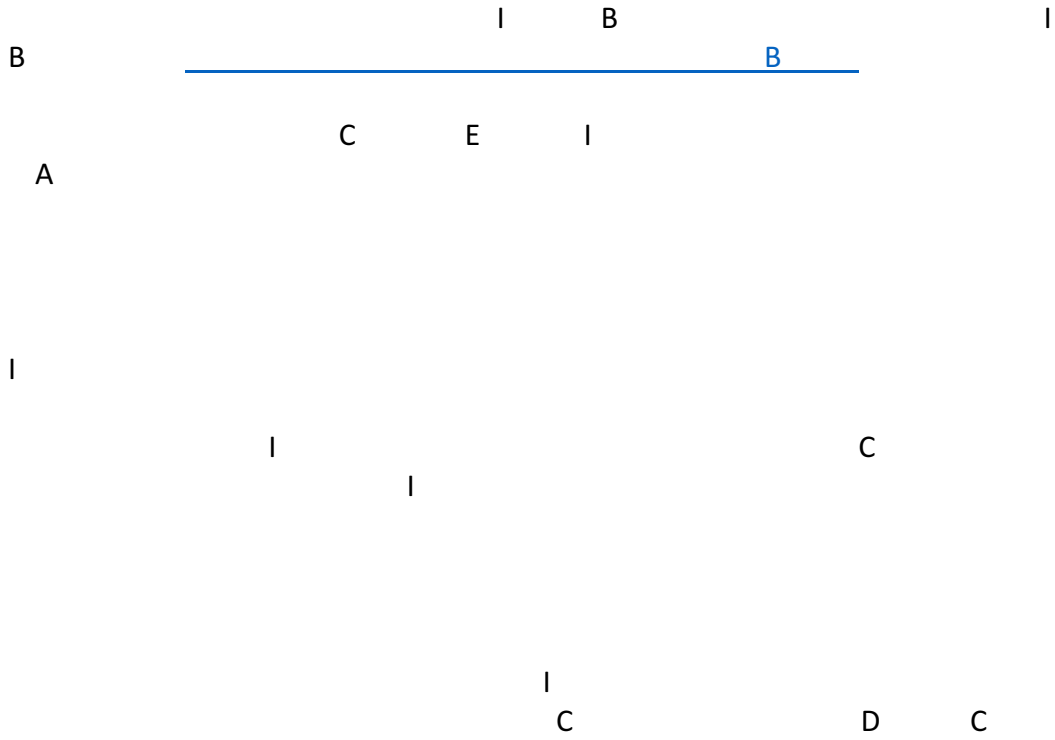


not

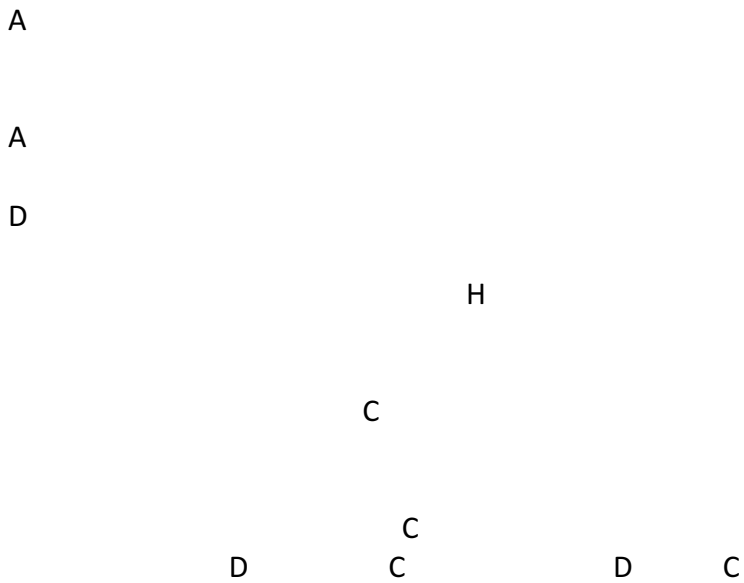
HIRE INFORMATION - WHAT TO RETAIN IN JOB SEARCHES

Search Committee Training and Process

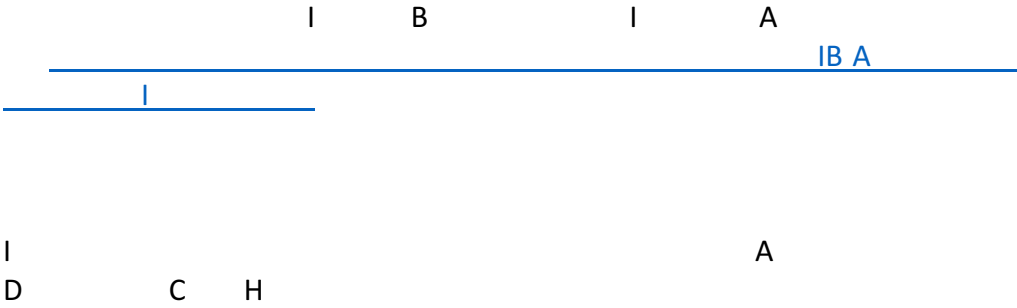
Before Reviewing Candidates



While Reviewing Candidates



Before and During the Interview Phase



Rising above Cognitive Errors

g d u d H e s o g S e R r T u n c e n . e r e D e l v w n , t **Evaluation** o m m i t t e s

A

D

I. Common Errors of Individual Members

Not errors just made by the 'bad guys' but things we all tend to do if we are not motivated to avoid them.

Negative Stereotypes A

Positive Stereotypes A

Raising the Bar

Self-Fulfilling Prophecy

Seizing a Pretext H

Character over Context Attribution

Premature Ranking/Digging In

Momentum of the Group I

Developing Screening Criteria: Step-by-Step Guidance for Search Committees

INTRODUCTION

D

and

Evaluation Criteria **Required or Preferred** E

must I R P

Relationship to Job

impossible without it? D **What aspects of the job might be difficult or**

I

I

Ways Criterion Can be met

G

I

G *quality* *quantity*

A

first *qualifications* *continuing*

Priority H

strength

strength
strongly

better

high priority

C

low priority _____

low

A D

low

high
High, medium

Evidence the Candidate Excels

strongly

ways

G

much

well).

When to Assess

I

A

Criteria Matrix

Job Title:

Full Consideration Date:

Final Closing Date:

Evaluation Criteria	Required or Preferred?	Relationship to job – <i>What parts of the job does this qualification support? Why is it needed/how is it used? What might they not be able to do without it?</i>	Ways Criterion Can be Met – <i>what are the different ways someone might meet this qualification?</i>	Priority – <i>importance</i>	Evidence the Candidate Excels or Exceeds in this Area <i>what are indicators that someone meets the qualification STRONGLY – what ways of meeting it predict better performance?</i>	When to Assess <i>(and eliminate for not meeting)</i>

Interviews-What is Inappropriate to Ask

1. Subject: Relatives/Marital Status

Inappropriate:

Appropriate:

2. Subject: Residence

Inappropriate:

Appropriate:

3. Subject: Pregnancy

Inappropriate:

Appropriate:

4. Subject: Physical Health

Inappropriate:

Appropriate:

5. Subject: Family

Inappropriate:

Appropriate:

6. Subject: Name

Inappropriate:

Appropriate:

7. Subject: Sex

Inappropriate:

Appropriate:

8. Subject: Photographs

Inappropriate:

Appropriate:

9. Subject: Age

Inappropriate:

Appropriate:

10. Subject: Education

Inappropriate:

Appropriate:

11. Subject: Citizenship

Inappropriate:

Appropriate:

12. Subject: National Origin/Ancestry

Inappropriate:

Appropriate:

13. Subject: Race or Color

Inappropriate:

Appropriate:

14. Subject: Religion

Inappropriate:

Appropriate:

15. Subject: Organizations

Inappropriate:

Appropriate:

16. Subject: Military

Inappropriate:

Appropriate:

17. Subject: Height & Weight

Inappropriate:

Appropriate:

18. Subject: Arrests & Convictions

Inappropriate:

Appropriate:

Appropriate:

20. Statements of Guaranteed or Permanent Employment

Inappropriate:

Appropriate:

Departmental Reviews

_____ *prior*

This will be a written document submitted to the Dean's Office and outside consultant(s) at least three weeks prior to consultants arriving on campus

prior to extending any invitation to participate



I. Identification of Review Focus Questions (Required element)

II. Characteristics of the department (Required element)

C.

III. Review (and revision) of departmental curriculum and student learning goals (Required)

The department review self-study should document these discussions and, at a minimum, include an updated set of department student learning goals.

IV. Practice

V. Assessment: How We Assess Student Learning, Pedagogy, and Programs (some consideration of assessment data is a required review element)

VI. Questions and Issues: Moving Forward

VII. Appendices (Optional, included as deemed useful by department)

Department and Program Review Schedule

	2023-24	2024-25	2025-26	2026-27	2027-28
Deans Level Assessment					
Department Reviews					
Division 1					
Division 2					
Division 2					
Division 3					
Division 3					
Program reviews					
Program reviews					
Support					

BUDGETING RESPONSIBILITIES AND PROCESSES

Budget Tracking (throughout the year)

-
-
-
-

Purchasing Card (P-Card) Use

-
-
-
-
-
-

Purchasing Card Reconciliation (Monthly)

_____	_____
_____	_____

-
-

Check Requests

_____	_____	_____

Other Accounting Forms

STUDENT AND DEPARTMENT ACADEMIC INFORMATION

Reviewing Majors and Minors in Academic Planning

.....

academic advisor

primary

one

-
-
-
-
-

major advisor

minor advisor

pre-health advisor

it can also be useful to review progress in the summer prior to a student's senior year to catch any errors related to completion of annually offered courses that are in the fall. This access and review process should also be helpful to chairs to help plan and anticipate the courses and/or number of sections of courses that need to be scheduled based on the needs of students in their majors or minors.

Because there are different roles for advisors, most students will have multiple people assigned to them with an advisor role. Many students will have three people assigned; a student whose academic advisor is also his major or minor department chair may have fewer; a student with multiple majors and/or minors may have more. However, it is always the academic advisor who functions as the primary advisor.

On the Advising Overview screen in Academic Planning, an advisor can search for his or her advisees and filter the search by advising role. Thus, an advisor who only wants to search for his or her academic advisees can select "Academic" from the drop-down menu, click Go, and see a list of only academic advisees. Follow the same process but select "Major" or "Minor" to see only those advisees.

Informer 5 Reports of Departmental Data

All department chairs should have access to an Informer 5 dashboard that pulls department majors and course enrollments for both the current term and historical terms. The dashboard can be used to track the number of department majors as well as produce information on a variety of student metrics. To access the dashboard, log in to Informer 5 at informer.wabash.edu, click on "Reports" on the left side of the screen, and search for "Department Chairs Dashboard."

It is important to keep in mind that the dashboard contains FERPA-protected information, so department chairs should only allow others to access their contents within the "legitimate educational interests" clause. Access should be strictly limited to those who have been trained in handling FERPA-protected information and for whom handling sensitive information is the scope of their professional duties.

Below is a link to a video tutorial for using the dashboard. Please reach out to the Director of Institutional Research with any questions.

[Department Chairs Dashboard Tutorial](#)

