

**Department of Atmospheric Sciences**  
**Faculty Meeting Minutes**  
**Spring Quarter 2024**  
**Tuesday, May 21, 2024**  
**2:30-4:30 PM**  
**ATG 310**

1. **Call to Order & Meeting Minutes**
2. **Announcements & Introductions**
3. **Quarterly Updates**
  - A. Equity, Diversity, and Inclusion Committee Report (Cecilia Bitz)
    - a. N/A
  - B. Facilities (Dennis Canuelle)
    - a. The provost planned on having key card access implementation sooner than what was originally planned
    - b. Sally Clark, Police Chief, will talk about strangers wandering around UW buildings in the next safety meeting
      - i. Let David know if anything needs to be mentioned in the meeting
      - ii. 3rd Monday of June
  - C. Computing (David Warren)
    - a. 610 mics are installed but won't be tested until the end of the quarter
  - D. Grants Team (Paula Kurose)
    - a. Paula will be sending out emails to faculty about summer salary
    - b. Intranet now has the grant proposal intake form
  - E. Undergrad Report (Lyatt Jaeglé, Cathy Liao)
    - a. Attend the undergrad symposium on Friday to support our students!
  - F. Grad program (Rob Wood, Cathy Liao)
    - a. 5 males and 4 females for the next cohort (1 additional student admitted from the Bridge program)
    - b. the first-year students' report will be on Friday, Sept 20.
      - i. Orientation will be on the same day
  - G. Graduate students (Amy Liu, Lily Zhang)
    - a. 7% for variable-rate over the next 3 years for ASEs
    - b. Students are surveying current spending (rent, living expenses, etc.)
    - c. GSDVL meeting sign-up opened up to graduate students earlier this week
      - i. Open up to faculty tomorrow, May 22nd at 9 am
      - ii. Faculty dinner will be split into 2 groups
  - H. Postdoc (Chris Kenseth)
    - a. Chris will be sending out emails to 2nd mentors
      - i. A reminder to meet with mentees
    - b. Monthly postdoc gatherings have been going well
  - I. Office (Shana Ava)

Next meeting scheduled for: TBD

- a. Shana will be handling student and staff hiring matters during the weekend
  - b. Mark is moving on
  - c. A new budget analyst position has been posted
  - d. The faculty members that Mark managed are now going to be handled by Thomas
    - i. Thomas and Paula/Shana will be meeting these faculty members regarding budget reconciliation
  - e. Student assistants have been helping with the budget projections and the Grant Manager reviews them
- J. College Council (Qiang Fu)
- a. Kyle Armour was elected as the CC member at large and started his service by joining the CC meetings in April. Thanks, Kyle.
  - b. In the last 1 or 2 meetings, the CC has finalized P&T guidelines, particularly adding explicit language on community-engaged scholarship in addition to the clarification of conflict of interest, the number of letters, and so on. People who put together the P&T dossier together should look at the revised guidelines,
  - c. Qiang Fu's term as the CC member representing the Atmospheric Sciences Department will finish this quarter. A new CC member needs to be elected to represent our department.
- K. Faculty Senate (Cecilia Bitz)
- a. N/A

#### 4. **Old Business**

- Updates to the Grant Submission Process
- ATMS-CSE Joint Faculty Search Update
  - Things are going well, more details to follow
- Teaching Assistant Professor Search

#### 5. **New Business**

- PhD Dissertation Flyers + Frames
  - Have a signed and framed flyer for the PhD student at their defense
- On-site Work Expectations for Postdoc, J-1 Visitors, Faculty
  - The expectation is that postdoc scholars work 100% onsite under the mentorship of the faculty
  - Exceptions for remote or hybrid working arrangements require an approval process via multiple university levels before this is allowed.
  - Any new J-1 exchange visitors who started on 07/01/2023 or after are subject to this requirement, and must participate in-person at UW or third-party activity sites at least 60% of the time.
  - Generally, faculty should NOT be 100% remote
  - For UW paid visiting faculty and lecturers as well

Next meeting scheduled for: TBD

- More information to come after a discussion with the Dean's Office
- Remote work guideline is now on our intranet
- Please email [atmhr@uw.edu](mailto:atmhr@uw.edu) if you would like to hire a remote/hybrid employee.  
The more information you can provide, the more compelling we can the case.

## 6. **Adjourn to Executive Session**