

Rules Committee

Minutes for the 08/26/19 Meeting

Attendants: Anja Remshagen, Mikhail Beznosov, Angela Branyon, Landewatte DeSilva, Shannon Finck, Brent Gilles, Allison Hollingsworth, Laura Miller, Denise Overfield, John Sewell, Charlie Sicignano

1. Minutes

Minutes from 05/08/19 were approved.

2. Rules committee charge

Rules committee members will revise/reformat the UWG [Procedures](#) within each area of Section 2.0 using the [UWG Procedure form](#). Also, review the Faculty Handbook for the rules/regulations offered and offer revisions as necessary. The “assignments” are listed below (Rules committee member listed, current [Faculty Handbook](#) number):

Laura: Appeal of Reconsideration 103.0202 (currently 103.0205)

UWG Procedure 2.2.4

Anja: Annual Evaluation (104.0101)

UWG Procedure 2.4.1

Shannon: Pre-Tenure Review (Third Year Review) (102.0201.B)

UWG Procedure 2.4.2

Mikhail: Post-Tenure Review (104.02)

UWG Procedure 2.4.3

→ assign additional committee member

Allison: Evaluation of Chairs (104.03)

UWG Procedure 2.4.4

Brent: Evaluation of Deans (104.06)

UWG Procedure 2.4.5

→ assign additional committee member

Angela: Annual Leave (111.01) 8.2.7 BOR

UWG Procedure 2.5.1

Charlie: Professional Leave (Awards) (112 through 114.0201)

UWG Procedure 2.5.2

Mary, Landewatte, John: not yet assigned

Old business: Time Limits 103.0402

3. Regular Agenda Items

a. Criteria for promotion

The committee discussed the difference between promotion criteria 3 and 4: Committee members pointed out that academic achievement is considered to be the “academic output,” e.g. publication of papers. Professional development and growth includes activities that build towards reaching academic achievements, e.g. attendance at conferences and workshops. The UWG Faculty Handbook lists a graduate/terminal degree as fulfillment of criteria 3 and includes all activities concerning academic achievement and professional growth & development in criteria 4. It was pointed out that the terminal degree should not be included in the four criteria, but should be listed as additional promotion requirement.

Anja will ask the Faculty Development Committee (FDC) to clarify the differentiation between criteria 3 and 4. The review of the promotion criteria was tabled until the FDC has provided feedback on the issue.

b. Criteria for tenure

The review of the tenure criteria was tabled until the FDC has provided feedback since the tenure criteria reference the promotion criteria.

c. Promotion and tenure evaluation

Modifications to the UWG Faculty Handbook Section 103.0201 as shown in Appendix I were approved by the Rules Committee.

UWG Procedure 2.2.3 was created: The definition of “voting faculty” as specified in Article 1, Section 2.C of the University Statutes was inserted in the definition section of the procedure form. Faculty Handbook Section 103.0201 as approved before was inserted in the procedure section of the form.

A. Membership

	Senate Members	
Remshagen, Anja (Chair)	anja@westga.edu	Senate – COSM (2020)
Angela Branyon	abranyon@westga.edu	Senate – COE (2021)
Beznosov, Mikhail	mbeznosov@westga.edu	Senate – COSS (2020)
Miller, Laura	lmiller@westga.edu	Senate – COAH (2020)
	Faculty Members	
Bishop, Mary	mbishop@westga.edu	Faculty – THSSON (2021)
DeSilva, Landewatte	ldesilva@westga.edu	Faculty – COSM (2021)

Finck, Shannon	sfinck@westga.edu	Faculty COAH (2020)
Gilles, Brent	bgilles@westga.edu	Faculty – COE (2020)
Hollingsworth, Allison	alisonh@westga.edu	Faculty – RCOB (2020)
Sewell, John	johns@westga.edu	Faculty - COSS (2021)
Sicignano, Charlie	charlie@westga.edu	Faculty- Library (2020)
	Administrator	
Overfield, Denise	doverfie@westga.edu	Provost and Vice President for Academic Affairs appointee
TBD	legal-list@westga.edu	University General Counsel
	Google Group	
Faculty Senate Rules Committee, fs-rules-list@westga.edu		

B. Meeting Schedule

Rules Meetings	Rules Location/ Time	Senate Agenda Deadline	Senate & Exec. Com. Meetings	Senate Meetings Location/Time	Executive Committee Location/Time
Dates (Mondays)	Location TLC 2-207	Dates (Fridays)	Dates (Fridays)	Location TSON 106	Location TSON 200
08/26/2019	3pm-4:30pm	09/06/19	09/13/19	1pm	11:30am/12pm
09/23/2019	3pm-4:30pm	10/04/19	10/11/19	1pm	11:30am/12pm
10/21/2019	3pm-4:30pm	11/01/19	11/08/19	1pm	11:30am/12pm
11/18/2019	3pm-4:30pm	11/29/19	12/06/19	1pm	11:30am/12pm
TBD	TBD	01/17/20	01/24/20	1pm	11:30am/12pm
TBD	TBD	02/14/20	02/21/20	1pm	11:30am/12pm
TBD	TBD	03/20/20	03/27/20	1pm	11:30am/12pm
TBD	TBD	04/10/20	04/17/20	1pm	11:30am/12pm
TBD*	TBD*	06/05/20	06/12/20*	1pm	11:30am/12pm
TBD*	TBD*	07/10/20	07/17/20*	1pm	11:30am/12pm

* these meetings will be scheduled if there are pending agenda items

C. Rules Committee Purpose ([UWG Policies and Procedures](#))

Purpose: to review and make recommendations to the Faculty Senate regarding the structures, composition and organizational aspects of the Faculty Senate and its committees and the rules under which they operate; to resolve disputes between Senate committees, to recommend clear, transparent, efficient, and effective rules for faculty participation in shared university governance; to consider appeals for cases of alleged violations to the rules; to recommend and to coordinate revisions and updates to the [UWG Faculty Handbook](#), [Statutes](#), [Bylaws](#), [Policies and Procedures](#), and any operating protocols the Senate establishes.

Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the University General Counsel; and one appointed by the Provost. (Total: 13)

Appendix I

103.0201 Faculty Promotion and Tenure Evaluation

A. Departmental Evaluation (for units with academic departments)

1. Faculty Committee

A faculty promotion and tenure evaluation committee, consisting exclusively of no fewer than three tenured faculty members selected by the voting **faculty** members of the department **as defined by University Statutes (Article 1, Section 2.C: Faculties of the University)**, shall formally review dossiers submitted to the department chair. In the event that a department does not have a sufficient number of tenured faculty members, tenured faculty from other departments must be invited to serve. Department chairs, Assistant/Associate Deans and Deans are excluded from selection as committee members. No faculty member shall serve on the committee during a year in which he or she is being considered by the committee. The departmental committee (or other review body of academic units that do not have departments) shall be guided by all of the specific university, college/school, and, for academic units that contain departments, departmental criteria for promotion or tenure in their formal review of dossiers submitted to the department chair and shall make a recommendation in writing (including a discussion of the candidate's strengths and identification of areas where the candidate failed to meet the criteria) regarding each case for promotion and/or tenure. A simple majority vote of the committee is required for a positive recommendation.

If a candidate is not recommended for promotion and/or tenure, the chair of the department (or Dean in the case of a unit that does not have departments) shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0202.

2. Department Chair

The department chair shall include the faculty committee's written evaluation along with his or her own written evaluation in the dossier of the candidate. Formal written evaluations shall include a discussion of the candidate's strengths and shall identify areas where the candidate failed to meet the criteria.

3. Evaluation of Department Chair

When a department chair is under consideration for promotion and/or tenure, the faculty committee (see above) shall review the candidate's dossier submitted to the Dean. The

committee shall make a recommendation in writing (including a discussion of the candidate's strengths and identification of areas where the candidate failed to meet the criteria) regarding the case for promotion and/or tenure. A simple majority vote of the committee is required for a positive recommendation. If a candidate is not recommended for promotion and/or tenure, the chair of the Committee shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0202.

4. Evaluations of other faculty holding administrative positions

Members of the administrative staff who hold faculty rank in a teaching area and who wish to be considered for promotion shall submit a dossier to the chair of the department in which they hold rank. Their applications shall be considered under the procedures herein prescribed.

Faculty above the level of department chair (e.g., deans, vice presidents) shall be evaluated in accordance with the same promotion and/or tenure criteria and procedures outlined in this Handbook.

5. Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section ~~103.0205~~ 103.0202.

B. College Evaluation

1. A Faculty Promotion and Tenure Evaluation Committee shall be established in each of the following: The College of Arts and Humanities, the College of Business, the College of Education, the College of Science and Mathematics, and the College of Social Sciences. Each committee shall be composed exclusively of tenured faculty members selected by the voting members of the academic unit and shall formally review dossiers submitted to the Dean. Department chairs, Assistant/Associate Deans and Deans are excluded from selection as committee members. No faculty member shall serve on the committee during a year in which he or she is being considered by the committee. Each department shall have representation on the committee, but no department shall have more than two members. Deans shall be responsible for calling the initial meeting of this committee. At the initial meeting, the members of each committee shall elect one of the members as chair, who will be a voting member of the committee.
2. Each committee shall meet at the call of its committee chair. At the initial meeting, the committee chair shall review the qualifications for each rank so that members will be guided by all of the specific university, college/school, and departmental criteria for promotion or tenure.

3. Dossiers submitted shall be reviewed by committee members prior to committee meetings.
4. The merits of each candidate for promotion or tenure shall be discussed to the extent desired by a simple majority of committee members. Department members serving on the Promotion and Tenure Evaluation Committee are to serve as resource persons to the committee rather than advocates for or adversaries against members of their department under consideration for promotion and/or tenure. Any supervisor may be called to discuss with the committee the qualifications of each person nominated from his or her department.
5. Voting on promotion and tenure shall be by separate secret ballots and according to the following procedures: all candidates for promotion to each academic rank shall be voted on at the same time, and all candidates for tenure shall be voted on at the same time.
6. Each candidate shall receive a vote of approval or disapproval. The committee chair shall total the votes awarded each candidate. A simple majority vote of the committee is required for a positive recommendation. It will be the responsibility of the Dean to preserve the ~~original~~ ballots and to keep these on file for a period of ten years.

The committee chair shall prepare a written evaluation for each candidate that includes a discussion of the candidate's strengths and areas where the candidate failed to meet the criteria. A copy of this written evaluation, including vote totals, shall be forwarded in the dossier of the candidate to the appropriate Dean. If a candidate is not recommended for promotion and/or tenure, the Dean shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0202.

7. Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0202.