

**Rules Committee**  
**Agenda for 10/23/18 meeting at 8:45pm (SON Room #200)**

**1. Minutes:**

Any Changes, Additions, Modifications

Minutes from the 9/25/18 Meeting were approved [with an electronic ballot](#).

**2. Regular Agenda Items:**

- a. UWG Institutional Procedures, Section 2. Academic Affairs. Rules committee members will revise/reformat the UWG [Procedures](#) within each area of Section 2.0 using the [UWG Procedure form](#). Review the Faculty Handbook for the rules/regulations offered and offer revisions as necessary. The “assignments” are listed below (Rules committee member listed, new Policy name, and old [UWG Faculty Handbook](#) number):

Anthony: [Time Limits for Tenure 103.0402](#)

Yun: [Evaluation Process](#)

[103.0201 Formation and Operation of Faculty Promotion and Tenure Evaluation Committees](#)

[103.0202 Dean’s Evaluation](#)

[UWG Procedure 2.2.3](#)

Laura: [103.0205 Appeal of Negative Evaluation](#)

[UWG Procedure 2.2.4](#)

Anja: Annual Evaluation 104.0101

Shannon: Pre-Tenure Review (Third Year Review) 102.0201 B. and [UWG Procedure 2.4.2](#)

Georgina: Post-Tenure Review (104.02)

Tammy: Evaluation of Chairs (104.06)

Brent: Evaluation of Deans (104.06)

Angela:

Charlie:

Susana

For further information, please review the Policy website at <https://www.westga.edu/policy>. You will find the “Policy Index” listed under the “UWG Policies” dropdown menu. In addition, there are policies for review listed under the “Policies for Comment” section.

3. Additional Agenda Items:

- a. Election of the committee chair elect.

4. Informational Items:

**A. Senate – Rules Committee... 2017-2018 Members List**

| <b>Senate Members</b>  |  |   |
|--|--|---|
| Velez-Castrillon, Susana ( <b>Chair</b> )  | <a href="mailto:svelez@westga.edu">svelez@westga.edu</a>     | Senate-RCOB (2019)                                |
| Branyon, Angela  | <a href="mailto:abranyon@westga.edu">abranyon@westga.edu</a> | Senate - COE, 2021                                |
| Miller, Laura  | <a href="mailto:lmiller@westga.edu">lmiller@westga.edu</a>   | Senate – COAH (2020)                              |
| Remshagen, Anja  | <a href="mailto:anja@westga.edu">anja@westga.edu</a>         | Senate- COSM (2020)                               |
| <b>Faculty Members</b>   |  |   |
| DeWeese, Georgina  | <a href="mailto:gdeweese@westga.edu">gdeweese@westga.edu</a> | Faculty – COSM (2019)                             |
| Vito, Anthony  | <a href="mailto:avito@westga.edu">avito@westga.edu</a>       | Faculty- COSS (2019)                              |
| Finck, Shannon   | <a href="mailto:sfinck@westga.edu">sfinck@westga.edu</a>     | Faculty - COAH (2020)                             |
| Cheng, Yun   | <a href="mailto:ycheng@westga.edu">ycheng@westga.edu</a>     | Faculty – RCOB (2020)                             |
| Gilles, Brent  | <a href="mailto:bgilles@westga.edu">bgilles@westga.edu</a>   | Faculty - COE (2020)                              |
| Volkert, Delene  | <a href="mailto:dvolkert@westga.edu">dvolkert@westga.edu</a> | Faculty - TSON (2019)                             |
| Sicignano, Charlie   | <a href="mailto:charlie@westga.edu">charlie@westga.edu</a>   | Faculty- Library (2020)                           |
| <b>Administrators</b>  |  |   |
| Jenks, David   | <a href="mailto:djenks@westga.edu">djenks@westga.edu</a>     | Administrator - Associate VP for Academic Affairs |
| Simpson, Jane  | <a href="mailto:jsimpson@westga.edu">jsimpson@westga.edu</a> | University General Counsel                        |
| <p><b>Rules Email list:</b> <a href="mailto:svelez@westga.edu">svelez@westga.edu</a>, <a href="mailto:abranyon@westga.edu">abranyon@westga.edu</a>, <a href="mailto:lmiller@westga.edu">lmiller@westga.edu</a>, <a href="mailto:anja@westga.edu">anja@westga.edu</a>, <a href="mailto:gdeweese@westga.edu">gdeweese@westga.edu</a>, <a href="mailto:avito@westga.edu">avito@westga.edu</a>, <a href="mailto:sfinck@westga.edu">sfinck@westga.edu</a>, <a href="mailto:ycheng@westga.edu">ycheng@westga.edu</a>, <a href="mailto:bgilles@westga.edu">bgilles@westga.edu</a>, <a href="mailto:dvolkert@westga.edu">dvolkert@westga.edu</a>, <a href="mailto:charlie@westga.edu">charlie@westga.edu</a>, <a href="mailto:djenks@westga.edu">djenks@westga.edu</a>, <a href="mailto:jsimpson@westga.edu">jsimpson@westga.edu</a></p> |  |   |

**B. Rules/Senate Agenda Meeting Schedule 2018-2019**

| <b>Rules Meetings (Tuesdays)</b>                                     | <b>Rules TSON room/ Time</b> | <b>Senate Agenda Deadline</b> | <b>Senate &amp; Exec. Committee Meetings</b> | <b>Senate Meetings Location/Time</b> | <b>Executive Committee Location/Time</b> |
|--|------------------------------|-------------------------------|--|--------------------------------------|--|
| <b>Dates</b>   | <b>TSON #200</b>             | <b>Dates</b>                  | <b>Dates</b>                                 | <b>Location TSON 106</b>             | <b>Location TSON 200</b>                 |
| <b>9/25/18</b>   | 8:45 – 10:45                 | 10/5/18                       | <b>10/12/18</b>                              | 3:00pm                               | 2:00pm/                                  |
| <b>10/23/18</b>  | 8:45 – 10:45                 | 11/2/18                       | <b>11/09/17</b>                              | 3:00pm                               | 2:00pm/                                  |
| <b>11/27/18</b>  | 8:45 – 10:45                 | 11/30/18                      | <b>12/07/18</b>                              | 3:00pm                               | 2:00pm/                                  |
| <b>1/22/19</b>   | 8:45 – 10:45                 | 2/15/19                       | <b>2/22/19</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>2/26/19</b>   | 8:45 – 10:45                 | 3/23/19                       | <b>3/29/19</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>3/26/19</b>   | 8:45 – 10:45                 | 4/20/19                       | <b>4/19/19</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>4/30/19</b>   | 8:45 – 10:45                 |                               |  | 3:00pm                               | 2:00pm/                                  |
| <b>*5/28/19</b>  | 8:45 – 10:45                 |                               |  |                                      |  |
| <b>*6/25/19</b>  | 8:45 – 10:45                 | 6/7/19                        | <b>6/14/19</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>*7/23/19</b>  | 8:45 – 10:45                 | 7/12/19                       | <b>7/19/19</b>                               | 3:00pm                               | 2:00pm/                                  |
| * these meetings will be scheduled if there are pending agenda items |                              |                               |  |                                      |  |

**C. Rules Committee purpose per UWG Policy 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)