

Rules Committee Agenda

02/10/20 Meeting, 2pm, TLC 2-207

Approved 03/10/2020

Attendants: Anja Remshagen, Mikhail Beznosov, Mary Bishop, Kristi Carman, Landewatte DeSilva, Shannon Finck, Denise Overfield, John Sewell

1. Minutes

Minutes from 01/13/20 were approved.

2. Regular Agenda Items

a. Updates from the FDC

The committee discussed and reviewed all suggestions returned by the Faculty Development Committee:

- 103.0201 Faculty Promotion and Tenure Evaluation
The suggestions by the FDC to the Faculty Handbook Section 103.0201 as marked in blue in [Appendix I](#) were approved.
- 103.0402 Time Limitations / Time Limits
The suggestions by the FDC to the Faculty Handbook Section 103.0402 as marked in blue in [Appendix II](#) were approved, with one exception: Rules decided that extension “requests should normally made within three month”, not “within one month”.
- 102.0201 The Probationary Period
The suggestions by the FDC to the Faculty Handbook Section 102.0201 as marked in blue in [Appendix III](#) were approved.
- 104.01 Administrative Evaluation of Faculty & 104.0101 Procedure
The suggestion by the FDC to the Faculty Handbook Section 104.01 as marked in blue in [Appendix IV](#) was approved.
- 103.0403 Specific Minimum Criteria for the Award of Tenure
This agenda item was not discussed since the FDC had approved the modifications by Rules without additional suggestions.

The chair will update the related UWG Procedures to reflect the approved changes. The Faculty Handbook modifications and the new UWG Procedures will be submitted to the Faculty Senate.

In addition to the above Faculty Handbook sections on the Rules agenda, the FDC provided feedback on Section 104.03-104.0302, Faculty Evaluation of Departmental Administrative Personnel:

(a) The FDC had no reservations concerning the changes by Rules to Sections 104.03-104.0301.

(b) One member of the FDC commented on the form in 104.0302.

The changes to Sections 104.03-104.0301 as shown in [Appendix V](#) and the removal of Section 104.0302 were approved by Rules.

The committee started creating the related UWG Procedure 2.4.4.

b. Post-Tenure Review

- [Faculty Handbook Section 104.02](#)
- [UWG Procedure 2.4.2](#)

The committee started revising Faculty Handbook Section 104.02. Due to a lack of quorum at the time of revision, the final review and vote on changes were tabled to be discussed at the next meeting.

c. 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
Carman, Kristi	legal-list@westga.edu	University General Counsel
	Google Group	
Faculty Senate Rules Committee, fs-rules-list@westga.edu		

A. 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
01/13/2020	2pm-3:30pm	01/17/20	01/24/20	1pm	11:30am/12pm
02/10/2020	2pm-3:30pm	02/14/20	02/21/20	1pm	11:30am/12pm
03/10/2020	2pm-3:30pm	03/20/20	03/27/20	1pm	11:30am/12pm
04/07/2020	2pm-3:30pm	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

B. 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~~ ~~exclusively~~ of ~~no fewer than three~~ tenured faculty members (~~no fewer than three~~) selected by the ~~voting members of the department~~ ~~faculty of the department by whatever means~~ ~~the faculty of the department shall determine~~, 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.~~ ~~If there are fewer than three tenured faculty members in a department, the appropriate dean, in consultation with the department chair and the faculty members in the department, shall appoint a sufficient number of tenured faculty members from similar disciplines outside that department to constitute this committee.~~ 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.

Appendix II

103.0402 Time Limitations- Time Limits

1. Tenure may be awarded upon recommendation by the President and approval by the Board of Regents upon completion of a probationary period **as outlined in BOR 8.3.7.4.** ~~of at least five years of full-time service at the rank of Assistant Professor or higher. The five-year period must be continuous except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted, provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of Instructor or Lecturer at the University of West Georgia. Such credit for prior service shall be defined in writing by the President and approved by the Board of Regents at the time of the initial appointment at the rank of assistant professor or higher.~~
2. **A faculty member may request a one year extension per qualifying event of the ~~pre-tenure/~~ tenure / promotion / post-tenure review clock in situations that are “qualifying events” as defined in ~~under~~ the Family and Medical Leave Act (FMLA) but which do not necessarily result in the faculty member taking a formal leave of absence. Faculty members may also request extensions based on administrative appointments such as being named director of a program, chairing of a department, or an academic unit, and similar administrative assignments. Further exceptions include qualifying events which occur ~~occurring~~ during summer sessions when the faculty member is not under contract. The total time for all extensions cannot exceed two years. These extensions may be granted by the President at his or her discretion pursuant to Board Policy 8.3.7.4.**

~~The same two-year interruption benefit that is provided during the pre-tenure period is available to faculty after the award of tenure, regardless of whether they have used that benefit during the pre-tenure period.~~

Faculty members may request this extension by submitting a letter and supporting documentation to their immediate supervisor as soon as it becomes clear that an extenuating circumstance has substantially impeded (or will impede) progress toward tenure / promotion / post-tenure review. The maximum leave of absence is defined in Board Policy 8.3.7.4. Such requests should normally be made within ~~one~~ three months of the event.

3. The maximum credit towards the minimum tenure probationary period is stated in [Board Policy 8.3.7.4](#).
4. ~~2. The maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the President~~ in the combination of full-time instructional appointments as instructor or professorial ranks, or at the rank of assistant professor or above without the award of tenure is defined in [BOR 8.3.7.6](#).
3. The maximum time that may be served in the combination of full-time instructional appointments as instructor or professorial ranks without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if an institutional recommendation for tenure is not approved by the President. The maximum period of time that may be served at the rank of full-time instructor shall be seven years.
5. ~~4. Tenure or probationary credit towards tenure is lost upon resignation from the University of West Georgia or upon written resignation from a tenured position in order to take a nontenured position at the University of West Georgia or upon written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given at the University of West Georgia. In the event such an individual is again employed as a candidate for tenure at the University of West Georgia, probationary credit for the prior service may be awarded in the same manner as for service at another institution.~~ The loss of tenure or probationary credit towards tenure is outlined in [BOR 8.3.7.7](#).
6. ~~Termination or layoff of tenured personnel due to program modification is defined in~~ [BOR 8.3.7.9](#)

Appendix III

102.0201 The Probationary Period

- A. The substantive and procedural standards generally employed in decisions affecting renewal of appointments, promotion, and tenure are published in this Handbook. When a new faculty member is employed, the department chair will ensure that the new faculty member receives a copy of this Handbook **as well as the written departmental promotion and tenure policies and procedures and** ~~or at least~~ is referred to the web site: <https://www.westga.edu/administration/vpaa/assets/docs/faculty-handbook.pdf> ~~and the relevant written departmental promotion and tenure policies and procedures.~~ These specific department policies may be more precise than the institution-wide criteria delineated herein, but they must generally conform to them. Departmental ~~policies on promotion and tenure~~ **promotion and tenure policies** must be developed by the tenured department faculty members in consultation with the department chair and the appropriate college dean or Dean of Libraries. If there are fewer than three tenured faculty members in a department, the appropriate Dean, in consultation with the department chair and the faculty members in the department, shall appoint a sufficient number of tenured faculty members from similar disciplines outside that department to develop these departmental policies, so long as a majority of those who develop these policies are not department chairs. These policies must have the approval of the Provost and Vice President for Academic Affairs. It is the responsibility of the individual faculty member to be aware of these policies and expectations.
- B. Pre-Tenure Review. Assistant professors in their third year (or those serving a full probationary period regardless of professorial rank) are required to have a pre-tenure review completed by the end of the second semester of the third year. Effective Fall 2018, dossiers must be submitted electronically in a format approved by the Provost. ~~This~~**The reviewing** committee shall be composed **exclusively** of tenured faculty members (**no fewer than three**) of the department, selected by the faculty of the department by whatever means ~~the faculty of~~ the department shall determine. If there are fewer than three tenured faculty members in a department, the appropriate dean, in consultation with the department chair and the faculty members in the department, shall appoint a sufficient number of tenured faculty members from similar disciplines outside that department to constitute this committee. No department chair may serve on a Pre-Tenure Review Committee. This committee shall thoroughly and comprehensively review the individual's achievements and performance in light of the department's promotion and tenure policies. The Pre-Tenure Review Committee will report its findings to ~~the~~ **all** tenured faculty members

of the department, to the department chair, and to the college dean (or library dean). The report will state in writing whether progress toward promotion and/or tenure is sufficient at this time. At a minimum, the pre-tenure review report should include a substantive evaluation of the faculty member's progress and/or qualifications in the following four areas: (a) teaching, (b) service, (c) professional growth and development, and (d) ~~professional qualifications~~ **academic achievement**, including appropriate academic degrees. In addition, the department chair and the dean of the college (or library dean) will each provide a separate written report ~~as to the~~ **regarding progress of the faculty member's progress toward promotion and/or tenure**. The faculty member under review shall receive written copies of the reports prepared by the Pre-Tenure Review Committee, the department chair, and the college dean (or library dean). The faculty member is encouraged to reply to the reports. Progress judged toward promotion and/or tenure in this report does not guarantee ~~or prejudice~~ a favorable ~~or unfavorable~~ recommendation later on.

~~C. Any recommendation to the department chair regarding reappointment shall be reached by a departmental faculty group in accordance with procedures approved by the faculty in that department. Available evidence bearing on the relevant performance of the candidate should be sought out and considered in light of the relevant standards.~~

D. In any year, a department may recommend whether or not to extend a contract to a nontenured faculty member. This recommendation shall be made by the department chair in consultation with the tenured faculty members in the department. Recommendations for reappointment of faculty members shall be presented through the appropriate administrative channels to the President for his or her consideration, so long as administrators under consideration for reappointment do not ~~have an opportunity to~~ make recommendations with respect to their own status as faculty members.

Appendix IV

104 Evaluation

104.01 Administrative Evaluation of Faculty

~~Section 8.3.51, Board of Regents Policy Manual, University System of Georgia, requires each institution to establish definite and stated criteria, consistent with Regents' POLICIES and the statutes of the institution, against which the performance of each faculty member will be evaluated. The evaluation shall occur at least annually and shall follow stated procedures as prescribed by each institution. Each institution, as part of its evaluative procedures, will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations. (BOR Minutes, 1979-80, p.50; 1983-84, p.36)~~

The performance of each faculty member shall be evaluated annually. The evaluation process shall utilize the Student Evaluations of Instruction. In those cases in which a faculty member's primary responsibilities do not include teaching, the evaluation should focus on excellence in those areas (e.g., professional development, ~~administration,~~ service) where the individual's major responsibilities lie. (See also Section 8.3.5.1, BoR Policy Manual.)

104.0101 Procedure

The following steps should be made a part of all faculty evaluations systems:

- A. The immediate supervisor will discuss with the faculty member in a scheduled conference the content of that faculty member's annual written evaluation.
- B. The faculty member will sign a statement to the effect that he or she has been apprised of the content of the annual written evaluation.
- C. The faculty member will be given the opportunity to respond in writing to the annual written evaluation; this response will be attached to the evaluation.
- D. The immediate supervisor will acknowledge in writing his or her receipt of this response, noting changes, if any, in the annual written evaluation made as a result of either the conference or the faculty member's written response. This acknowledgment will also become a part of the records.

Appendix V

104.03 Faculty Evaluation of Departmental Administrative Personnel

To provide the faculty and administration with information on the performance of departmental administrative personnel **as defined by each academic unit**, a periodic evaluation is established.

104.0301 Procedure.

An evaluation of ~~the department chair~~ **departmental administrative personnel as defined by each academic unit** shall be conducted by the department at least once every three years (~~except that new department chairs~~ **with the exception of new administrators, who** shall not be evaluated **during** their first year in office). The form of evaluation (written, oral, group, etc.) and the procedure to be used shall be determined by the departmental members, reviewed by ~~the department chair~~ **departmental administrative personnel**, and approved by the dean. The ~~form~~ and procedure shall meet the following guidelines:

1. All evaluators will feel free to be candid without fear of repercussion.
2. The faculty of that department, ~~the department chair~~ **departmental administrative personnel**, and the dean will be made privy to the information, and these parties will not divulge the contents except at the discretion of the dean.
3. The dean will keep the results of the last three evaluations of ~~a particular department chair~~ **each departmental administrator**.