

University of West Georgia
Faculty Affairs Committee
Subcommittee on Clinical Assistant Professors (CAP) Issues
Meeting Minutes
September 29, 2026
Meeting 1
10:00 am – 11:00 am
Microsoft Teams

Subcommittee Members: Shelley Rogers, Walter Riker, Quetina Howell, Levi Ofoe, Jeff Reber (AVP), Martin McPhail (Faculty Senate Chair)

Agenda:

1. Discuss the charge: Dr. McPhail will explain the charge to the subcommittee.

Martin's attention was drawn to the College of Education (COE) concern about some CAP. He advised treating it with caution and as a fact-finding mission. AAUP sent a letter to senators over the summer about clinical assistant professors. UWG CAPs are in, at least, the COE, TSON, School of Communication, Film and Media.

Specific charges

1. Are there any merits in the following claims about the role of CAP
 - i. Qualifications
 - ii. Instructor of record
2. Review the faculty handbook and look for language in the BOR policy that describes the role of CAP. Clarify the language in the FH about CAP to reflect its role in UWG.

The aim is to have more productive conversations while protecting faculty.

2. Questions and Answers.

Martin answered committee members' questions. Clarity about qualification and accreditation standards.

Questions about steps: Talking to chairs? Published information on the website; published CV; what units have CAPs; reach out to chairs to gather information about the role of CAP and qualifications to help draft policy to inform practices; OHR for a list of CAPs?

Timeline: Martin said the committee should have an answer on the CAP policy by the end of the semester; a draft policy, if needed, by the end of the spring semester.

Anything in the bylaws about college policies? Martin said to ask the program chairs.

FH policy section: No UWG FH, but BOR has a policy.

Members requested that we look at other sister institutions' policies on CAPs.

3. Discuss the FA subcommittee's next steps.

Martin will contact OHR. The committee will search peer institutions for CAP policies.

Further steps:

1. Shelley will chair the subcommittee
2. Subcommittee will wait to hear from Martin
3. Quetina – Nursing documents from KSU, GSU, Columbus, UGA, Valdosta, etc.
4. Levi – Film schools in Georgia
5. Walter – BOR policy on CAP

Meeting adjourned at 10:45 am

The next meeting will be announced once committee members hear back from Martin McPhail.