

University of West Georgia
Faculty Affairs Committee
Subcommittee on Employment Policy for Non-Tenured Faculty Members
Meeting Minutes
September 25, 2026
Meeting 1
12:00 pm – 1:00 pm
Microsoft Teams

Agenda: Employment Policy for Non-Tenured Faculty Members

Subcommittee Members: Melanie Conrad, Jason Nicholson, Rossella Traversa, Levi Ofoe, Alicia Hargrave Bradford (Associate Vice President and CHRO), Jeff Reber (Assistant Vice Provost for FA).

Minutes: Levi Ofoe

Meeting started at 12:00 pm

Introductions: Faculty members introduced themselves

Charge Explanation: OHR explained the background on the non-renewal of contracts for non-tenured faculty. There are two specific charges:

1. BOR 08.03.04.03. Employment of lecturers, Senior Lecturers, and Principal Lecturers. The UWG Faculty Handbook does not have an equivalent to this section. Figure out the most appropriate section of the handbook the policy should go in.
2. Publish accompanying procedures at UWG for renewing any non-tenured faculty members employed for more than 6 years.

OHR responded to committee members' questions

Members discussed which section of the handbook the charge should be placed in. Section 102.02.02 (C). Reappointment Notification

Members discussed next steps: obtain copies of similar policies from sister institutions and place them in the committee's shared folder; confirm next meeting dates and times; and address questions and answers.

Meeting adjourned at 12:45 pm. Next meeting is October 2 from 11 am to 12 pm.

University of West Georgia
Faculty Affairs Committee
Subcommittee on Policy Development for Non-Tenured Faculty Members
Meeting Minutes
October 02, 2026
Meeting 2
11:00 am – 12:00 pm
Microsoft Teams

Agenda: Employment Policy for Non-Tenured Faculty Members

Subcommittee Members: Jason Nicholson, Rossella Traversa, Levi Ofoe,

Motion to approve previous minutes: Jason Nicholson

Seconded: Rossella Traversa

Minutes Recorded By: Levi Ofoe

Agenda

1. Obtain copies of similar policies from sister institutions and place them in the committee's shared folder.
2. The committee members discussed and included procedures for the non-renewal and dismissal of non-tenured faculty based on a review of documents from other sister institutions.
3. Proposed next meeting dates and times: Tuesday (10/6) 9:30 am –10:30 am; or Thursday (10/08) 9 am- 10 am or 10 am- 11 am. FA committee members, OHR, OLA, and the Provost's office will comment on the document prior to the meeting.
4. Levi will send the action item document and the meeting dates via a poll to the FA committee members, OHR, OLA, and the Provost's office on 10/2/2026.

Next meeting agenda: For FA committee members, OHR, OLA, and the Provost to discuss, edit, and vote to approve the document.

Meeting adjourned at 12:05 pm