

Rules Committee

Minutes for the 09/23/19 Meeting

Attendants: Anja Remshagen, Mikhail Beznosov, Mary Bishop, Kristi Carman, Landewatte DeSilva, Brent Gilles, Laura Miller, Denise Overfield, John Sewell

1. Minutes

Approval of minutes was tables due to lack of quorum at the beginning of the meeting.

2. Secretary/Note Taker

For the sake of more accurate minutes, a note taker would be helpful.

The chair will continue taking notes for the minutes.

3. Chair Elect

Every senate committee should elect a chair elect at the beginning of the academic year.

None of the committee members in attendance were eligible to become chair elect. Anja will check with Angela who seems to be the only eligible member of the Rules Committee for the chair elect position.

4. Regular Agenda Items

a. Revisit [UWG Procedure 2.2.3](#)

■ Missing Sections C-F & definition of voting faculty

Anja pointed out that the Sections C-F of Faculty Handbook Section 103.0201 had not been copied into Procedure 2.2.3 at the last meeting. The committee also re-discussed the different definitions of voting faculty at different academic units.

■ Motion to revisit UWG Procedure 2.2.3?

There was no motion to revisit Procedure 2.2.3.

b. Appeal of Reconsideration

■ [Faculty Handbook Section 103.0205](#)

Changes to the Faculty Handbook Section 103.0205 were approved as displayed in Appendix I.

■ [UWG Procedure 2.2.4](#)

UWG Procedure was approved as displayed in Appendix II.

- c. Renumbering of [Faculty Handbook Section 103.0206](#) to 103.0203
 Renumbering of Faculty Handbook Section 103.0206 to 103.0203 was approved.
- d. Updates from FDC about criteria for promotion and tenure
- FDC will take up Faculty Handbook Section 103.0302 if Rules Committee decides that the section needs more work than just renaming the criteria.
 - Gather issues with current section.
 - FDC needs some members from Rules to present the issues.
- The Rules Committee decided to ask the Faculty Development Committee for clarification on Faculty Handbook Section 103.0302 and to rework the section as necessary. Problems with the current section are
- Criteria for academic achievement are included in the criteria for professional development and growth.
 - Requirement for terminal degree in case of promotion to associate/full professor should not be included in one of the four criteria.
 - Requirement of terminal degree for promotion to assistant/associate/full professor is not met by all colleges/schools; the language could adopt the BOR language “terminal degree in the appropriate discipline or its equivalent in training, ability, or experience.”
 - Promotion from instructor to senior lecturer is possible in some colleges/schools.

5. Next Meeting

- a. [Faculty Handbook Section 103.0402](#) Time Limits - Tenure
- b. Annual Evaluation (104.0101), Anja
- c. Pre-Tenure Review (Third Year Review) (102.0201.B), Shannon

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
Carman, Kristi	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

103.02050202 Appeal for Reconsideration

Notification of a negative evaluation shall be communicated in ~~a verifiable method~~ **writing** by the appropriate supervisory level no later than ten University Business Days prior to the required notification to the next level. Any candidate appealing for reconsideration at any level shall, within five University Business Days of the receipt of the report, state in writing the grounds for his or her request ~~and~~. **The appeal** shall include ~~in this appeal~~ such **any** additional **pertinent** material ~~as is pertinent~~.

Within five University Business Days of receipt of an appeal, the party to whom the appeal has been made shall carefully re-evaluate the candidate's dossier in light of the written appeal. **The results of the re-evaluation shall be communicated to the candidate in writing within five University Business Days.** This re-evaluation shall be made in accordance with the procedure established for initial consideration at this level and shall replace this party's previous evaluation in the candidate's dossier. The dossier will then proceed to the next level.

The candidate may withdraw the dossier at any point in the process.

Appendix II

UWG PROCEDURE NUMBER: 2.2.4, Appeal for Reconsideration

Authority: UWG POLICY 2.2 (Promotion)

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.2, establishes the following procedures for compliance with UWG Policy 2.2 on Promotion:

The purpose of the procedure is to clearly communicate to the University of West Georgia faculty the appeal for reconsideration procedure in the evaluation process for tenure and promotion.

A. Appeal for Reconsideration Procedure

Notification of a negative evaluation shall be communicated in writing by the appropriate supervisory level no later than ten University Business Days prior to the required notification to the next level. Any candidate appealing for reconsideration at any level shall, within five University Business Days of the receipt of the report, state in writing the grounds for his or her request. The appeal shall include any additional pertinent material.

Within five University Business Days of receipt of an appeal, the party to whom the appeal has been made shall carefully re-evaluate the candidate's dossier in light of the written appeal. The results of the re-evaluation shall be communicated to the candidate in writing within five University Business Days. This re-evaluation shall be made in accordance with the procedure established for initial consideration at this level and shall replace this party's previous evaluation in the candidate's dossier. The dossier will then proceed to the next level. The candidate may withdraw the dossier at any point in the process.

B. Compliance

The University of West Georgia follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. ([BOR Academic and Student Affairs Handbook](#), 4.7 Evaluation of Faculty; and [BOR Policy Manual](#), 8.3.5 Evaluation of Personnel).

Issued by the [title of person charged with writing procedure], ***the*** ____ ***day of*** _____, ***2019.***

Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: _____

Previous version dated: N/A