The College of Arts and Humanities
University of West Georgia
Guiding Principles and Procedures

The fundamental mission of the College of Arts and Humanities (COAH) is to educate majors, minors, and graduate students in a wide variety of disciplines in the humanities and the fine and performing arts, as well as to provide a rigorous, thorough, core-level education for all UWG students.

In order to achieve the University’s goal of becoming a preeminent provider of educational excellence in a personal environment, the COAH is committed to—

- cultivating a rich, multi-faceted liberal arts curriculum;
- encouraging creative and scholarly collaboration across disciplinary boundaries;
- imparting the broad knowledge and fostering the critical understanding needed for intellectual growth, personal and social responsibility, cultural and global literacy and lifelong learning;
- emphasizing disciplinary rigor;
- fostering effectiveness in communication, critical and independent thinking, problem solving, and the use of information resources and technology;
- creating a learning community dedicated to instructional excellence in which close student-faculty interaction enhances both teaching and learning for a diverse and academically well-prepared student body;
- affirming the equal dignity of each person by valuing cultural, ethnic, racial, and gender diversity in students, faculty, and staff, thereby promoting practices that embody the ideals of an open democratic society.

We believe that these commitments culminate in educational experiences that foster the development of thoughtful and productive leaders and citizens who make a positive impact in an increasingly global society.
In order to fulfill these objectives, the College hires and supports an exceptional faculty. The COAH values the integration of teaching and scholarship, and models that integration for students. In order to assist faculty in bringing scholarship and creative activity into their teaching, the College is committed to:

- a teaching load compatible with expectations for research and creative activity;
- collaboration with the Ingram Library to provide necessary research tools;
- internal grants and awards to facilitate and recognize teaching and research;
- serving as a resource for intellectual growth and creative activity in the community.

To these ends, therefore, the COAH establishes these Guiding Principles and Procedures in order to facilitate communication between the Faculty and the Dean of the College of Arts and Humanities, to enable them to perform their duties and discharge their responsibilities more efficiently, and to foster a spirit of democracy, openness, and cooperation.

ARTICLE I—COMPOSITION AND ROLE OF THE FACULTY

Section 1. Composition
The faculty of the College of Arts and Humanities shall consist of those members of the University who are assigned, either budgetarily or operationally, to the College of Arts and Humanities.

Section 2. Role
The Faculty of the COAH has authority and responsibility to propose policies, rules, regulations and procedures concerning the educational program of the College. When such matters do not affect other units of the University they shall, after approval by the Dean, be transmitted to the appropriate administrative unit and reported to the Senate for information. Such matters as do affect other units of the University shall, after approval by the Dean, be sent to the appropriate Senate committee or Vice President for further consideration.
Faculty duties shall include: participating in establishing degree requirements, making curricular and program changes, formulating personnel policies, and recommending budgetary priorities; it shall approve candidates for degrees offered by departments or interdisciplinary programs within the College.

Section 3. Delegation of Powers
In exercising its responsibilities, the Faculty of the College may delegate such powers and functions to standing committees as it deems expedient as provided in these Guiding Principles and Procedures, or to other committees or councils as the Faculty may from time to time establish, and as the President approves in accordance with the Board of Regents Policy Manual.

Section 4. Officers
The officers of the faculty of the COAH shall be:

Chair: The Dean of the College.

A. The powers and responsibilities of the Dean are specified in Article III, Section 1 of the University's Policies and Procedures Manual.

Secretary: A faculty member elected by a plurality vote of the faculty of the college for a two-year term. The Secretary shall be, *ex-officio*, a non-voting member of the Executive Committee and shall serve as Secretary to the College.

Parliamentarian: A faculty member elected by a plurality vote of the faculty of the college for a two-year term.
ARTICLE II—TEACHING WORKLOAD

Section 1. Composition of Workload
According to UWG’s workload policy (http://www.westga.edu/vpaa/index_1954.php), the following duties are considered part of the typical faculty workload: teaching, research, and service.

Lecturers, senior lecturers, tenure-track, and tenured faculty are expected to devote time to teaching, professional development, and service, and the COAH expects these faculty members to be actively involved in all three areas. If, at the conclusion of the review process, it is determined that a particular faculty member is not fulfilling this expectation (e.g., he or she is not maintaining an active research agenda or service record), the department chair or Dean shall have the option to create a plan for improvement and/or adjust that individual’s teaching workload.

Section 2. Compliance
The Department Chair shall assign faculty a workload in compliance with this policy and submit a workload report for his or her department. Further, the Dean shall have final approval and authority of all faculty workloads under his or her purview, and reserves the right to intervene when the College of Arts and Humanities needs dictate.

Section 3. Review
COAH shall review workload policies every five years, or more often as needed, in order to ensure compliance and to make changes deemed appropriate and necessary to support the mission of the college and the various missions of departments.
ARTICLE III—STANDING COMMITTEES

Section 1. Executive Committee

A. Composition and term of service.
   1. The Executive Committee shall include six representatives, one from each department.
      a. Members who cannot attend a meeting should be responsible for sending a colleague in their stead in order to ensure departmental representation.

   2. Members shall serve for two years.

B. Role

The Executive Committee shall be the official policy-recommending body to the Dean of the College, and shall discharge its duties in consultation and compliance with these COAH Guiding Principles and Procedures.

1. The function of the Executive Committee is to:
   a. consider for approval all proposals concerning changes in the curriculum of the College including courses, programs, and degree requirements;
   b. make recommendations concerning policy, resource allocation, and other matters brought before the committee;
   c. consider and take action on matters forwarded to it by the faculty.

2. If approved by the Dean, policy recommendations of the Executive Committee shall be implemented in accordance with the provisions of Article I, Section 2 of this document. If the Dean does not approve a recommendation of the Executive Committee, he or she shall inform the Committee of the reasons for his or her disapproval; the Executive Committee may, by a two-thirds vote, refer
the matter to the Faculty of the COAH for its consideration and possible submission to the Faculty Senate or Vice President, as may be appropriate.

C. Standing subcommittee of the Executive Committee:
   1. COAH Writing Committee
      a. Composition of the committee shall consist of three faculty-elected members plus the Chair. No more than two members shall represent the same department; specifically:
         i. The Chair shall be a member of the Executive Committee; he or she shall serve as his or her departmental representative to this body.
         ii. One member shall be a Lecturer or Senior Lecturer in English teaching in the First Year Writing program.

      b. Role
         The COAH Writing sub-committee shall work with the Dean, department chairs, and faculty to support and implement the University-wide focus on enhancing students’ writing competency. The specific purview of DSW is writing-intensive upper division courses.

      c. Duties of the Writing Committee:
         i. oversee the Discipline Specific Writing (DSW) program;
         ii. meet at least once per semester;
         iii. provide writing pedagogy support for faculty;
         iv. advise the Dean and chairs on University-wide writing initiatives.

      d. Term of Service
         Writing sub-committee members shall serve for two years.
Section 2. Faculty Advisory Committee (FAC)

A. Composition and term of service.

1. The FAC shall include six representatives, one from each department.
   a. Members who cannot attend a meeting should be responsible for sending a colleague in their stead in order to ensure departmental representation.
   b. The chair of the FAC must be tenured as a prerequisite of service in that capacity.

2. Members shall serve for two years.

B. Role

The Faculty Advisory Committee’s responsibilities include:

1. maintaining communication among the faculty of each department and the Dean and between the faculties of the several departments, however, no provision of these Guiding Principles and Procedures is intended to preclude direct communication between an individual faculty member and the Dean;

2. making recommendations in support of the COAH’s commitment to affirming the equal dignity of each person by valuing cultural, ethnic, racial, and gender diversity in students, faculty, and staff, thereby promoting practices that embody the ideals of an open democratic society;

3. exercising the authority and responsibility to investigate such matters as it deems advisable, or such matters that the COAH Faculty presents by petition of least 10% of its members, provided that petitioners follow University or Board policy where it
specifically addresses the matters under investigation (i.e., discrimination, accommodation, etc.);

4. nominating and preparing a slate of candidates for the positions of COAH Secretary, Parliamentarian, and all elected standing committees, and presenting them for Faculty vote; additional nominations may be made by petition of 10% of the Faculty;

5. supporting efforts to improve teaching conditions throughout the College in order to assure optimum faculty performance and morale;

6. evaluating the Dean of the College of Arts and Humanities:
   a. FAC shall appoint an Ad Hoc Committee to conduct this evaluation, which shall be completed no more than every four years and no less than every six years.
   b. The Ad Hoc Committee shall be composed of a representative group of faculty and shall include at least one department chair.
   c. The Ad Hoc Committee shall decide the specific format for the evaluation in accordance with UWG’s Faculty Handbook. [Note: See Section 104]

C. The FAC shall be responsible for the administration of any COAH faculty award programs. Toward this end, the committee may establish subcommittees as necessary, provided that the President approves of such subcommittee.

D. The FAC shall meet at least monthly.

E. The FAC shall elect a tenured member as chair annually.
Section 3. The Student Advisory Committee

A. Composition

The Student Advisory Committee shall consist of one member from each department in The COAH. By May 1st of each year, each department shall select one undergraduate or graduate student to serve during the following academic year.

B. Role

The Student Advisory Committee shall:

1. advise the Dean of the College on any matter that the Dean wishes to discuss with that body;
2. be responsible for maintaining communication between the students and Dean, however, no provision of these Guiding Principles and Procedures is intended to preclude direct communication between an individual student and the Dean;
3. have the authority to investigate matters presented by the Dean, the FAC, or petition from at least 10% of the majors of the College, provided that petitioners follow University or Board policy where it specifically addresses such matters (i.e., discrimination, accommodation, etc.).

C. Term of service shall be one year.

Section 4. The Staff Advisory Committee

A. Composition

1. The committee shall be composed of seven staff members: one from each department, and one from the Dean’s office.
2. The committee shall elect its own chair and secretary.
B. Role

The principal functions of the committee shall be to:

1. express to the Dean the concerns of staff members in the College;
2. provide suggestions and ideas for the operation of the College relating to staff concerns;
3. manage the staff awards.

C. The committee may meet at least once a semester with the Dean of the College.

D. The functions of the committee shall not preclude direct communication between a staff member and the Dean.

E. The term of service to the Staff Advisory Committee shall be two years.

Section 4. Study Abroad Advisory Committee

A. Composition

The committee shall include a representative of each Study Abroad Program (SAP) chosen by those involved in the SAP (with no voting members from outside the college), and for each department without a SAP that desires representation on the committee.

B. Role

In order to foster and advocate for study abroad programs, the Study Abroad Advisory committee shall:

1. advise and inform the Dean’s Office in matters of Study Abroad;
2. work with directors and the Dean to improve college and other SAP processes;
3. consult with and orient new program directors;
4. facilitate communication with groups having special interest in Study Abroad: FLL, Global Studies, and International Economics;
5. represent college SAP funding and scholarship interests;
6. communicate college needs and policies regarding SAP to other colleges, Study Abroad Office, etc.;
7. formulate ideas about SA policies and priorities for college-wide discussion.

Section 5. Promotion and Tenure Committee

A. Tenured faculty serve on the College Promotion and Tenure/Committee and are appointed by departments during Spring term.

B. The Chair of the Promotion and Tenure Committee is elected by the committee. He or she is responsible for sending letters and calling meetings.

C. See Faculty Handbook for Committee responsibilities, including the avoidance of conflicts of interest: [http://www.westga.edu/vpaa/index_1930.php](http://www.westga.edu/vpaa/index_1930.php)

D. No faculty member shall serve on the Committee for more than a two-year term unless there are no other qualified faculty members in the department. He or she may be reelected after two academic years.

E. If a vacancy occurs on the Committee, the department represented by the departing member shall appoint a replacement.
Section 6. Graduate Studies Committee

A. Composition of the committee shall consist of all COAH Directors of Graduate Programs plus one representative appointed or elected from each additional department and Philosophy. Each representative will have graduate faculty status within COAH. The Dean of the College and the Graduate Studies Associate shall serve as *ex officio members*. The chair shall be elected by the committee from among its members.

B. Role

The COAH sub-committee for Graduate Studies shall work with the Dean, department chairs, the COAH Graduate Studies Associate, and faculty to recommend college-wide policies and procedures in the interest of graduate study.

C. Duties of the Graduate Studies Committee:

i. meet at least twice per semester;

ii. effect communication and collaboration among COAH graduate programs

D. Term of Service

Graduate Studies sub-committee members shall serve for two years.
ARTICLE IV—THE SCHOOL OF THE ARTS

Section 1. _____ Role

In support of a strong fine arts curriculum, the School of the Arts (SOTA) represents creative endeavors in the College, and strives to provide our students with an innovative and stimulating learning environment. The COAH situates numerous disciplines in close proximity, and cultivates freedom of thought and expression; accordingly, the School of the Arts seeks to include traditional creative modes and encourages dialogue among all forms of artistic expression. The School of the Arts is also the College’s center for development and recruitment of talented students and faculty, and community outreach in the arts.

Section 2. _____ The Director of the School of the Arts

The Director of the School of the Arts shall be appointed by and report directly to the Dean of the College of Arts and Humanities in accordance with UWG Policies and Procedures.

ARTICLE V—DEPARTMENT CHAIRS

Section 1. __ Appointment

Department chairs shall be appointed in accordance with the statutes of the University of West Georgia. Recommendation for appointment shall be made only after consultation throughout the process with at least all tenured and tenure-eligible faculty of the department concerned. Alternatively, the tenured and tenure-eligible faculty may appoint a committee of representatives.
Section 2. ________ Duties

A. Each department chair shall develop and administer a comprehensive program of instruction, research, and service. He or she shall provide creative leadership in order to produce, in concert with the members of the department, an effective curriculum, policies for implementing that curriculum, and conditions which are conducive to the educational development of the students and the professional growth of the faculty. In exercising these responsibilities, the Chair must act in accordance with applicable Board and UWG policies and procedures.

B. In the administration of his or her office, each department chair shall recognize the individual responsibility of other members of the department for the duties committed to them by their appointment and shall allow proper scope to the ability and initiative of all members of the department. In carrying out his or her duties, the department chair shall routinely consult with faculty of the department on substantial matters, such as summer school teaching, or lecturer and tenure-track appointments and dismissals in accordance with the Board of Regents Policy Manual and the Faculty Handbook.

C. Department chairs shall meet as a group with the Dean at least once a month.

D. Each chair shall submit an annual report on his or her department to the Dean.

Section 3. ________ Evaluation

A. The Dean shall review each department chair, and shall meet with each chair in order to review her or his performance, providing a written evaluation, signed by the chair and the Dean, for inclusion in the chair’s file.

B. Faculty shall evaluate their department chair upon completion of his or her third year,
and every three years thereafter.

1. Each department shall appoint a Chair Evaluation Committee which shall meet with the Dean in order to receive their charge for this task, and establish procedure for its fulfillment.

2. The Chair Evaluation Committee shall conduct the evaluations, and submit the results to the Dean, who shall review these materials as part of the chair’s performance evaluation.

ARTICLE VI- FACULTY REVIEW AND EVALUATION

Faculty of the COAH shall be reviewed in accordance with the University of West Georgia’s Faculty Handbook: http://www.westga.edu/vpaa/index_1930.php. Faculty members should consult with their department chairs for specific review and evaluation criteria distinctive to their discipline.

ARTICLE VII—FACULTY MEETINGS

The Faculty of the COAH shall meet once each semester, or at the call of the Dean. In addition, special meetings may be called upon the request of 10% of the Faculty of the College. In either case, the Dean or the chair of the Faculty Advisory Committee shall preside as chair of the Faculty.

ARTICLE VIII—QUORUMS AND PARLIAMENTARY AUTHORITY

Section 1. A quorum for meetings of the Faculty and any of its committees or councils shall be a simple majority of the members of the respective group.
Section 2. The current edition of Robert’s Rules of Order shall be the authority for the rules of conduct of meetings of the Faculty and its constituent bodies. All questions regarding conduct of meetings shall be referred to the Parliamentarian, who is also responsible for notifying faculty and committees in the event of changes in procedure outlined in subsequent editions of Robert’s Rules of Order.

ARTICLE IX—AMENDMENTS

Proposals for amendments to the COAH’s Guiding Principles and Procedures must be approved by a majority of the Executive Committee.

A. Following approval of the Executive Committee, any proposed amendment must be presented in writing to the Faculty of the COAH at least two weeks prior to a meeting of the Faculty called for the purpose of considering the proposal.

B. An affirmative vote of a majority of the Faculty of the College is required for adoption of an amendment.

ARTICLE X—GRIEVANCES

The COAH shall adhere to grievance procedures specified in the University of West Georgia Faculty Handbook:

http://www.westga.edu/~vpaa/handrev/107.html#107%20Dispute%20Resolution%20and%20Grievance