

**Minutes**  
**Faculty Senate Rules Committee**  
**April 8, 2014**

**(Approved by the Faculty Senate Rules Committee on September 16, 2014,  
without any changes or amendments.)**

**Members Present:**

Ron Best, Mary Bishop, Sarah Brandt, Linda Haynes, Tom Jennings, John Ponder, Jane Simpson

The Faculty Senate Rules Committee met on Tuesday, April 8, 2014 at 11:00 a.m., 2237 TLC.

Creation of Position of Faculty Senate Chair-Elect

The discussion was focused on the proposed position of Faculty Senate Chair-Elect and the recommendation that was presented to Faculty Senate on March 14, 2014. When the motion was presented, general discussion among the Faculty Senators indicated concern for requiring an elected officer to make a commitment for too many years of service. Concern was also shown for preserving the two-year commitment of the Faculty Senate Chair to ensure continuity. Dr. Jeff Johnson, the current Faculty Senate Chair asked that the Rules Committee develop a description of the responsibilities for the Chair-Elect.

The current composition of the Faculty Senate includes the following (see *Policies and Procedures of the University of West Georgia*, August 16, 2011, p. 20): University President (ex officio), University Provost (ex officio), Chair of the Senate, Past-Chair of the Senate (ex officio), Duly Elected Senators, and the Executive Secretary.

Currently, the Faculty Senate Chair serves a four-year commitment with two years as Chair and two years as Past-Chair.

The Rules Committee members discussed the various options for number of years for the commitment of Chair-Elect, Chair, and Past-Chair and the need to be considerate of the long-term commitment. The Rules Committee members also confirmed the plan to go forward with the recommendation for a Chair-Elect so the elected officer can learn the responsibilities of the Chair and be mentored by the current Chair. John Ponder made a motion to institute the position of Chair-Elect to serve as an ex officio member of Faculty Senate for one year, followed by two years as Chair, and then one year as Past-Chair. Mary Bishop seconded the motion. The committee members voted unanimously to approve the motion. With this schedule, the overall time commitment remains the same at four years.

Schedule of Elections and Years of Service for Faculty Senate Secretary

The discussion was focused on the schedule of elections and the differing number of years in service for the Faculty Senate Chair and the Faculty Senate Secretary. With the current schedule, the Faculty Senate Chair is in office for two years, whereas the Faculty Senate

Secretary is in office for three years. In some cases, the Chair and Secretary will have overlapping terms of service. In other cases, a new Chair and a new Secretary will take office at the same time. Linda Haynes described a recent discussion at the Faculty Senate Executive Committee meeting on March 14, 2014. When asked about whether the elections should be changed so new officers could take office at the same time and have the same years in office, Shelley Rogers (current Faculty Secretary) described the benefit of assuming her new office with a Faculty Senate Chair who already had one year of experience. With that in mind, the discussion turned to the possibility of altering elections so each new Faculty Senate Chair and Faculty Senate Secretary would assume office with an officer who had already been in office the preceding year. Linda Haynes presented this information to Faculty Senate on March 14, 2014 and asked Faculty Senators to begin thinking about the possibilities for modifying the election cycles for the Faculty Senate Chair and Secretary. The Rule Committee members discussed the various schedules for elections and came to consensus for seeking feedback from the current Faculty Senate Chair (Shelley Rogers) about the number of years to remain in office and the election cycle.

#### Action Items

The committee recommendation for Position of Faculty Senate Chair-Elect will be submitted to the Faculty Senate for consideration.

Linda Haynes will follow-up with the current Faculty Senate Secretary, Shelley Rogers, to gain Shelley's perspective on the length of service and election cycle for Faculty Senate Secretary.

Minutes prepared by  
Linda Haynes  
Chair, Rules Committee

**Attachment:** Recommendation for Position of Faculty Senate Chair-Elect

**Recommendation from the Faculty Senate Rules Committee  
for One-Year Position of Chair-Elect of the Faculty Senate  
April 8, 2014**

The current composition of the Faculty Senate includes the following (see *Policies and Procedures of the University of West Georgia*, August 16, 2011, p. 20)

<http://www.westga.edu/assets/Dept/vpaa/PoliciesProcedures15June2012.pdf> :

- University President (ex officio)
- University Provost (ex officio)
- Chair of the Senate (Two-Year Term)
- Past-Chair of the Senate (ex officio) (Two-Year Term)
- Duly Elected Senators (Three-Year Term)
- Executive Secretary (Three-Year Term)

The Faculty Senate Rules Committee members recommend a position of Chair-Elect of the Faculty Senate (ex officio) to serve in the position for one year before taking office as Chair. The rationale is that the position will allow more time for the Chair-Elect to learn the responsibilities of the Chair and be mentored by the current Chair.

The Rules Committee members recommended that the election should be held at the last Spring General Faculty meeting for the term of Chair-Elect to begin June 1st. The Chair-Elect would then assume the position of Chair on the following June 1st.

The Rules Committee members recognize the need to be considerate of the long-term commitment in addition to the need for continuity. The recommendation is to institute the position of Chair-Elect to serve as an ex officio member of Faculty Senate for one year, followed by two years as Chair, and then one year as Past-Chair. With this schedule, the overall time commitment remains the same at four years. (The current time commitment is two years as Chair and two years as Past-Chair.)

Responsibilities for the Chair-Elect would include the following:

- Attend Faculty Senate meetings as an ex officio member
- Attend occasional President's Advisory Council (PAC) meetings (e.g., once a month or once every two months)
- Attend one state-level meeting for Faculty Senate leaders during the year