Rules Committee
Minutes for the 09/23/19 Meeting

**Attendents:** 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

<table>
<thead>
<tr>
<th>Senate Members</th>
<th>Faculty Members</th>
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<tbody>
<tr>
<td>Remshagen, Anja (Chair)</td>
<td><a href="mailto:mbishop@westga.edu">mbishop@westga.edu</a></td>
</tr>
<tr>
<td>Angela Branyon</td>
<td>脱脂@westga.edu</td>
</tr>
<tr>
<td>Beznosov, Mikhail</td>
<td><a href="mailto:mbeznosov@westga.edu">mbeznosov@westga.edu</a></td>
</tr>
<tr>
<td>Miller, Laura</td>
<td><a href="mailto:lfinck@westga.edu">lfinck@westga.edu</a></td>
</tr>
<tr>
<td>Gilles, Brent</td>
<td><a href="mailto:bgilles@westga.edu">bgilles@westga.edu</a></td>
</tr>
<tr>
<td>Hollingsworth, Allison</td>
<td><a href="mailto:alisonh@westga.edu">alisonh@westga.edu</a></td>
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<tr>
<td>Senate – COSM (2020)</td>
<td>Faculty – THSSON (2021)</td>
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<td>Senate – COE (2021)</td>
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<td>Senate – COSS (2020)</td>
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### B. Meeting Schedule

<table>
<thead>
<tr>
<th>Rules Meetings</th>
<th>Rules Location/Time</th>
<th>Senate Agenda Deadline</th>
<th>Senate &amp; Exec. Com. Meetings</th>
<th>Senate Meetings Location/Time</th>
<th>Executive Committee Location/Time</th>
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<tr>
<td>Dates (Mondays)</td>
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<td>Dates (Fridays)</td>
<td>Dates (Fridays)</td>
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* 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.

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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