Rules Committee
Minutes for 05/08/19 meeting at 2:00pm (Miller Hall #2212)

Attendants: Anja Remshagen, Brent Gilles, David Jenks, Judy Butler, Susana Velez-Castrillon (Chair)

1. Minutes:
Any Changes, Additions, Modifications

2. Regular Agenda Items:
   a. UWG Institutional Procedures, Section 2, Academic Affairs. Rules committee members will revise/reformat the UWG Procedures within each area of Section 2.0 using the UWG Procedure form. Review the Faculty Handbook for the rules/regulations offered and offer revisions as necessary. The “assignments” are listed below (Rules committee member listed, new Policy name, and old UWG Faculty Handbook number):

      Susana: 103.0201 Faculty Promotion and Tenure Evaluation
      A. Departmental Evaluation (for units with academic departments)- marked up version
         Clean version
      Sent back to the committee by Senate
      This item adds the definition of voting faculty member to the handbook by using the definition in the University Statutes.
      The item was sent back to the committee due to an error in the section that was quoted.

      Susana: Time Limits for Tenure 103.0402 marked up version
      Clean version
      Sent back to the committee by Executive Committee of the Senate
      The executive committee of the Senate expressed that the policy should include provisions for faculty who are assigned administrative duties (for example, they are named director of a program, department chair, etc.) and might also need extensions.

      Susana: Evaluation Process
      UWG Procedure 2.2.3
      Remove original ballot from the voting
      Fix in faculty handbook
Laura: 103.0205 Appeal of Negative Evaluation
UWG Procedure 2.2.4

Anja: Annual Evaluation 104.0101
UWG Procedure 2.4.1

Shannon: Pre-Tenure Review (Third Year Review) 102.0201 B. and UWG Procedure 2.4.2

Georgina: Post-Tenure Review (104.02)

Delene: Evaluation of Chairs (104.06)

Brent: Evaluation of Deans (104.06)

Angela: Annual Leave (111.01)
UWG Procedure 2.5.1

Charlie: Professional Leave (Awards) (112 through 114.0201)
For further information, please review the Policy website at https://www.westga.edu/policy. You will find the “Policy Index” listed under the “UWG Policies” dropdown menu. In addition, there are policies for review listed under the “Policies for Comment” section.

3. Additional Agenda Items:

4. Informational Items:
Susana: Section 103.06 Evaluating Teaching
Susana discussed this policy in the February meeting of the Executive Committee of the Faculty Senate. It was agreed that she will attend the next meeting of the Faculty Development Committee to work on this policy.

A. Senate – Rules Committee… 2017-2018 Members List

<table>
<thead>
<tr>
<th>Senate Members</th>
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<tbody>
<tr>
<td>Velez-Castrillon, Susana (Chair)</td>
<td><a href="mailto:svelez@westga.edu">svelez@westga.edu</a></td>
<td>Senate-RCOB (2019)</td>
</tr>
</tbody>
</table>
Branyon, Angela  
abranyon@westga.edu  
Senate - COE, 2021

Miller, Laura  
lmiller@westga.edu  
Senate – COAH (2020)

Remshagen, Anja  
anja@westga.edu  
Senate- COSM (2020)

<table>
<thead>
<tr>
<th>Faculty Members</th>
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</thead>
</table>
| DeWeese, Georgina  
gdeweese@westga.edu  
Faculty – COSM (2019) |
| Vito, Anthony  
avito@westga.edu  
Faculty- COSS (2019) |
| Finck, Shannon  
sfinck@westga.edu  
Faculty - COAH (2020) |
| Cheng, Yun  
ycheng@westga.edu  
Faculty – RCOB (2020) |
| Gilles, Brent  
bgilles@westga.edu  
Faculty - COE (2020) |
| Volkert, Delene  
dvolkert@westga.edu  
Faculty - TSON (2019) |
| Sicignano, Charlie  
charlie@westga.edu  
Faculty- Library (2020) |

<table>
<thead>
<tr>
<th>Administrators</th>
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</table>
| Jenks, David  
djenks@westga.edu  
Administrator - Associate VP for Academic Affairs |
| Simpson, Jane  
jsimpson@westga.edu  
University General Counsel |

**Rules Email list:** svelez@westga.edu, abranyon@westga.edu, lmiller@westga.edu, anja@westga.edu, gdeweese@westga.edu, avito@westga.edu, sfinck@westga.edu, ycheng@westga.edu, bgilles@westga.edu, dvolkert@westga.edu, charlie@westga.edu, djenks@westga.edu, jsimpson@westga.edu

**B. Rules/Senate Agenda Meeting Schedule 2018-2019**

<table>
<thead>
<tr>
<th>Rules Meetings (Tuesdays)</th>
<th>Rules TSON room/Time</th>
<th>Senate Agenda Deadline</th>
<th>Senate &amp; Exec. Committee Meetings</th>
<th>Senate Meetings Location/Time</th>
<th>Executive Committee Location/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dates</strong></td>
<td><strong>TSON #200</strong></td>
<td><strong>Dates</strong></td>
<td><strong>Dates</strong></td>
<td><strong>Location TSON 106</strong></td>
<td><strong>Location TSON 200</strong></td>
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<tr>
<td>9/25/18</td>
<td>8:45 – 10:45</td>
<td>10/5/18</td>
<td>10/12/18</td>
<td>3:00pm</td>
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<td>10/23/18</td>
<td>8:45 – 10:45</td>
<td>11/2/18</td>
<td>11/09/17</td>
<td>3:00pm</td>
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<td>11/27/18</td>
<td>8:45 – 10:45</td>
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<td>12/07/18</td>
<td>3:00pm</td>
<td>2:00pm/</td>
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C. Rules Committee purpose per UWG Policy 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)