

Faculty Development Committee  
Meeting Notes  
Friday, September 22, 2023; 9:30-10:10

In Attendance: Carrie Carmack, Amy Cuomo, Farooq Khan, Walter Riker, Beth Sheppard  
Notes Approved via email by Monday, September 25, 2023

- I. Annual Evaluation Form  
Dr. Preston attended the first part of the meeting to address questions regarding the New Annual Evaluation Form. The form is not meant to add additional requirements, but rather clarify the evaluation process and make reporting to the USG efficient. The four parts of the form: Teaching, Service, Professional Growth, and Service are mandated by the U.S.G. Also, the University is responsible for maintaining records on Faculty Evaluations to be in compliance with SACSCOC. Dr. Preston said if Programs had a robust and clear method for evaluating faculty, they could submit the first page of the new form and attach their evaluation form for the second page. As we reviewed this new form, it came up that Faculty Interfolio was a helpful part of the process for annual evaluations.
- II. BOR Changes to Post Tenure Review: [The committee will read the BOR changes and the UWG Handbook's section on Post Tenure review and will make suggestions at our next meeting regarding needed changes.](#)
- III. [We will invite Anne Richards](#) to our next meeting to discuss Faculty Emeriti needs. We will need to devise a process by which Faculty Emeriti takes Cyber Security Training. We discussed Faculty Emeriti's access to the library. Beth Sheppard said that if retired faculty did their cyber security training and retained a UWG email address they would have access to the library.
- IV. We discussed Krisiti Carman's request to have the Faculty Handbook updated to reflect the way changes are made. Beth Sheppard suggested that this request may need to go to the Rules Committee of the Senate. [Amy Cuomo agreed to ask Jeff Reber if this was the case and forward the request.](#)

The Faculty Development Committee is working on distributing and providing feedback on the new **Annual Evaluation Form**. The form is not meant to add additional requirements, but rather clarify the evaluation process and make reporting to the USG efficient. The four parts of the form: Teaching, Service, Professional Growth, and Service are mandated by the U.S.G. Also, this summer, the BOR made changes to its **Post Tenure Review policy**. The FDC will examine the current UWG Faculty Handbook and suggest changes to be in compliance with the Board of Regents. The FDC is also looking at how to ensure **Faculty Emeriti** have access to their email and maintain access to the library and its collections.