UWG Rules Committee Meeting Agenda
Meeting Agenda

Meeting Date: 09/23/2020
Meeting Time: 8:00 AM
Meeting Location: Online Google Meet link: https://meet.google.com/zdr-fdbc-efd?authuser=0
Chair: Angie Branyon

FGC Membership

Name	email	Department	Role	Attendance
Angie Branyon	abranyon	Educational Technology & Foundations (ETF) -- 2021	Chair	X
Lok Lew Van Voon	lokl	College of Art, Culture, and Scientific Inquiry—(CACSI) 2023	Senator (Member-at-Large)	X
Anca Koczkas	akoczkas	College of Art, Culture, and Scientific Inquiry (CACSI) -- 2021	Senator (Member-at-Large)	X
Laura Hill	laurah	International Languages and Cultures (CACSI) -- 2023	Senator	X
Ajith DeSilva	ldesilva	CACSI --2021	Representative	X
John Sewell	johns	School of Mass Communication -- 2021	Representative	X
Brittney Beth Drummond	bdrummon	CACSI -- 2022	Representative	
Alison Hollingsworth	alisonh	Richards College of Business (RCBH) -- 2022	Representative	X
Jennifer Heidorn	jkoch	College of Education (COE) -- 2022	Representative	X
Michelle Venn	mvenn	Tanner Health System School of Nursing (THSSON) --2021	Representative	
Craig Schroer	craig	LIBR	Representative	
Kristi Carman	kcarman	University Counsel		
David Jenks	djenks	Interim Provost		
Denise Overfield	doverfie	Assistant Vice President/Academic Affairs		X

Rules Committee Agenda

Harry Nelson	hnelson	Administrative Manager Academic Affairs		X

Presenters:

Meeting Agenda Items

1. Welcome
2. Discussions of Senate Vote and Presidential Meeting
3. Discussion and review of changing senate policy to allow president of AAUW to become an *ex officio* member of the Senate

INFO SHEET: AAUP and Faculty Senate at UWG
Compiled by Matt Franks, President, UWG chapter of the AAUP

I. Background on the AAUP (American Association of University Professors):
The AAUP is a nonprofit membership association of faculty that has been defending academic freedom and shared governance for over 100 years. The AAUP has chapters at universities and state conferences across the country, and publishes recommendations that University administrations and faculty senates regularly use to guide policies. The organization also engages in advocacy, legal action, and collective bargaining (where possible) to defend faculty members from unfair treatment and to facilitate shared governance: https://www.aaup.org/our-programs/shared-governance

The UWG chapter of the AAUP currently has 68 active members, which is about 10% of teaching faculty. We have had an active presence on the UWG campus for decades, and our members represent every college on campus and all faculty ranks. Over the years, the leadership of the UWG chapter of the AAUP has met regularly with the UWG president, with our members, and with the faculty at large to advocate for faculty voices in institutional planning and operations.

II. Shared values of the AAUP and Faculty Senate
The primary purpose of the UWG chapter of the AAUP is to: "advance academic freedom and shared governance, to define fundamental professional values and standards for higher education, and to ensure higher education's contribution to the common good." These goals clearly align with the UWG Faculty Senate's role as the "primary means through which faculty participate in the shared governance process at UWG." AAUP chapters have a history of participating in faculty senates, both formally and informally, to achieve the goals of increasing faculty participation in the governance of universities. These resources contain models for such collaborations: https://www.aaup.org/article/how-evaluate-faculty-governance-structure https://www.aaup.org/article/how-make-faculty-senates-more-effective

III. Selected examples of AAUP reps on Faculty Senates & Senate Executive Committees:
1. The University System of Georgia Faculty Council includes the Georgia State AAUP president as a non-voting affiliate:
IV.3: https://www.usg.edu/faculty_council/bylaws
2. Augusta University has their AAUP president as a non-voting member of their Faculty Senate: https://www.augusta.edu/universitysenate/documents/ausenatebylaws2015current.pdf
3. Hofstra University includes their AAUP chapter president on the Agenda Committee of their Faculty Senate (the equivalent of our Executive Committee) as a voting member:
IX.D: https://www.hofstra.edu/pdf/faculty/senate/facultystatutes.pdf
4. University of Northern Iowa includes representation from their AAUP union chapter (United Faculty) as a non-voting member of their Faculty Senate:
https://senate.uni.edu/current-year/current-and-pending-business/invitation-seat-table-faculty-senate-united-faculty
5. At the University of Southeastern Missouri, an AAUP representative attends and reports at the Faculty Senate Governance Committee and the Faculty Compensation Committee:
https://semo.edu/facultysenate/pdf/FS-Constitution.pdf

15 September 2020

Proposal: AAUP representation on the Faculty Senate

From: Executive Committee, UWG Chapter of the AAUP

To: Rules Committee, UWG Faculty Senate

We propose that the UWG Faculty Senate create a permanent ex officio, non-voting seat on the Faculty Senate Executive Committee for the president of the UWG chapter of the AAUP. This structure is in line with the larger organization of senate and AAUP representation in the state of Georgia, where the USG Faculty Council (chairs of all the faculty senates) includes the Georgia State AAUP president as a non-voting affiliate. This proposal allows collaboration between elected AAUP representatives and the faculty senate in facilitating shared governance, which is a primary mission of both organizations. The AAUP representative would bring to the senate the AAUP's historical perspective, policy documents, and extensive experience with shared governance, academic freedom, and other issues pertinent to senate activities as they are helpful. The AAUP representative would also bring the concerns of AAUP members and executive committee to the senate's attention, as well as reporting back on senate activities. We trust that such transparent communication, information sharing, and collaborative advocacy will greatly benefit both organizations, as well as the faculty of UWG as a whole.

This proposal would entail the following change to the Policies and Procedures manual (change in red):

Section 2. Faculty Senate Organization
    F. The Executive Committee of the Faculty Senate
    2. Composition. The Executive Committee shall be composed of the chairs of the Senate standing committees, the Chair of the Senate, the Chair-Elect or Past Chair of the Senate,

the Executive Secretary, the President of the UWG Chapter of the AAUP, the President of the University, and the Provost of the University.

4. Review Addendum IV
   E. In each college, school, and in the L̶library, the dean will be responsible for convening the initial meeting of the e̶l̶e̶c̶t̶e̶d̶ committee or committees. At the initial meeting, the members of the committee shall select one of its faculty members as chair. The chair will be a voting member of the committee.
5. Review: ADDENDUM VI
   - UWG Faculty Handbook, Section 104.03 1) Section 104.03 Faculty Evaluation of Departmental Administrative Personnel (Addendum VI)
     Addendum VI 38/59 UWG Faculty Handbook Modification of 104.03, Faculty Evaluation of Departmental Administrative Personnel
     Rationale:
     - This evaluation procedure applies to department chairs (in case of departments of colleges) and department heads (in case of departments of the library). In the current version, the first part of Section 104.03 refers to "departmental administrative personnel" and the second part refers to department chairs. The proposed version uses consistently the term "department leader" and makes some improvements to the language.
     - Section 104.0302 contains an evaluation form, presumably a sample form for the evaluation of department chairs and heads. Since the form is not referenced anywhere in the Faculty Handbook and since it contains formatting and wording issues, the section with the evaluation form has been removed from the proposed version of Section 104.03. Departments that are currently using the evaluation form may still use the form.

PROPOSED MODIFIED VERSION

104.03 Faculty Evaluation of Departmental A̶d̶m̶i̶n̶i̶s̶t̶r̶a̶t̶i̶v̶e̶ ̶P̶e̶r̶s̶o̶n̶n̶e̶l̶ Leadership

To provide the faculty and administration with information on the performance of departmental a̶d̶m̶i̶n̶i̶s̶t̶r̶a̶t̶i̶v̶e̶ ̶p̶e̶r̶s̶o̶n̶n̶e̶l̶ leadership as defined by each academic unit, a periodic evaluation is established.

104.0301 Procedure.

An evaluation of t̶h̶e̶ ̶d̶e̶p̶a̶r̶t̶m̶e̶n̶t̶ ̶c̶h̶a̶i̶r̶ each department leader as defined by each academic unit shall be conducted by the department at least once every three years (e̶x̶c̶e̶p̶t̶ ̶t̶h̶a̶t̶ ̶n̶e̶w̶ ̶d̶e̶p̶a̶r̶t̶m̶e̶n̶t̶ c̶h̶a̶i̶r̶s̶ with the exception of new department leaders, who shall not be evaluated during their first year in office). The form of evaluation (written, oral, group, etc.) and the procedure to be used shall be determined by the departmenta̶l̶ members, reviewed by the d̶e̶p̶a̶r̶t̶m̶e̶n̶t̶ ̶c̶h̶a̶i̶r̶ department leader, and approved by the dean. The procedure shall meet the following guidelines:
   1. All evaluators will feel free to be candid without fear of repercussion.
   2. The faculty of that department, the d̶e̶p̶a̶r̶t̶m̶e̶n̶t̶ ̶c̶h̶a̶i̶r̶ department leader, and the dean will be made privy to the information, and these parties will not divulge the contents except at the discretion of the dean.

Rules Committee Agenda

3. The dean will keep the results of the last three evaluations of a particular department chair each department leader.

39/59 104.0302 Suggestions were made here that a committee approach departments and ask for their questionnaires and see if any of them are reliable and validated and the offer those forms for use by choice. That this form does not belong in the handbook.

Personnel Evaluation Questionnaire
University of West Georgia

Individual Under Review   Date

Position
On the average I have contact with this person: Daily   Weekly   Bimonthly   Occasionally

I am: A Student   A Faculty Member   An Administrator   A Staff Member   Other

Return this completed form to:
Instructions:
Listed below are a number of statements which describe the behavior of administrators and professional personnel. Rate this person on each of these items by marking the appropriate response. In making your rating, compare the person with other administrators you have known. There is, of course, a great diversity among the types of professional positions, and some of the statements below may be more fitting for some positions than others. If you feel that an item is not applicable (N.A.) in describing the person's behavior or position, place a mark in the blank to its left. If you do not have sufficient information to evaluate the person, please mark the 'O' response of 'Do Not Know'. Please respond to all of the items.

CODE

0-Do Not Know   1-Low   2-Below Average   3-Average   4-Above Average   5-High

Evaluate the person named above in terms of the degree to which he or she: SCALE I.
COMMUNICATIONS AND INFORMATION
_____ N.A.
_____ 1. Communicates with you in a timely and responsive manner.   0 1 2 3 4 5
_____ 2. Has sufficient contact with you.   0 1 2 3 4 5
_____ 3. Is duly sensitive to your needs for information.   0 1 2 3 4 5
_____ 4. Writes letters and makes statements that seldom need clarification. 0 1 2 3 4 5
_____ 5. Conveys a sense of caring and concern for the needs and problems of students,
          faculty and associates.   0 1 2 3 4 5
_____ 6. Displays a sensitivity to the feelings of students, faculty and associates.   0 1 2 3 4 5
_____ 7. Conducts effective conferences and interviews.   0 1 2 3 4 5
_____ 8. Displays the ability to give constructive criticism in a positive manner. 0 1 2 3 4 5
_____ 9. Has good rapport with students, faculty and associates.   0 1 2 3 4 5
_____ 10. Works well with students, faculty and associates to achieve common goals.   0 1 2 3 4 5
_____ 11. Needs to improve communication skills. Yes _____ No _____

        If yes, explain in what way(s)

CODE
0-Do Not Know   1-Low   2-Below Average   3-Average   4-Above Average   5-High

Rules Committee Agenda

SCALE II. PLANNING, OPERATIONS, AND ACTION
____ N.A.

____ 12. Plans ahead for those activities under his or her jurisdiction.	0 1 2 3 4 5
____ 13. Keeps goals up-to-date and clearly stated.	0 1 2 3 4 5
____14. Makes time for planning by delegating routine work.	0 1 2 3 4 5
____15. Initiates action towards defined goals	0 1 2 3 4 5
____ 16. Perseveres in the face of frustrations and obstacles to accomplish difficult goals	0 1 2 3 4 5
____ 17. Completes detailed and routine tasks effectively	0 1 2 3 4 5
____ 18. Establishes uniform procedures where appropriate	0 1 2 3 4 5
____ 19. Encourages initiative and performance by delegating tasks effectively to others	0 1 2 3 4 5
____ 20. Can anticipate potential problems which may develop when plans do not work out in practice	0 1 2 3 4 5
____ 21. Shows resourcefulness and imagination in finding answers to problems	
Other: _____	0 1 2 3 4 5

____ 22. Needs to improve in planning, operations and action Yes ____ No ____
If yes, explain in what way(s)

SCALE III. DECISION MAKING AND PROBLEM SOLVING

____ N.A.

____ 23. Makes sound and timely decisions	0 1 2 3 4 5
____ 24. Gathers pertinent facts before acting	0 1 2 3 4 5
____25. Applies policy consistently and fairly	0 1 2 3 4 5
____26. Consults with others on important decisions	0 1 2 3 4 5
____27. Is skilled in participatory decision making	0 1 2 3 4 5
____28. Approaches problem solving on systematic basis	0 1 2 3 4 5
____29. Is able to cope with unanticipated events	0 1 2 3 4 5
____30. Recognizes and utilizes the special talents of others as an aid to solving problems	0 1 2 3 4 5
____31. Understands the college well enough to refer matters to the proper offices for effective action 0 1 2 3 4 5	
____32. Acts with deliberateness and common sense under stress	
Other: _____	0 1 2 3 4 5

____ 33. Needs to improve decision-making and problem-solving skills
          Yes ____ No ____
If yes, explain in what way(s)

CODE

0-Do Not Know   1-Low   2-Below Average   3-Average   4-Above Average   5-High
SCALE IV. PLANNING, OPERATIONS, AND ACTION
____ N.A.

____ 34. Establishes rapport easily and is approachable for counsel	0 1 2 3 4 5
____ 35. Is receptive to constructive suggestions for changes	0 1 2 3 4 5
____ 36. Gives credit to others for their contributions 0 1 2 3 4 5	
____ 37. Fosters morale and instills co-workers with a sense of enthusiasm, purpose and direction	0 1 2 3 4 5
____ 38. Works well with committees	0 1 2 3 4 5
____ 39. Inspires confidence in his or her personal integrity and professionalism	0 1 2 3 4 5
____ 40. Is fair and impartial in rendering decisions affecting students, faculty and associates	0 1 2 3 4 5
____ 41. Is skilled in those specialties demanded by his or her assignment	0 1 2 3 4 5
____ 42. Demonstrates a clear understanding of the role and scope of his or her	

      assignments and authority   0 1 2 3 4 5
   _____ 43. Compared with other administrators and professional at UWG, is (1) one of the worst,
     (2) below average, (3) average, (4) above average, (5) one of the best
     Other: _____   0 1 2 3 4 5
   _____ 44. Needs to improve personal and human relations skills Yes _____ No _____

If yes, explain in what way(s)

PROPOSED REVISED VERSION

104.03 Faculty Evaluation of Departmental ~~Administrative Personnel~~ Leadership

To provide the faculty and administration with information on the performance of departmental leadership as defined by each academic unit, a periodic evaluation is established.

104.0301 Procedure.

An evaluation of each department leader as defined by each academic unit shall be conducted by the department at least once every three years (with the exception of new department leaders, who shall not be evaluated during their first year in office). The form of evaluation (written, oral, group, etc.) and the procedure to be used shall be determined by the department~~al~~ members, reviewed by the department leader, and approved by the dean. The procedure shall meet the following guidelines:

   1. All evaluators will feel free to be candid without fear of repercussion.
   2. The faculty of that department, the department leader, and the dean will be made privy to the information, and these parties will not divulge the contents except at the discretion of the dean.
   3. The dean will keep the results of the last three evaluations of each department leader.

Review: Addendum VII

UWG Academic Affairs Policies Index
Approval of UWG Procedure 2.4.4, Evaluation of Department Leaders

Rationale: Currently no university procedure exists for the evaluation of department leaders. The proposed procedure has the same content as Section 104.0301 of the Faculty Handbook with the proposed modifications from the preceding appendix.

PROPOSED PROCEDURE

UWG PROCEDURE NUMBER: 2.4.4, Evaluation of Department Leaders
Authority: **UWG POLICY 2.4, (Recurring Faculty Evaluations)**

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.4, establishes the following procedures for compliance with UWG Policy 2.4 on Recurring Faculty Evaluations:

Rules Committee Agenda

The purpose of the procedure is to clearly communicate to the University of West Georgia faculty information on the periodic performance evaluation of department leaders.

A. Definitions
    1. Department leader - department chair or head of academic units.

B. Procedure
An evaluation of each department leader as defined by each academic unit shall be conducted by the department at least once every three years (with the exception of new department leaders, who shall not be evaluated during their first year in office). The form of evaluation (written, oral, group, etc.) and the procedure to be used shall be determined by the department members, reviewed by the department leader, and approved by the dean. The procedure shall meet the following guidelines:
    1. All evaluators will feel free to be candid without fear of repercussion.
    2. The faculty of that department, the department leader, and the dean will be made privy to the information, and these parties will not divulge the contents except at the discretion of the dean.
    3. The dean will keep the results of the last three evaluations of each department leader.

C. Compliance
UWG follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. (BOR Policy Manual, 8.3.5 Evaluation of Personnel)

Issued by the [title of person charged with writing procedure], the _____ day of _____, 2020.

_____
Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: _____

Previous version dated: N/A

    6. Harry Nelson – Revision to *Statutes, Policies and Procedures Manual,* and the *Faculty Handbook* as a result of the restructuring
        Policies and Procedures Manual (Approached by Kristi Carmen to decide if this is redundant or not and if we need to revise or scrap it)

Rules Committee Agenda

https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/PoliciesProcedures.pdf

UWG Statutes (BOR Approved)
https://www.westga.edu/administration/vpaa/UWGAApolicies.php