

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

	Senate Members	
Velez-Castrillon, Susana (Chair)	svelez@westga.edu	Senate-RCOB (2019)

Branyon, Angela	abranyon@westga.edu	Senate - COE, 2021
Miller, Laura	lmiller@westga.edu	Senate – COAH (2020)
Remshagen, Anja	anja@westga.edu	Senate- COSM (2020)
Faculty Members		
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)
Administrators		
Jenks, David	djenks@westga.edu	Administrator - Associate VP for Academic Affairs
Simpson, Jane	jsimpson@westga.edu	University General Counsel
<p>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</p>		

B. Rules/Senate Agenda Meeting Schedule 2018-2019

Rules Meetings (Tuesdays)	Rules TSON room/ Time	Senate Agenda Deadline	Senate & Exec. Committee Meetings	Senate Meetings Location/Time	Executive Committee Location/Time
Dates	TSON #200	Dates	Dates	Location TSON 106	Location TSON 200
9/25/18	8:45 – 10:45	10/5/18	10/12/18	3:00pm	2:00pm/
10/23/18	8:45 – 10:45	11/2/18	11/09/17	3:00pm	2:00pm/
11/27/18	8:45 – 10:45	11/30/18	12/07/18	3:00pm	2:00pm/

1/22/19	8:45 – 10:45 MH2212	2/15/19	2/22/19	3:00pm	2:00pm/
2/26/19	8:45 – 10:45	3/23/19	3/29/19	3:00pm	2:00pm/
3/26/19	8:45 – 10:45	4/20/19	4/19/19	3:00pm	2:00pm/
4/30/19	8:45 – 10:45			3:00pm	2:00pm/
*5/28/19	8:45 – 10:45				
*6/25/19	8:45 – 10:45	6/7/19	6/14/19	3:00pm	2:00pm/
*7/23/19	8:45 – 10:45	7/12/19	7/19/19	3:00pm	2:00pm/
* these meetings will be scheduled if there are pending agenda items					

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)