

[Approved Electronically](#) on March 25, 2019

Rules Committee
Minutes for 02/26/19 meeting at 8:45 am (TSO #200)

Attendants: Angela Branyon, Yun Cheng, Brent Gilles, David Jens, Susana Velez-Castrillon

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: [Time Limits for Tenure 103.0402](#)

The committee took again this policy that had been reviewed in 2018. This time Rules agreed to include the suggested changes, namely:

- To include the extension of the tenure clock which was in the BOR policy but not in UWG’s Faculty Handbook.
- To add to the policy extensions of the pre-tenure, tenure, promotion, and post-tenure review clocks
- For points 2 to 6 we changed the language to include mostly the links to BOR’s Policy Manual because our handbook was worded exactly as the BOR’s policies.

[Proposed Policy for Senate Executive Officers](#)

Rules was tasked by the Executive Committee of the Faculty Senate with reviewing the Policy for Senate Executive Officers. The changes proposed by the Executive Committee are necessary because there’s currently no provision in UWG’s Policies and Statutes to deal with extended absences of any of the Executive Officers of the Senate.

The Rules Committee discussed the changes and was concerned that the policy proposed was too specific in naming the past officers (Previous Chair, Previous Secretary, and Previous Parliamentarian) as replacement for the current Executive Officers in case of leave. The concerns were mainly:

- That the policy might force some members of the Executive Board to serve longer terms than they anticipated. For instance, in the case of the

Chair of the Faculty Senate they will serve one year as chair-elect, two as chair, and to these a 4 year could be added if a new Senate Chair takes and extended leave of absence.

- That this policy might not be enforceable. That is, that there might not be a way to mandate that the previous executive members serve for another extended term to cover for absences of current executive members.
- That the leave of absence for research (for instance, a sabbatical) is known several months and sometimes years in advance, and that it might be advisable that people who know that a research leave might interfere with their service as executive members of the board should not run for election to these positions.

To address these concerns the Rules Committee decided to modify the policy by removing mention of specific individuals such as the previous Chair, Secretary, and/or Parliamentarian of the Faculty Senate.

Yun: Evaluation Process

[UWG Procedure 2.2.3](#)

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)
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)