

Approved by [Electronic Vote](#) on 10/04/2018

**Rules Committee
Minutes for 9/25/18 meeting**

Rules Members present: Angela Branyon, Laura Miller, Anja Remshagen, Shannon Finck, Yun Cheng, Brent Gilles, and Susana Velez-Castrillon (chair).

Guest: Judy Butler

1. Minutes:

Any Changes, Additions, Modifications

Minutes from the 4/19/18 Meeting were approved [with an electronic ballot](#).

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):

Items for committee voting:

Susana: Introduction to the Rules Committee:

We did a brief personal introduction of all the members of the committee. The committee chair discussed the committee's purpose, and explained the different documents that we use to review existing policies and procedures, and craft new ones, including the Faculty Handbook, UWG Statutes, BOR Policy Manual, BOR Academic and Student Affairs Handbook, and UWG Policies and Procedures.

Susana: [105 - Dismissal Process](#) (previous item) [UWG Procedure 2.6.1](#)

Since the Faculty Senate and the General Faculty Approved the changes to the UWG Statutes related to Grounds for Dismissal, the committee discussed the Dismissal Process - 105 of the Faculty Handbook and UWG Procedure 2.6.2.

The committee suggests that the Dismissal Process (105) incorporates the Grounds for Dismissal (which were not in this section of the handbook).

All the subsections dealing with Preliminary Procedures, Provision for Hearing Committee, and Dismissal Procedures, have been moved to UWG Procedure 2.6.2.

The most substantive changes in the procedures were to put time limits where the procedure previously said “reasonable time”, to charge the Executive Committee of the Faculty Senate with appointing the members of the Hearing Committee, and change the requirement in section 105.0405 from a tape recording to a recording.

Items discussed but not ready for vote:

Anthony: Time Limits for Tenure 103.0402

Anthony was not present at this meeting, but we briefly discussed the Time Limits for Tenure. Specifically, Susana noted that the BOR provides for stoppage of the tenure clock for leaves of absence based on birth or adoption of a child, or disability or prolonged illness of the employee or immediate family member, but that UWG’s Faculty Handbook does not specifically address this.

Susana will share with the committee members information about what some other universities do, including some institutions in the USG. She encouraged members to get feedback on this potential policy from their colleges and departments. The table with this information [can be found here](#).

Susana: Criteria for Promotion 103.0302 and UWG Procedure 2.2.2

Charlie: Criteria for Tenure (103.0403 through 103.0602) (previous item)

Susana informed the Rules Committee that together with Bashu Dutt, chair of the Faculty Development Committee of the Faculty Senate and Judy Butler, chair of the Faculty Senate, we decided that the policies and procedures related to Criteria for Promotion 103.0302 and UWG Procedure 2.2.2, and Criteria for Tenure (103.0403 through 103.0602) are going to be discussed first by the Faculty Development Committee, and then sent to the Rules Committee.

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:

- a. Election of the committee chair elect: Each committee of the Faculty Senate needs to have a chair elect, who should be one of the senators currently in the committee. No one volunteer for this role, so the committee decided to postpone the election of the chair elect until the next meeting.

A. Senate – Rules Committee... 2018-2019 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	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)