

# Rules Committee Agenda

## 01/13/20 Meeting, 2pm, TLC 2-207

Approved 02/10/2020

**Attendants:** Anja Remshagen, Mikhail Beznosov, Mary Bishop, Angela Branyon, Landewatte DeSilva, Shannon Finck, Brent Gilles, Allison Hollingsworth, Laura Miller, Denise Overfield, Charlie Signano, John Sewell, Angela Insenga (guest)

### 1. Minutes

Minutes from 11/18/19 were approved.

### 2. Regular Agenda Items

a. Update on policies & procedures in progress:

- The Faculty Senate has approved
  - the modifications to Faculty Handbook Section 103.0302 Specific Minimum Criteria for Promotion, except for the striking of “from Lecturer” in item 6: “Professional Growth and Development for Promotion from Lecturer to Senior Lecturer”
  - UWG Procedure 2.2.2, Criteria for Promotion
- On Jan 17, FDC intends to revise the changes to the following faculty handbook sections as suggested by the Rules Committee:
  - 103.0201 Faculty Promotion and Tenure Evaluation
  - 103.0402 Time Limitations / Time Limits
  - 102.0201 The Probationary Period
  - 104.01 Administrative Evaluation of Faculty & 104.0101 Procedure

The chair updated the committee on the progress on the procedures for the UWG Policy Index.

The following faculty handbook sections and procedures are in line for review this semester:

- Post-Tenure Review (104.02), UWG Procedure 2.4.3 (Ajith, Mikhail)
- Evaluation of Deans (104.06), UWG Procedure 2.4.5 (Brent)
- Annual Leave (111.01), UWG Procedure 2.5.1 (Angela)
- Professional Leave (Awards) (112 through 114.0201), UWG Procedure 2.5.2 (Charlie)

b. Criteria for Tenure

- Faculty Handbook Section 103.0403

Changes to the Faculty Handbook Section 103.0403 were approved as shown in [Appendix I](#).

- UWG Procedure 2.3.2

UWG Procedure 2.2.2 was approved as shown in [Appendix II](#).

c. Annual Evaluation of Chairs

- Faculty Handbook Section 104.03

Changes and suggestions to the Faculty Handbook Section 104.03-104.0301 were approved as shown in [Appendix III](#).

The committee agreed that various formatting issues and possibly some wording in the Personnel Evaluation Questionnaire University of West Georgia in Faculty Handbook Section 104.0302 need to be corrected. Issues and suggestions are listed in [Appendix IV](#).

The changes and suggestions will be send to the Faculty Development Committee for review.

- UWG Procedure 2.4.4

Creation of UWG Procedure 2.4.4 was tabled until the FDC has provided feedback on the revisions to Faculty Handbook Section 104.03-104.0301 and to the Personnel Evaluation Questionnaire.

d. **Membership**

	<b>Senate Members</b>	
Remshagen, Anja ( <b>Chair</b> )	anja@westga.edu	Senate – COSM (2020)
Angela Branyon	abranyon@westga.edu	Senate – COE (2021)
Beznosov, Mikhail	mbeznosov@westga.edu	Senate – COSS (2020)
Miller, Laura	lmiller@westga.edu	Senate – COAH (2020)
	<b>Faculty Members</b>	
Bishop, Mary	mbishop@westga.edu	Faculty – THSSON (2021)
DeSilva, Landewatte	ldesilva@westga.edu	Faculty – COSM (2021)
Finck, Shannon	sfinck@westga.edu	Faculty COAH (2020)
Gilles, Brent	bgilles@westga.edu	Faculty – COE (2020)
Hollingsworth, Allison	alisonh@westga.edu	Faculty – RCOB (2020)
Sewell, John	johns@westga.edu	Faculty - COSS (2021)
Sicignano, Charlie	charlie@westga.edu	Faculty- Library (2020)
	<b>Administrator</b>	
Overfield, Denise	doverfie@westga.edu	Provost and Vice President for Academic Affairs appointee
Carman, Kristi	legal-list@westga.edu	University General Counsel
	<b>Google Group</b>	
Faculty Senate Rules Committee, fs-rules-list@westga.edu		

## A. Meeting Schedule

Rules Meetings	Rules Location/ Time	Senate Agenda Deadline	Senate & Exec. Com. Meetings	Senate Meetings Location/Time	Executive Committee Location/Time
Dates (Mondays)	Location TLC 2-207	Dates (Fridays)	Dates (Fridays)	Location TSON 106	Location TSON 200
08/26/2019	3pm-4:30pm	09/06/19	09/13/19	1pm	11:30am/12pm
09/23/2019	3pm-4:30pm	10/04/19	10/11/19	1pm	11:30am/12pm
10/21/2019	3pm-4:30pm	11/01/19	11/08/19	1pm	11:30am/12pm
11/18/2019	3pm-4:30pm	11/29/19	12/06/19	1pm	11:30am/12pm
01/13/2020	2pm-3:30pm	01/17/20	01/24/20	1pm	11:30am/12pm
02/10/2020	2pm-3:30pm	02/14/20	02/21/20	1pm	11:30am/12pm
03/10/2020	2pm-3:30pm	03/20/20	03/27/20	1pm	11:30am/12pm
04/07/2020	2pm-3:30pm	04/10/20	04/17/20	1pm	11:30am/12pm
TBD*	TBD*	06/05/20	06/12/20*	1pm	11:30am/12pm
TBD*	TBD*	07/10/20	07/17/20*	1pm	11:30am/12pm

\* these meetings will be scheduled if there are pending agenda items

## B. Rules Committee Purpose ([UWG Policies 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)

# Appendix I

## 103.0403 Specific Minimum Criteria for the Award of Tenure

1. **Teaching.** Same as criteria for promotion to Associate Professor
2. **Service ~~to the Institution~~.** Same as criteria for promotion to Associate Professor
3. **Academic Achievement.** Same as criteria for promotion to Associate Professor
4. **Professional Growth and Development.** Same as criteria for promotion to Associate Professor

## Appendix II



### **UWG PROCEDURE NUMBER: 2.3.2, Criteria for Tenure**

**Authority: UWG POLICY 2.3, (Tenure)**

The [title of person charged with writing procedure], pursuant to the authority of UWG Policy 2.3, establishes the following procedures for compliance with UWG Policy 2.3 on Tenure:

The purpose of the procedure is to clearly communicate to the University of West Georgia faculty the minimum criteria for the award of tenure.

#### **A. Definitions.**

1. **Tenure** - Employment status that may be awarded to tenure-track faculty after the probationary period. Per BoR Policy 8.3.7.2: Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100 percent workload basis for two out of every three consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency or program modification as determined by the Board of Regents.

#### **B. Procedure.**

The minimum criteria for the award of tenure are the same as the minimum criteria for promotion to Associate Professor as specified in UWG Procedure 2.2.2.

#### **C. Compliance [or Penalties].**

UWG follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. ([BOR Academic and Student Affairs Handbook](#), 4.4 Award of Tenure and [BOR Policy Manual](#), 8.3.7 Tenure and Criteria for Tenure)

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

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Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: \_\_\_\_\_

Previous version dated: N/A

## Appendix III

### 104.03 Faculty Evaluation of Departmental Administrative Personnel

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

#### 104.0301 Procedure.

An evaluation of ~~the department chair~~ **departmental administrative personnel as defined by each academic unit** shall be conducted by the department at least once every three years (~~except that new department chairs~~ **with the exception of new administrators, 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 departmental members, reviewed by ~~the department chair~~ **departmental administrative personnel**, and approved by the dean. The form (see example form 104.0302) and 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 chair~~ **departmental administrative personnel**, 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 ~~a particular department chair~~ **each departmental administrator**.

## Appendix IV

- Add a Section title: **104.0302 Example Evaluation Form**
- In the section Instructions, replace 'O' by '0' (... please mark the '0' responses ...)
- Are N/A and 0 responses redundant?
- Fix formatting errors (i.e. remove lines after Question 34, alignment of columns, arbitrary spacing).
- Heading of SCALE IV is the same same as heading for SCALE II, should be renamed
- Question 43: Compared with other administrators and professionals at UWG, is (1) one of the worst, (2) below average, (3) average, (4) above average, (5) one of the best  
Other: \_\_\_\_\_
- Consider revising language of question 43.