

Memorandum

To: General Faculty

Date: May 5, 2009

Regarding: Agenda, Special Meeting of the Faculty Senate, May 08, 2009 at 3:00 pm in
TLC 1-303

The agenda for the May 8th Special Meeting of the Faculty Senate will be as follows:

1. Call to Order
2. Roll Call

Unfinished Business

3. Consideration of the changes to the Policies and Procedures Manual recommended by the Ad-Hoc Rules Committee as specified in Addendum I. NOTE: The senate will consider amendments to the changes but cannot vote for final approval of the changes at this meeting.

New Business

4. Ad Hoc Budget Committee.
5. Continuation of Ad Hoc Rules activities.

Announcements

Adjournment

Addendum I: Changes to the Policies and Procedures Manual recommended by the Ad-Hoc Rules Committee

A) Motion to approve the following proposed changes to the UWG Policies and Procedures Manual (Proposed by the Ad Hoc Rules Committee 2008-2009)

Deletions are ~~stricken~~, additions are in *highlighted italic type*.

Proviso affecting this motion:

- Proposed changes shall not affect officers already elected.
- Proposed changes affecting membership shall take effect at the next scheduled election as specified in the by-laws.

**Order of Consideration in Seriatim for April 3, 2009 Senate Meeting
Submitted by Chris Huff and Chris Aanstoos
Amended as approved at the April 3, 2009 Senate Meeting.**

1)Section for Consideration

Article II. The Office of the President

Section 1. The President

C. 5 Serve as chair and presiding officer of the General Faculty ~~and of the Faculty Senate.~~

Article III. Officers of the Administration

Section 1. General Officers of Administration

A. 3 The *Provost and* Vice President for Academic Affairs shall be a person of professorial rank. He or she shall be Vice-Chair of the General Faculty, ~~Vice-Chair of the Senate~~, Chair of the Administrative Council, Vice-Chair of the President's Advisory Committee, and an ex-officio member of all standing committees of the Senate.

2)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

A. Composition of the Senate (Revised ~~August 1986~~ *April 2009*)

The Senate shall be comprised solely of members of the General Faculty as defined in Article I, Section 2 C of these Statutes. Its membership shall include:

1. The President, ~~who shall be the chair and preside~~ *an ex-officio (nonvoting) member;*
2. The *Provost and* Vice President for Academic Affairs, an ex-officio (nonvoting) members, ~~who shall serve as vice chair and president in the absence of the President;~~
3. *Chair of the Senate;*
4. *Past Chair of the Senate, an ex-officio (nonvoting) member;*
- 4 6. Executive Secretary

3)Section for Consideration

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B. ~~The Executive Secretary~~ *The Chair of the Faculty Senate*

The Chair of the Faculty Senate shall preside at all Faculty Senate meetings and chair the Executive Committee of the Senate. Additional responsibilities include serving as a liaison between Senate and other stakeholders in the University community; setting the agenda for Senate meetings; providing for an orientation and training of new chairs of Senate committees; resolving issues with Senators who do not serve or who resign; casting a vote only in case of a tie; and designating a replacement to preside over Senate meetings in case of absence.

1. Eligibility

The Chair of Senate must be a tenured full-time faculty member who has served in the Senate within the prior three years and who is not currently Chair or Past-Chair of the Senate.

2. Term of Office

The Chair will begin service on June 1 and serve a two-year term in office.

3. Election of the Chair of the Faculty Senate

At the March meeting of the Faculty Senate in the current Chair's last year in office, the Senate shall nominate at least two (2) qualified persons to stand for election as the next Chair; in April the University faculty will vote in such a fashion that the winner of the election will have received a majority of votes cast. Ballots will specifically include an option for a write-in candidate.

If the Chair-elect is currently a member of the Senate, the Chair-elect will resign his or her Senate seat (and committee assignments) and would be replaced by an election within the person's respective college or school.

4)Section for Consideration

Article IV. Faculties of the University
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C. *The Past Chair of Faculty Senate*

After the two year term in office, the Chair of the Senate will serve a two (2) year term as Past Chair, an ex-officio (nonvoting) member of the Senate. The Past Chair will serve on the Executive Committee of the Senate.

5)Section for Consideration

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D. The Executive Secretary

An ex-officio (nonvoting) Executive Secretary shall be elected by the Senate for a period of two (2) years from nominees submitted, one (1) *tenured full-time* faculty member *who has served in the Senate within the prior three years* from each academic unit listed in A (3 5). His or her duties shall be to prepare and maintain the official records of the Senate, to receive committee reports, to supervise the operational affairs of the Senate, *maintain the Senate web site*, and ~~to serve as official liaison between the committees and the Senate and between the academic units and the Senate~~ *serve as a member of the Executive Committee of the Senate.*

6)Section for Consideration

Article IV. Faculties of the University

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E. The Executive Committee of the Faculty Senate

The Executive Committee of the Faculty Senate, consisting of the Chair, Past-Chair, Executive Secretary, and the Chairs of the Standing Committees of Senate, shall create and assign members to Senate Ad-Hoc Committees; and assign Senators to standing committees.

7)Section for Consideration

Article IV. Faculties of the University

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G. Standing Committees, Restriction on Membership

1. ~~In establishing its committees, the Senate shall assign to the first eight (8) committees Senators from among its eligible members with the provisions that no committee shall have more than two senators from any one college.~~ *The Executive Committee shall assign Senators from its eligible members to each standing committee.* The administration members designated in Article IV, section F (excluding those identified by role in the statutes) shall be appointed by the *Provost and* Vice President for Academic Affairs.

8)Section for Consideration

Article IV. Faculties of the University

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J. Ad Hoc Committees

The Senate ~~Executive Committee~~ may appoint ad hoc committees as required.

9)Section for Consideration

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G Standing Committees, Restrictions on Membership

2. The President, *Provost and* Vice President for Academic Affairs, *Chair of the Senate*, and Executive Secretary of the Senate shall not be eligible to serve on the standing committees of the Senate, except in an ex-officio (nonvoting) capacity, and no faculty representative shall serve on more than one committee (other than the Committee on Graduate Studies).

4. The Executive Secretary shall notify, in writing, *the Chair of the Senate*, the deans of Arts and Sciences, Business, *Nursing*, and Education; the Director of the Library; and the *Provost and* Vice President for Academic Affairs of the number of committee positions to be filled by each unit. Such notification shall be made by February 15.

5. Election of non-senators to committees shall proceed in the same manner in each of the following ~~four~~ *five* units: the College of Arts and Sciences, *College of Business*, *School of Nursing*, ~~and~~ *College of* Education and the Library....The deans or heads of the units shall report the results of the election, in writing, to the *Chair of the Faculty Senate*, the Executive Secretary of the Faculty Senate, and to the *Provost and* Vice President for Academic Affairs before...

10)Section for Consideration

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A. Composition of the Senate (Revised ~~August 1986~~ *April 2009*)

~~3~~ 5. ~~Twenty-eight~~ *Forty-two* duly elected senators apportioned as follows: ~~ten percent of the faculty of each College or School as well as of the library~~; College of Arts and Sciences, ~~twelve~~ *twenty-five*; Richards College of Business, ~~six~~ *five*; College of Education, eight; *School of Nursing*, ~~two~~; and the library, two. This apportionment constitutes ten-percent of the faculty of each College or School as well as of the library and shall be adjusted by the Rules Committee every five years as needed to maintain that percentage. No department of any unit shall be represented by more than one senator unless a unit has fewer departments than its allotted number of senators. In no case shall departmental representation exceed two senators

11)Section for Consideration

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F. Standing Committees, Membership *and Purpose* (Revised ~~by vote of Faculty, February 1,~~ *1982*).

Each Faculty Senate Committee shall be assigned a minimum of three (3) and a maximum of four (4) senators to its membership. Such assignments will be made by the Senate Executive Committee.

1. Undergraduate Academic Programs. Purposes: to recommend policy and procedures...Membership: Senate ~~5~~ *3 or 4* (~~2 Arts and Sciences, 1 Business, 1 Education, 1 Library~~); Faculty ~~8~~ *9* (~~4~~ *3* Arts and Sciences, *1 Nursing*, 2 Business, 2 Education, 1 Library); Students 2 (their majors representing different colleges); *Administration 1 ex-officio, non-voting*

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~~(Registrar). Total membership: 15 or 16. The Registrar is a non-voting, ex-officio member. College Deans and their representatives are excluded from membership.~~

2. Academic Policies and Procedures. Purpose: to recommend policy concerning advisement, undergraduate admissions, ...Membership: Senate 3 or 4 (1 Arts and Sciences, 1 Business, 1 Education); Faculty 9 (5 Arts and Sciences, 1 Nursing, 1 Business, 2 Education, 1 Library); Students 1, Administration 2. Total membership: 15 or 16.

3. Faculty and Administrative Staff Personnel. Purpose: to recommend policy concerning appointments, promotions...Membership: Senate 5 or 4 (2 Arts and Sciences, 1 Business, 1 Education, 1 Library); Faculty 11 (6 Arts and Sciences, 1 Nursing, 1 Business, 4 Education, 1 Library); Students 0; Administration 2. Total membership: 18 or 15.

4. Learning Resources. Purpose: to recommend policy, make procedural recommendations and organizational...Membership: Senate 3 or 4 (2 Arts and Sciences, 1 Education); Faculty 7 (5 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 2; Administration 2. Total membership: 14 or 16.

5. Student Life. Purpose: to recommend policy and procedures concerning financial aid...Membership: Senate 2 or 4 (1 Arts and Sciences, 1 Education); Faculty 7 (5 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 4 (3 undergraduate, 1 graduate); Administration 2 (Assistant Dean of Students and 1 administrative designee); Library 1. Total membership: 14 or 17.

6. General University Matters. Purpose: to recommend policy and procedures for public relations, convocations,...Membership: Senate 2 or 4 (1 Arts and Sciences, 1 Business); Faculty 8 (5 Arts and Sciences, 1 Nursing, 1 Business, 2 Education, 0 Library) Students 3; Administration 2. Total membership: 14 or 15.

7. Institutional Studies and Planning. Purpose: to recommend policy concerning University purposes and goals...Membership: Senate 3 or 4 (1 Arts and Sciences, 1 Business, 1 Education); Faculty 5 (3 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 2; Administration 6. Total membership: 16 or 17.

8. Intercollegiate Athletics Committee. Purpose to recommend policy and procedures concerning athletic admission standards, athletic budgets...Membership: Senate 3 or 4 (1 Arts and Sciences, 1 Business, 1 Education); Faculty 4 (1 Arts and Sciences, 1 Business, 1 Education, 1 Library); Students 3; Administration 2 ex-officio, non-voting (Director of Athletics, NCAA representative). Total membership: 14 or 13.

9. Committee on Graduate Studies. Purpose: to recommend policy and formulate procedures concerning...Membership: Senate 3 or 4; Dean of the Graduate School (ex-officio, non-voting), department chair or coordinator of each graduate program, three members elected at large annually from the graduate faculty (these members must come from separate colleges), and one graduate student selected by the Committee on Graduate Studies.

10. Honors College Committee. Purpose: to recommend policy and formulate procedures concerning Honors College admission...Membership: Dean of the Honors College, Director of the Advanced Academy of Georgia, President of the Honors Council, the Registrar or his or her designee, the Director of Admissions or his or her designee, the Director of Residence Life or his or her designee are ex-officio members. There shall be five faculty members from the College of Arts and Sciences, two from the Richards College of Business, and two from the College of Education. The Dean or his or her designee shall preside at Committee meetings and represent the Committee in all matters. The Committee shall elect one of its members to record action minutes. Members will serve 3-year terms and are eligible for consecutive terms. Senate 3 or 4;

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Faculty 6 (3 Arts and Sciences, 1 Nursing, 1 Business, 1 Education); Students 1; Administration 4 ex-officio, non-voting (Dean of the Honors College, Director of Advanced Academy, Director of Admissions, Director of Residence Life). Total membership: 14 or 15.

11. Technology Planning Committee. Purpose: To access and recommend policy and procedures...Membership: Senate 2 3 or 4 (1 Arts and Sciences, 1 Business or Education); Faculty 6 (3 2 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 3 (Appointed by the SGA); Administration 5 3 (2 Academic Affairs, 1 Arts and Sciences, 1 Business and Finance, 1 Student Services). Total Membership: 15 or 16. with members representing the Senate and faculty service for staggered three year terms.

12)Section for Consideration

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12. Budget Committee. Purpose: to review the budget of the University and to make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University.

Membership: Senate 3 or 4; Faculty 5 (1 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 1; Administration 2 ex-officio, non-voting (Director of Business-Budget Services, Academic Affairs.) Chair of the Committee shall be elected from the faculty members of the committee. Total membership: 11 or 12.

13)Section for Consideration

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13. Rules Committee. 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 consider and make recommendations to the Senate regarding changes to the bylaws and policies and procedures manual, and to coordinate revisions and updates to the faculty handbook, bylaws, and the policies and procedures manual.

Membership: Senate 3 or 4; Faculty 5 (1 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 0; Administration 1 ex-officio non-voting (University attorney).

14)Section for Consideration

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D. Standing Committees, Purpose

The Senate shall empower standing committees to recommend policy and/or procedures on all matters appropriate...The Senate Rules Committee reserves the right to resolve all jurisdictional and procedural questions that might arise among the committees.

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15) Section for Consideration

C. **F.** Election of the Faculty Senate

4. All members of a unit who meet...The dean or head of each unit shall notify, in writing, the *Chair of the Faculty Senate*, Executive Secretary of the Faculty Senate and the *Provost and* Vice President for Academic Affairs *of* the election results by the agenda deadline for the final Spring Semester meeting of the Faculty Senate.

5. The composition of the Senate shall be reviewed every five (5) years by ~~an ad-hoc committee appointed by the President~~ *the Senate Rules Committee*.

~~—6. Every two (2) years, each unit is notified by February 15 that the Executive Secretary's position is to be filled. Each unit shall submit a nominee for Executive Secretary of the Senate. Each nominee must meet the requirements set forth for senators and must have served on the Senate during the past three (3) years. The voting procedures and regulations used for electing senators will be used.~~

~~—7. The Senate shall elect the Executive Secretary from the slate of nominees from the four (4) units at the first Summer semester meeting of the newly elected senators. The retiring Executive Secretary shall continue his or her duties for the election meeting.~~

8 6. Unexpired terms of ~~an Executive Secretary~~ *Chair of the Senate* shall be filled by the same procedure used in the initial election.