

**Faculty Senate
Meeting Minutes
October 12, 2018**

Approved electronically, October 16, 2018

1. Call to Order

Chair Butler called the meeting to order at 3:04 p.m.

2. Roll Call

Present:

Barbour, Bertau, Bohannon, Branyon, Chwialkowska (Rollins, sub.), Cormican, Dahms (Hunt, sub.), Dutt, Edelman (Ramsey-Jordan, sub.), Elman, Faucette, Fleming, Geyer, Green, Hansen, Hong, Johnson, Khodkar, Lee, McKendry-Smith, Merrem, Miller, Moon (Yates, sub.), Morris, Neely, Nickell, Ogletree, Pashia, Penco, Perryman, Pidhainy, Reber, Remshagen, Richter (Welch, sub.), Robinson, Rutledge, Scremin, Snipes (Maggiano, sub.), Stanfield (Camp, sub.), Sterling, Tweraser, Vasconcellos, Velez-Castrillon, Wadlington, and Zot

Absent:

Abrokwa, DeFoor, Hipchen, Hoang, Rees, and Zamostny

3. Minutes

A) Approval of Minutes from September 14, 2018

Minutes were approved unanimously

4. Committee Reports

Committee I: Undergraduate Programs Committee (Jeffrey Zamostny, Chair)

Action Items:

A) College of Education

1) Department of Early Childhood through Secondary Education

a) ECSE 4785: Practicum III

Request: Add

Item was approved unanimously.

b) Bachelor of Science in Education, Elementary Education

Request: Modify

Item was approved unanimously.

B) College of Science and Mathematics

1) Department of Biology

a) BIOL 4986: Biological Internship

Request: Modify

Item was approved unanimously.

2) Department of Chemistry

a) CHEM 1211: Principles of Chemistry I

Request: Modify

Item was approved unanimously.

b) CHEM 1212: Principles of Chemistry II

Request: Modify

Item was approved unanimously.

c) CHEM 2411; Organic Chemistry I

Request: Modify

Item was approved unanimously.

d) CHEM 3521: Quantum Chemistry

Request: Modify

Item was approved unanimously.

e) CHEM 3550L: Physical Chemistry Laboratory

Request: Modify

Item was approved unanimously.

f) CHEM 4330K: Instrumental Analysis

Request: Modify

Item was approved unanimously.

g) CHEM 4913L: Advanced Synthesis Laboratory

Request: Modify

Item was approved unanimously.

C) College of Social Science

1) Department of Anthropology

a) ANTH 4983: Directed Research

Request: Modify

Item was approved unanimously.

2) Department of Mass Communications

a) Communication Studies Minor

Request: Add

Item was approved unanimously.

D) Interdisciplinary Studies and Honors College

1) Interdisciplinary Studies

a) XIDS 2002: Medicine in the Greco-Roman Era

Request: Add

Item was approved unanimously.

b) XIDS 2100: Self-Concept and Identity

Request: Add

Item was approved unanimously. NB: Secretary Insenga erred and omitted "Request: Add" from the above item in the final draft of the agenda. A friendly amendment added the request for course addition prior to the unanimous approval of XIDS 2100.

Committee II: Graduate Programs Committee (Colleen Vasconcellos, Chair)

Action Items:

A) Student Affairs

1) Center for Adult Learners and Veterans

a) Military Withdrawal Policy (**Figure One**)

Request: Modify

Item approved unanimously

Information Items:

A) College of Education

1) Department of Educational Technology and Foundations

a) Online Teaching Endorsement

Request: Modify

Committee X: Rules Committee (Susana Velez-Castrillon)

A) UWG Faculty Handbook

1) Dismissal Process of a Faculty Member, 105 (**Figure Two**)

Request: Remove

Item unanimously passed with the following friendly amendment made to paragraph two:

The proposed final policy read:

“The grounds for dismissal which follow are institutional grounds are superseded by Board Policy in all cases of conflict.”

The amended final policy will read:

“The grounds for dismissal which follow are institutional grounds and are superseded by Board Policy in all cases of conflict.”

B) UWG Academic Affairs Policies

1) UWG Discipline and Grievance Procedure, 2.6 (**Figure Three**)

a) Dismissal Process, 2.6.1

Request: Approve

Item unanimously passed with the following friendly amendment to item 6:

The proposed final policy read:

“6. An oath or affirmation shall be administered by the chair of the Hearing Committee to all witnesses by any person authorized by law to administer oaths in the State of Georgia.”

The amended final policy will read:

“6. An oath or affirmation shall be administered to all witnesses by a person authorized by law to administer oaths in the State of Georgia.”

5. Old Business

6. New Business

7. Announcements

President Marrero spoke briefly on the budget, which UWG will soon submit to the USG.

The priorities for this year’s budget are, in top-down order:

- 1. \$1.6 million to fund faculty and staff lines which are currently funded on the next 1/3 of e-tuition undergraduate differential reduction*
- 2. \$250,000 to fund faculty promotion and tenure salary increases for AY 19-20*
- 3. \$900,000 to fund staff and faculty equity (450,000 for faculty and 450,000 for staff)*
- 4. Approximately \$890,000 of new faculty and staff lines (13 new FTEs)*

Dr. Marrero also reminded those in attendance that the week of October 15th is Homecoming here at UWG. He encouraged all interested to attend events.

A) Senate Liaison Reports

- 1) The Commencement Committee is working towards revisions of spring graduation. Due to our growth, UWG will host two December convocations. Suggestions for the spring, thus far, have included adding convocations and/or modifying the pace or way in which graduates cross the stage.*
- 2) Chair of Faculty Development, Basu Dutt, shared his committee's intention to work on ameliorating the faculty grant application process. He also shared the committee's intent to discuss the fair treatment of adjuncts and instructors and to address the need to distinguish between staff and faculty job performance evaluations.*

8. Adjournment

Chair Butler adjourned the meeting at 3:47 p.m.

Respectfully Submitted,

Angela S. Insenga

Professor and Executive Secretary of the Faculty Senate and General Faculty

Department of English and Philosophy

Figure One

Military Withdrawal Policy

Students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive reasonable documentation as approved by the Center for Adult Learners and Veterans to military duty are entitled to a full refund of matriculation fees paid for that semester, in accordance with guidelines previously listed.

Figure Two

105 Dismissal Process of a Faculty Member

The President may at any time remove any faculty member for cause. Adequate cause for dismissal will be related directly or substantially to the fitness of the faculty member in his or her professional capacity. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or rights protected by the United States Constitution.

The Board of Regents Policy Manual states grounds for dismissal (8.3.9.1) of tenured faculty. Board Policy (8.3.9.1.9) permits institutions to make additions to grounds for dismissal. The grounds for dismissal which follow are institutional grounds and are superseded by Board Policy in all cases of conflict. Grounds or “cause” for dismissal may include, but shall not be limited to, the following conduct unbecoming a faculty member:

Grounds for Removal (per [BOR 8.3.9.1 Grounds for Removal](#))

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment—or prior thereto if the conviction or admission of guilt was willfully concealed.
2. Professional incompetency, intentional or habitual neglect of duty, or default of academic integrity in teaching, in research, or in scholarship.
3. Unlawful manufacture, distribution, sale, use or possession of illegal drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member’s performance of duty or his/her responsibilities to the institution or to his/her profession (BOR minutes 1989-90, pp.384-385).
4. Conviction or admission of guilt in a court proceeding of any criminal drug offense (BOR Minutes, 1989-90, pp. 384- 385).
5. Physical or mental incompetency as determined by law or by a medical board of three (3) or more licensed physicians, or as otherwise authorized by law.
6. Intentional misrepresentation related to official documents filed with the Institution
7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity.
8. Willful violation of Regents’ or Institution’s published policies and procedures that constitute serious misconduct.

Figure 3

UWG PROCEDURE NUMBER: UWG Procedure 2.6.1, Dismissal Process

Authority: UWG POLICY: UWG Policy 2.6, Discipline and Grievance Procedures

The University of West Georgia faculty, pursuant to the authority of UWG Policy 2.6, establishes the following procedure for compliance with UWG Policy 2.6 on **Discipline and Grievance Procedures**:

The purpose of the procedure is to clearly communicate to University of West Georgia faculty the Dismissal Procedure.

A. Definitions.

1. Dismissal- the termination of employment of a faculty member.

B. Procedures:

These procedures shall apply only to the dismissal of a faculty member with tenure, or a non-tenured faculty member before the end of the term specified in his/her contract.

It is intended that the procedures set forth below shall be considered as minimum standards of due process and shall not be construed as a limitation upon individual standards or procedures, consistent with the Policy Manual and Bylaws of the Board, which a USG institution may elect to adopt for its own improvement or to make adjustment to its own particular circumstances. Such additional standards or procedures shall be incorporated into the statutes of the institution.

The president may at any time remove any faculty member for cause. Cause or grounds for dismissal are set forth in [Section 8.3.9.1 of the BOR Policy Manual](#) and in the approved statutes or bylaws of an institution. Whenever the words “president” or “administration” are used in these procedures, they shall be construed to include the designated representative of the president.

Preliminary Procedures

The dismissal of a tenured faculty member, or a non-tenured faculty member during his/her contract term should be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.
2. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the president whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the president.
3. A letter to the faculty member forewarning that he/she is about to be terminated for cause and informing him/her that a statement of charges will be forwarded to him/her.
4. The faculty member may also request a formal hearing on the charges before a faculty committee. Failure to request charges within 5 university business days or a hearing within 10 university business days of receiving the statement of charges shall constitute a waiver of the right to a hearing.

5. A statement of charges framed with reasonable particularity by the president or his or her designated representative. Along with the charges, the faculty member shall be advised of the names of the witnesses to be used against him or her together with the nature of their expected testimony.

Provision for Hearing Committee

1. A dismissal as defined above shall be preceded by statement of charges or causes (grounds for dismissal), including a statement that the faculty member concerned shall have the right to be heard by a faculty hearing committee.
2. The Hearing Committee shall consist of not fewer than three (3) or more than five (5) impartial faculty members appointed by the executive committee of the Senate, from among the members of the entire faculty, as defined in [Section 8.1.1 of the BOR Policy Manual](#), of the institution.
3. Members of the Hearing Committee may serve concurrently on other committees of the faculty. The Hearing Committee will meet as a body when it is called into session by the chair of the body that selected them either at his/her discretion, or upon the request of the president or the faculty member who is subject to dismissal.
4. When the Hearing Committee is called into session, it shall elect a chair from among its membership. A member should remove himself/herself from the case, either at the request of a party or on his/her own initiative if he/she deems himself/herself disqualified for bias or interest. Each party shall have a maximum of two (2) challenges without stated cause, provided, however, that all challenges whether with or without cause shall be made in writing and filed with the chair of the Hearing Committee at least five (5) university business days in advance of the date set for the hearing. The chair shall have the authority to decide whether a member of the committee is disqualified for cause. If the chair determines that a member is so disqualified or if a committee member removes himself/herself from a case, the replacement shall be made in the same manner as the original committee was selected. If the chair is thus removed, the committee shall elect a new chair after committee replacements have been appointed. A minimum of three (3) members is required for any action to be taken.

Dismissal Procedures

In all instances where a hearing is requested, the following hearing procedures shall apply:

1. Service of notice of the hearing with specific reasons or charges against the faculty member together with the names of the members of the Hearing Committee shall be made in writing at least twenty (20) university business days prior to the hearing. The faculty member may waive a hearing, or he/she may respond to the charges in writing at least five (5) university business days in advance of the date set for the hearing. If a faculty member waives a hearing but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record.

2. The Hearing Committee, in consultation with the president and the faculty member, may exercise its judgment as to whether the hearing should be public or private.
3. During the proceedings the faculty member and the administration shall be permitted to have an academic advisor and/or counsel of his/her choice. The Hearing Committee will be permitted to have advisory counsel.
4. At the request of either party or the chair of the Hearing Committee, a representative of a responsible education association shall be permitted to attend as an observer.
5. A recording or transcript of the proceedings shall be kept and made available to the faculty member and the administration in the event an appeal is filed.
6. An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia.
7. The Hearing Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
8. The faculty member and the administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence.
9. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the Committee determines that the interests of justice require the admission of his/her statement, the Committee will identify the witness, disclose his statement and if possible provide for interrogatories.
10. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to admissibility of evidence or other legal matters shall be decided by the chair or presiding officer.
11. The findings of fact and the decision of the Hearing Committee will be based solely on the hearing record.
12. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents in the event an appeal is filed. The president and the faculty member will be notified in writing of the decision and recommendation of the Hearing Committee.
13. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the president and the faculty member. If the president does not approve the report, he/she should state his/her reasons in writing to the Committee for response before rendering his/her final decision. If the Committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The president may or may not follow the recommendations of the Committee.

14. After complying with the foregoing procedures, the president shall send an official letter to the faculty member notifying him/her of his/her retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered. The letter shall clearly state any charges which the president has found sustained and shall notify such person that he/she may apply for discretionary review as provided for in Policy 8.6. (BoR Minutes, February 2015)
15. Upon dismissal by the president, the faculty member shall be suspended from employment without pay from the date of the final decision of the president. Should the faculty member be reinstated pursuant to an application under Policy 8.6, he/she shall be compensated from the date of the suspension. (BoR Minutes, February 2015)

C. Compliance [or Penalties].

The University of West Georgia follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. (See Sections [BOR 8.3.9.1](#) and [BOR 8.3.9.2](#), BOR Manual).

Issued by the [title of person charged with writing procedure], *the* ____ *day of* _____, *2018.*

Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: _____