

Approved Electronically on 08/13/2018

**Rules Committee
Minutes for 4/19/18 meeting**

Rules Members present: Anja Remshagen, Anthony Vito, Delene Volkert, Charlie Sicignano, Myrna Gantner, Jane Simpson, Susana Velez-Castrillon (chaired the meeting due to Susan Welch's absence)

1. Minutes:

Action: **Minutes approved from 3/15/2018.**

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: [Grounds for Dismissal- See Statutes, Art. V, Se. 3](#)

The discussion of the changes to the Statutes had been postponed after the 3/15/18 meeting to consult with the BOR lawyers if there were changes coming to the BOR's policy, because the Rules committee decided it would not be productive to propose a change to UWG's Statutes if changes to the relevant BOR policy were pending.

After consultation with the BOR lawyers it was determined that the committee could proceed with the changes to the Statute.

The committee decided to base the Statutes on the current USG statute ([8.3.9.1 Grounds for Removal](#)) which is very similar to our old statute. The most significant change, and where we differ with BOR policies is number change we introduced, was to keep this part from the UWG statutes is #5.

In the BOR:

5. Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians *and reviewed by a committee of the faculty;*

The Rules committee decided that having a committee of faculty determine someone's physical or medical incompetency is probably a violation of HIPAA laws. So, the proposed section of the Statutes reads:

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.

The Rules committee remove the last sentence of UWG's statutes Section 3. A. "Dismissal will not be used to restrain faculty members in their exercise of academic freedom or rights of American citizens."

After finalizing the policy, the committee created the relevant procedure:UWG Procedure 2.2.1, Time Limits for Promotion

Yvonne: [Dismissal Process- 105](#) (previous item) Yvonne was not present, so this item was not discussed

Anthony: [Time Limits for Promotion 103.0301](#)

Proposed changes:

- Add to the handbook specific information about the maximum credit towards the probationary period, based on the [BOR 8.3.7.4 Award of Tenure section](#). This addition to the faculty handbook is needed in case there are new hires coming in from other institutions. :

In Paragraphs 4 and 5, about the Promotion of Assistant Professor to Associate Professor; and Associate Professor to Professor, the following sentence is added:

“A maximum of three (3) years’ credit towards the minimum probationary period may be allowed for service in tenure track positions at other institutions”

- Since UWG has become a comprehensive university since the last revision of this section of the handbook, the committee also approved adding the following sentence about early promotion, taken from the BOR Academic & Student Affairs Handbook [4.5 Award of Promotion](#)

“At research and comprehensive universities, faculty may be considered for “early” promotion with less than the required minimum years of service in rank listed above. However, these cases require strong justification and approval by the president”

Anthony: Time Limits for Tenure 103.0402.

Delene: [Criteria for Promotion 103.0302](#)

Charlie: [Criteria for Tenure \(103.0403 through 103.0602\)](#)

This section of the Faculty Handbook starts with the following:

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

It is necessary to discuss Criteria for Promotion (section 103.0302) because the minimum criteria for tenure are based on the criteria for promotion.

This item was postponed until next meeting.

Yun: Evaluation Process (103.0201; 103.0202)

Laura: Appeal of Negative Evaluation 103.0202

Anja: Annual Evaluation 104.0101

Mary Alice: Pre-Tenure Review (Third Year Review)

Georgina: Post-Tenure Review (104.02)

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.

A. Senate – Rules Committee... 2017-2018 Members List

Senate Members		
Welch, Susan (Chair)	swelch@westga.edu	Senate – SON (2018)
Miller, Laura	lmiller@westga.edu	Senate – COAH (2020)
Remshagen, Anja	anja@westga.edu	Senate- COSM(2020)
Velez-Castrillon, Susana	svelez@westga.edu	Senate-RCOB (2019)
Faculty Members		
DeWeese, Georgina	gdeweese@westga.edu	Faculty – COSM (2019)
Vito, Anthony	avito@westga.edu	Faculty- COSS (2019)
Fuentes, Yvonne	yfuentes@westga.edu	Faculty- COAH (2018)
Cheng, Yun	ycheng@westga.edu	Faculty – RCOB (2018)
Varga, Mary Alice	maryv@westga.edu	Faculty – COE (2018)
Volkert, Delene	dvolkert@westga.edu	Faculty- SON (2019)
Sicignano, Charlie	charlie@westga.edu	Faculty- Library (2018)
Administrators		
Gantner, Myrna	mgantner@westga.edu	Administrator - Provost and Vice President for Academic Affairs
Simpson, Jane	jsimpson@westga.edu	University General Counsel
<p>Rules Email list:swelch@westga.edu, lmiller@westga.edu, anja@westga.edu, svelez@westga.edu, gdeweese@westga.edu, avito@westga.edu, yfuentes@westga.edu, ycheng@westga.edu, maryv@westga.edu, dvolkert@westga.edu, charlie@westga.edu, mgantner@westga.edu, jsimpson@westga.edu, FS-RULES@westga.edu</p>		

B. Rules/Senate Agenda Meeting Schedule... 2017-2018

Rules Meetings (Wednesdays or Thursdays)	Rules SON room/ Time	Senate Agenda Deadline	Senate & Exec. Committee Meetings	Senate Meetings Location/Time	Executive Committee Location/Time
Dates	SON #200	Dates	Dates	Location TLC 203	Location TLC 1200

9/7/17	3:00 – 5:00 (#345)	9/8/17	9/15/17	3:00pm	2:00pm/
10/4/17	3:00 – 5:00	10/6/17	10/13/17	3:00pm	2:00pm/
11/2/17	3:00 – 5:00 (#345)	11/3/17	11/10/17	3:00pm	2:00pm/
*11/30/17	3:00 – 5:00	12/1/17	12/8/17	3:00pm	2:00pm/
1/18/18	3:00 – 5:00	1/19/18	1/26/18	3:00pm	2:00pm/
2/15/18	3:00 – 5:00	2/16/18	2/23/18	3:00pm	2:00pm/
3/15/18	3:00 – 5:00	3/23/18	3/30/18	3:00pm	2:00pm/
4/19/18	3:00 – 5:00	4/20/18	4/27/18	3:00pm	2:00pm/
*6/7/18	3:00 – 5:00	6/8/18	6/15/18	3:00pm	2:00pm/
*7/12/18	3:00 – 5:00	7/13/18	7/20/18	3:00pm	2:00pm/
*Note: This meeting will be confirmed based upon any open 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)