

**Rules Committee  
Minutes for 3/15/18 meeting**

**Rules Members present: Susan Welch, Yun Cheng, Yvonne Fuentes, Delene Volkert, Jane Simpson, Susana Velez-Castrillon, Anthony Vito, Georgina DeWeese, Charlie Sicignano, and Anja Remshagen**

**1. Minutes:**

Action: **Minutes approved from 2/15/18.**

**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.](#) *Statute reviewed and clarification regarding the committee’s ability to change the UWG Statutes with Senate and BOR approval was provided by University General Council (Jan). The committee decided to review all elements of the Dismissal Process Policy and Procedure prior to any Grounds for Dismissal Statutes edits.**

***Yvonne:** [Dismissal Process- 105.](#) *Dismissal Process policy was edited to include BOR information from the 8.3.9.1 Grounds for Removal policy. Also, a Dismissal Process Procedure was created based upon BOR information from 8.3.9.2 Procedures for Dismissal policy. Committee was advised by University General Council (Jan) to ensure aspects of 8.3.9 Discipline and Removal of Faculty Members is the latest policies and procedures available from the BOR. Jan will investigate whether 8.3.9 Discipline and Removal of Faculty Members items are the latest from the BOR and report back to the committee.**

***Anthony:** [Time Limits 103.0301.](#) *The updated time limit policy was reviewed by the committee yet the policy discussed solely the time limit for promotion and not promotion and tenure together, as this is the current format of the UWG Faculty Handbook. The committee agreed upon a “reorganization” of the UWG Faculty Handbook and Institutional Policies Index to incorporate aspects of Promotion and Tenure together for faculty instead of separately and this further organization will look like the following within both the Faculty Handbook and Institutional Policies Index:**

**Promotion and Tenure**

Time Limits

Criteria for Promotion and Tenure

**Evaluation Process**  
**Appeal of Denial of Promotion and Tenure**  
**Appeal of Negative Evaluation**

- Delene: Criteria for Promotion 103.0302
- Charlie: Evaluation Process 103.0201; 103.0202
- Susan: Appeal of Negative Evaluation 103.0202
- Yun: Time Limits 103.0402
- Laura: Criteria for Tenure 103.0403-103.0602
- Anja: Annual Evaluation 104.0101
- Mary Alice: Post-Tenure Review 104.02
- Georgina: Evaluation of Chairs 104.06

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:** None.
4. **Informational Items:** Susanna has agreed to chair the April 19th, 2018 Rules committee meeting as Susan has to attend a national conference during this time frame.

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

| <b>Senate Members</b>         |  |                         |
|-------------------------------|--|-------------------------|
| Welch, Susan ( <b>Chair</b> ) | <a href="mailto:swelch@westga.edu">swelch@westga.edu</a>     | Senate – SON (2018)     |
| Miller, Laura                 | <a href="mailto:lmiller@westga.edu">lmiller@westga.edu</a>   | Senate – COAH (2020)    |
| Remshagen, Anja               | <a href="mailto:anja@westga.edu">anja@westga.edu</a>         | Senate- COSM(2020)      |
| Velez-Castrillon, Susana      | <a href="mailto:svelez@westga.edu">svelez@westga.edu</a>     | Senate-RCOB (2019)      |
| <b>Faculty Members</b>        |  |                         |
| DeWeese, Georgina             | <a href="mailto:gdeweese@westga.edu">gdeweese@westga.edu</a> | Faculty – COSM (2019)   |
| Vito, Anthony                 | <a href="mailto:avito@westga.edu">avito@westga.edu</a>       | Faculty- COSS (2019)    |
| Fuentes, Yvonne               | <a href="mailto:yfuentes@westga.edu">yfuentes@westga.edu</a> | Faculty- COAH (2018)    |
| Cheng, Yun                    | <a href="mailto:ycheng@westga.edu">ycheng@westga.edu</a>     | Faculty – RCOB (2018)   |
| Varga, Mary Alice             | <a href="mailto:maryv@westga.edu">maryv@westga.edu</a>       | Faculty – COE (2018)    |
| Volkert, Delene               | <a href="mailto:dvolkert@westga.edu">dvolkert@westga.edu</a> | Faculty- SON (2019)     |
| Sicignano, Charlie            | <a href="mailto:charlie@westga.edu">charlie@westga.edu</a>   | Faculty- Library (2018) |
| <b>Administrators</b>         |  |                         |

|  |  |   |
|--|--|---|
| Gantner, Myrna   | <a href="mailto:mgantner@westga.edu">mgantner@westga.edu</a> | Administrator - Provost and Vice President for Academic Affairs |
| Simpson, Jane  | <a href="mailto:jsimpson@westga.edu">jsimpson@westga.edu</a> | University General Counsel                                      |
| <b>Rules Email list:</b> <a href="mailto:swelch@westga.edu">swelch@westga.edu</a> , <a href="mailto:lmiller@westga.edu">lmiller@westga.edu</a> , <a href="mailto:anja@westga.edu">anja@westga.edu</a> , <a href="mailto:svelez@westga.edu">svelez@westga.edu</a> , <a href="mailto:gdeweese@westga.edu">gdeweese@westga.edu</a> , <a href="mailto:avito@westga.edu">avito@westga.edu</a> , <a href="mailto:yfuentes@westga.edu">yfuentes@westga.edu</a> , <a href="mailto:ycheng@westga.edu">ycheng@westga.edu</a> , <a href="mailto:maryv@westga.edu">maryv@westga.edu</a> , <a href="mailto:dvolkert@westga.edu">dvolkert@westga.edu</a> , <a href="mailto:charlie@westga.edu">charlie@westga.edu</a> , <a href="mailto:mgantner@westga.edu">mgantner@westga.edu</a> , <a href="mailto:jsimpson@westga.edu">jsimpson@westga.edu</a> , <a href="mailto:FS-RULES@westga.edu">FS-RULES@westga.edu</a> |  |   |

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

| <b>Rules Meetings (Wednesdays or Thursdays)</b>                               | <b>Rules SON room/ Time</b> | <b>Senate Agenda Deadline</b> | <b>Senate &amp; Exec. Committee Meetings</b> | <b>Senate Meetings Location/Time</b> | <b>Executive Committee Location/Time</b> |
|---|-----------------------------|-------------------------------|--|--------------------------------------|--|
| <b>Dates</b>  | <b>SON #200</b>             | <b>Dates</b>                  | <b>Dates</b>                                 | <b>Location TLC 203</b>              | <b>Location TLC 1200</b>                 |
| <b>9/7/17</b>   | 3:00 – 5:00<br>(#345)       | 9/8/17                        | <b>9/15/17</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>10/4/17</b>  | 3:00 – 5:00                 | 10/6/17                       | <b>10/13/17</b>                              | 3:00pm                               | 2:00pm/                                  |
| <b>11/2/17</b>  | 3:00 – 5:00<br>(#345)       | 11/3/17                       | <b>11/10/17</b>                              | 3:00pm                               | 2:00pm/                                  |
| <b>*11/30/17</b>  | 3:00 – 5:00                 | 12/1/17                       | <b>12/8/17</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>1/18/18</b>  | 3:00 – 5:00                 | 1/19/18                       | <b>1/26/18</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>2/15/18</b>  | 3:00 – 5:00                 | 2/16/18                       | <b>2/23/18</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>3/15/18</b>  | 3:00 – 5:00                 | 3/23/18                       | <b>3/30/18</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>4/19/18</b>  | 3:00 – 5:00                 | 4/20/18                       | <b>4/27/18</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>*6/7/18</b>  | 3:00 – 5:00                 | 6/8/18                        | <b>6/15/18</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>*7/12/18</b>   | 3:00 – 5:00                 | 7/13/18                       | <b>7/20/18</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>*Note: This meeting will be confirmed based upon any open agenda items</b> |                             |                               |  |                                      |  |

### **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)