

Faculty Affairs Policy Committee 2013-2014 Annual Report

Due Date: Submit in MSWord or pdf format to senate@gcsu.edu no later than April 30, 2013.

Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.

Committee Name: Faculty Affairs Policy Committee (FAPC)

Academic Year: 2013-2014

Committee Charge:

<http://senate.gcsu.edu/content/faculty-affairs-policy-committee>

Note: This may be a hyperlink to the committee web page on the senate intranet. Please do not use a link to the full bylaws, since these may change from year to year. The relevant section of the bylaws is copied onto your committee page on the senate intranet.

Committee Calendar:

MEETING DATE	TYPE OF MEETING
Friday, Apr 26, 2013	Organizational Meeting to Elect Committee Officers
Friday, Aug 23, 2013	Committee Meeting
Friday, October 4, 2013	Committee Meeting
Friday, November 15, 2013	Committee Meeting
Friday, January 24, 2014	Committee Meeting
Friday, February 28, 2014	Committee Meeting
Friday, April 4, 2014	Committee Meeting

Executive Summary:

1. **Post-Tenure Review:** All credit goes to the Post-Tenure Review work group who labored over revisions in previous FAPC committees. While there are a variety of editorial amendments, the substantive revisions 1) shift the Post-Tenure Review calendar from spring semester to fall semester, 2) emphasize the developmental aspect of post-tenure reviews, formative rather than summative, 3) has the Post-Tenure Review committee chair meet with the candidate and shares the committee's findings, and 4) allows an appeal to be triggered at the discretion of the Post-Tenure Review candidate. This year's committee met with the Associate Provost and sent the revision to Senate, which passed the motion; the President approved the motion.
2. **Student Opinion Survey:** Upon recommendation from the Provost's Office to review the Student Opinion Survey statement included on all syllabi, the committee crafted a new statement that updates obsolete terminology and compresses wordy and repetitive language. The committee sent the revision to Senate, which passed the motion; the President approved the motion.
3. **Procedures:** The committee enlisted work groups to investigate reports of faculty not receiving chairperson evaluations, summer pay proration procedures across the colleges, delays in pre-tenure notification, and written work load policies across colleges. Fact-finding missions clarified the procedures in the three former, while more research needs to be done in the work load issue. While the committee is respectful of individual academic units procedures, when faculty asked for help regarding issues of faculty governance in their colleges, we employed the collective understanding of members from across the college to offer advice.

4. **Contingent Faculty Participation in Shared Governance:** The committee believes that contingent faculty should have the opportunity to participate in shared governance while respecting the workload of contingent faculty; and we began developing two kinds of representational possibilities: first, a work group / ad hoc committee of the University Senate inviting willing contingent faculty to work on contingent faculty affairs, and, second, a proportional representation model like tenure-line faculty and full-time staff currently have. We were unable to send a motion to the Senate during this session and request next year's committee to finish the recommendation.

Committee Membership and Record of Attendance:

Name <i>EFS = Elected Faculty Senator</i>	4/26/2013	8/23/2013	10/4/2013	11/15/2013	1/24/2014	2/28/2014	4/4/2014	Present	Absent	Regrets
Alex Blazer, <i>Chair</i>	Present	Present	Present	Present	Present	Present	Present			
Beth Broyles	Present	Present	Present	Present	Present	Present	Absent			
William Fisher, <i>Secretary</i>	Present	Present	Absent	Present	Regrets	Regrets	Regrets			
Douglas Goings	Absent	Absent	Present	Present	Regrets	Absent	Regrets			
Steven Jones	Present	Present	Regrets	Present	Present	Regrets	Regrets			
Julia Metzker	Present	Present	Regrets	Regrets	Present	Regrets	Present			
Nancy Mizelle	Present	Present	Present	Regrets	Present	Present	Regrets			
Holley Roberts	Present	Present	Regrets	Present	Present	Regrets	Present			
Vicky Robinson	Absent	Absent	Absent	Absent	Present	Absent	Regrets			
Matt Roessing	Present	Absent	Present	Regrets	Present	Present	Absent			
Mike Rose	Present	Present	Present	Present	Present	Present	Present			
Carol Sapp	Regrets	Present	Present	Absent	Present	Present	Present			
Tom Toney, <i>Vice Chair</i>	Present	Present	Present	Present	Present	Present	Present			

Motions brought to the Senate floor:

GCSU Senate Motion 1214.FAPC.001.O- Student Rating of Instruction Survey Statement

To endorse the FAPC recommendation to the Provost that the Student Opinion Survey statement currently required on course syllabi be replaced with the Student Rating of Instruction Survey statement articulated in the supporting document.

- | <u>Date</u> | <u>Action</u> |
|-------------------|--|
| October 15, 2013 | Motion submitted to ECUS |
| November 6, 2013 | Placed on University Senate Agenda |
| November 6, 2013 | Recommended to University President to Approve |
| November 6, 2013 | Motion signed by Lyndall Muschell, Presiding Officer |
| November 12, 2013 | Implementor Assigned – Thomas Ormond |
| November 12, 2013 | Motion Approved by University President |
| November 12, 2013 | Motion signed by President Steve Dorman |

GCSU Senate Motion 1314.FAPC.002.O- Post-Tenure Review

To endorse the FAPC recommendation to the Provost that the current Post-Tenure Review policy be revised with policy articulated in the supporting documents.

- | <u>Date</u> | <u>Action</u> |
|-------------------|--|
| October 16, 2013 | Motion submitted to ECUS |
| November 5, 2013 | Placed on University Senate Agenda |
| November 5, 2013 | Recommended to University President to Approve |
| November 5, 2013 | Motion signed by Lyndall Muschell, Presiding Officer |
| November 12, 2013 | Implementor Assigned – Kelli Brown |
| November 12, 2013 | Motion Approved by University President |
| November 12, 2013 | Motion signed by President Steve Dorman |

Other Significant Deliberation (Non-Motions):

1. Contingent Faculty and Shared Governance
2. Faculty Workload issues across campus

Ad hoc committees and other groups:

1. Post-Tenure Review ad hoc group submitted its completed draft of proposed changes to the current procedures, which was approved by the Senate.
2. Faculty Work Load group investigated a broad array of work load issues across campus, confirming that different units have different kinds of work as well as different kinds of expectations which makes addressing inequities difficult.

Committee Reflections:

What worked well, what did not work so well. Given your charge, how did you spend your time?

This was the year of fact-finding. Although the research did not result in motions, much was learned about the different cultures, procedures, and workloads across campus. We had a number of discussions about faculty welfare across campus, often instigated by reports from our constituents, and we either acted or offered counsel when action proved beyond our charge. Attendance became a problem during spring semester, one meeting took 20 minutes to reach a quorum and another never attained a quorum. This might be the result of a lack of motions to vote on and fact-finding reports to discuss, or it might signal an increase of teaching and service commitments across campus.

Committee Recommendations:

Advice to the membership of the committee for the next academic year such as:

Continue to advocate for faculty concerns, particularly when thinking about transparency and equity of workload across campus and between colleges.

Are there any issues that should be considered by this committee the following year?

1. Looking into the issue of putting limits on the number of contingent faculty hires.
2. Review and revise the Pre-Tenure Review document as the Post-Tenure Review document was.

Are there any issues that this year's committee was unable to complete its work on?

1. Contingent Faculty Participation in Shared Governance: The committee believes that contingent faculty across campus should have the opportunity to participate in shared governance, but we were debating which of two models to recommend, either a Senate subcommittee devoted to contingent faculty issues with contingent faculty volunteers or a number of elected contingent faculty in the Senate akin to how staff elect Senators. The committee recommends finishing this work.
2. Post-Tenure Review: Although the Post-Tenure Review changes were approved in November, another round of revisions to the document was steered to the committee after the last committee meeting. This revision should be next year's committee's first new agenda item.
3. Faculty Workload: Institutional Research provided the workgroup with requested data regarding classes sizes, but the Chairs Council declined its request for information regarding actual policies and procedures around workload. We decided to survey the Deans next. We were trying to ascertain if academic units had transparent and written policies and procedures regarding contact hours vs credit hours, credit for or banking of directed and independent study, class sizes, service requirements, and so forth, under the theory that the lack of transparent and written policies and procedures allows faculty labor to be unfairly exploited.

Do any of this year's committee actions require follow-up? (i.e. a policy was drafted, but there was a recommendation for a review of the policy during the following year.)

1. Contingent Faculty Participation in Shared Governance
2. Post-Tenure Review

Recommendations on calendar (meeting times, outline items that you expect would be considered annually)

None noted.

Recommend items for consideration at the governance retreat:

None noted.

Appendix: Committee Operating Procedures

A summary of the standard operating procedures used to conduct business during the year.

2013-2014 FAPC OPERATING PROCEDURES (PROPOSED FOR FAPC CONSIDERATION at its 23 Aug 2013 meeting)

RELEVANT UNIVERSITY SENATE BYLAWS

WHO IS ON FAPC? V.Section2.C.3.a. Membership. The Faculty Affairs Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

WHO ARE VOTING MEMBERS OF FAPC? IV.Section 4. Committee Service and Voting. All members of the University Senate shall have at least one University Senate committee assignment. Faculty, staff, administrators and students who are not members of the University Senate may be nominated to University Senate committees if the Subcommittee on Nominations deems that appropriate. **Committee members who are not members of the University Senate shall be afforded all rights of committee membership, including voting unless explicitly designated as a non-voting member of the committee in these bylaws, but shall have none of these rights in the University Senate.**

WHAT DOES FAPC CONSIDER? V.Section2.C.3.b. Scope The Faculty Affairs Policy Committee shall be concerned with policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities), which includes, but is not limited to, policies relating to academic freedom, workload, compensation, recruitment, retention, promotion, tenure, recognitions, development, and instructional support. This committee also provides advice, as appropriate, on procedural matters that affect the welfare of the faculty.

WHAT ARE UNIVERSITY SENATE FUNCTIONS? I.Section2. The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. **In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration,** particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. **The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.**

WHAT ARE COMMITTEE FUNCTIONS? V.Section2.C. Standing Committees. These committees shall **have the following three functions** (a) develop recommendations for new policy, (b) develop recommendations that revise existing policy, and (c) serve in advisory role, each applied in a manner consistent with the purposes and powers of the University Senate expressed in Article I. The inclusion of an appropriate chief division officer or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee.

COMMITTEE ANNUAL REPORT IV.Section 2. Reports. The committees listed in V.Section2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee **shall present a comprehensive, written, annual report in an appropriate format** to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.

OPERATING PROCEDURES III.Section 1. The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. These standing committees shall **establish their own operating policies and procedures** consistent with these bylaws and the University Statutes. These must be filed with the Executive Committee and updated as needed.

MEETINGS, CALL, NOTICE, QUORUM

IV.Section 6. Meetings. The standing committees, as listed in V.Section2.A.1, shall meet as needed throughout the year, including recesses between academic semesters, to facilitate the functioning of the University Senate. **The governance calendar designates meeting times for the standing committees throughout the academic year.**

IV.Section6.A. Call. In addition, **a meeting shall be called** by the standing committee chair within ten (10) calendar days of receiving a written request, which must include specification of the proposed purpose for such a meeting, from either (1) the Executive Committee or (2) at least twenty percent (20%) of the membership of the standing committee. **A meeting of a standing committee also may be called by** the University President, the Presiding Officer of the University Senate, or the chair of the standing committee. Individuals calling such a meeting should apply this responsibility judiciously, in particular, for a meeting scheduled during a recess between academic semesters.

IV.Section6.B. Notice. **Written notice of any meeting of a standing committee shall be distributed to every member of the standing committee** by the individual calling the meeting and made accessible to members of the University Senate at least three (3) calendar days prior to the meeting. Such notice shall include the date, time, location and agenda for the meeting.

IV.Section6.C. Quorum. A majority of the standing committee membership shall constitute a quorum.

COMMITTEE OPERATING PROCEDURES: A summary of the standard operating procedures used to conduct business during the year.

- First and foremost the Faculty Affairs Policy Committee is a team and not a set of individuals. To realize this philosophy, we endorse the following:
 - Communicate openly and candidly with each other without judgment or repercussion -- holding back constructive criticism weakens the team
 - Resist communicating *on behalf of the committee* without consultation even if the item feels like a “no-brainer”
 - After committee consultation, copy the entire committee if/when you communicate on its behalf
 - All FAPC members share responsibility to seek out and identify concerns of broad institutional impact within FAPC scope (Article V, Section 2.B.2)
- The **Chair**
 - **Bylaws Responsibilities:**

- Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3)
- Submit such reports to University Senate Secretary in appropriate format for minutes (Article II, Section 3.I)
- Transfer committee records to the following year's committee (Article IV, Section 3.B)
- Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)
- Serve on the Subcommittee on Nominations (Article V, Section 1.D.1.a)
- Be notified by a committee member who is going on extended leave (Article II Section 3.H)
- Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)
- **Other Responsibilities:**
 - Record notification of regrets prior to a scheduled committee meeting
 - Presides at committee meetings
 - Drafts (in consultation with the committee) the tentative agenda for committee meetings
 - Distributes each tentative agenda to the committee via email prior to the committee meeting
 - Scheduling (in consultation with committee) meeting rooms, times, and dates for committee meetings
 - Entering committee motions proposed for University Senate consideration into the online motion database
 - Advertising committee meeting times and meeting agenda to the university community
 - Others as defined/assigned by the committee
- **The Vice-Chair**
 - **Bylaws Responsibilities:**
 - None
 - **Other Responsibilities:**
 - Assumes all duties and responsibilities of the chair in the absence of the chair
 - Others as defined/assigned by the committee
- **The Secretary**
 - **Bylaws Responsibilities:**
 - Provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)
 - **Other Responsibilities:**
 - Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
 - Others as defined/assigned by the committee
- **Agenda:** The agenda of committee meetings is set by the following process.
 - At the conclusion of each meeting, any committee member can propose an item for inclusion on the tentative agenda.
 - A tentative agenda for the meeting is drafted by the committee chair in consultation with the committee members.
 - This tentative agenda is sent to the committee members by the committee chair at least 7 days in advance of the meeting.
 - This tentative agenda includes all available supporting documents for items to be considered by the committee.
 - The tentative agenda is finalized by the committee at the outset of the meeting immediately following the call to order.
- **Communication Tools**
 - Committee email list: fapc@list.gcsu.edu
 - Committee web presence: <http://senate.gcsu.edu/content/faculty-affairs-policy-committee>
- **Deliberation**
 - **Advisory Matters:** (Committee workgroup requesting committee guidance, advisory function of the committee)
 - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
 - **Policy Matters:** (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration)
 - Robert's Rules apply meaning a main motion (to recommend the policy for consideration by the University Senate) is made and committee deliberation proceeds with a vote determining committee disposition of the motion.
- **Duration**
 - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.
- **Minutes** The minutes of the committee shall be drafted by the following process.
 - The committee secretary shall keep notes of the meeting.
 - The committee secretary may request clarification from the committee at any point in the meeting.

- Immediately prior to adjournment of any meeting, the committee secretary shall have the opportunity to seek clarification on any matter to inform preparation of meeting minutes.
- The secretary shall prepare a draft of the minutes for committee review in consultation with the committee officers.
- This draft of the minutes is circulated to the committee for review prior to posting.
- The committee members shall have a minimum of two business days to review the minutes.
- If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
- The minutes are posted in compliance with the university senate bylaws timeline (within 8 calendar days of the meeting).
- *Except for the minutes of the final meeting of the academic year, the previous meeting minutes are an item on the agenda.*
- **Parliamentary Authority**
 - The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Faculty Affairs Policy Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or Faculty Affairs Policy Committee may adopt.
- **Quorum**
 - A majority of the committee membership shall constitute a quorum. (Article IV, Section 6.C)
- **Voting**
 - Voting Members: Each of the thirteen members listed in the University Senate bylaws is a voting member of the committee.
 - Voting Threshold: In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote *assuming the presence of quorum*.
 - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
 - The voting threshold for adoption of a matter to be considered by the committee may be amended by a majority vote.
- **Amendment of these operating procedures**
 - These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered. Any such revision(s) that are approved are effective immediately following the committee vote.