

Faculty Affairs Policy Committee 2014-2015 Annual Report

Due Date: Submit in MSWord or pdf format to senate@gcsu.edu
no later than Monday April 27 2015.

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: 2014-2015

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. It is likely most reliable to copy and paste the relevant bylaws into the committee report as links may (over time) be broken.

Committee Calendar:

MEETING DATE	TYPE OF MEETING
May 2, 2014	Organizational Meeting to Elect Committee Officers
August 22, 2014	Committee Meeting
October 3, 2014	Committee Meeting
November 14, 2014	Committee Meeting
January 23, 2015	Committee Meeting
February 27, 2015	Committee Meeting
April 3, 2015	Committee Meeting

Executive Summary:

1. **Post-Tenure Review** – Last year’s FAPC committee completed a policy concerning Post-tenure Review. However, after review, several issues were discovered that created some potential problems. These included closing the “closing the communication loop”, ensuring that the immediate supervisor of the person undergoing post-tenure review was present at the discussion of the results, and guaranteeing the post-tenure review portfolio would remain within the department according to recommendations from the Georgia College Associate General Counsel. Revisions were made which were sent to the Senate which passed the motion.
2. **Student Opinion Survey:** A Policy for the Use of Student Opinion Surveys was discussed at length in the committee and a final policy was approved by the committee and sent to the Senate. This policy is based on the current policies contained in the Board of Regents Policy manual and takes into account that in spring 2013, the Student Ratings of

Instructional Survey (SRIS) published by the Individual Development and Educational Assessment (IDEA) organization was selected as the online instrument. The Senate passed the motion

3. **Policy Defining Emeritus/Emerita Status** – The committee was charged by ECUS to develop a policy defining the rights of holding emeritus/emerita status at Georgia College, and how a faculty member could apply for such status. The committee drafted a policy based on Board of Regents Policy (8.3.13) and the working policy currently in use by Kennesaw State University. This was presented to the Senate which did not pass the motion – rather the Senate chose to send the policy back to FAPC for further review.
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. A subcommittee was appointed to design a survey instrument to be used to help us determine the desire of contingent faculty to participate in university governance. The survey was implemented but had low participation during its initial run in early 2015. We request that next year’s committee continue to work on this issue.

Committee Membership and Record of Attendance:

Name:	5/3/25	8/22/14	10/3/14	11/14/14	1/23/15	2/27/15	4/3/15
Thomas Toney, Chair	P	P	P	P	P	P	P
Berman, Karen	*	*	*	*	P	P	P
Bourne, Louis	P	P	P	P	P	P	P
Bray, Nancy	P	P	P	P	P	P	P
Brown, Ryan	P	P	P	R	R	P	P
Fisher, William	a	a	R	R	*	*	*
Going, Doug	a	a	R	P	R	P	P
Jarriel, Mandy	a	P	P	P	P	R	P
Mills, Chavonda	P	P	P	P	P	P	P
Roquemore, Barbara, Vice-Chair	a	P	P	P	R	P	P
Rose, Mike	a	P	P	P	P	P	P
Sapp, Carol - Secretary	a	P	P	P	P	R	P
Simon, Katie	a	P	P	P	P	R	P
Taylor, Ashley	P	P	P	R	R	P	P

P = Present, R = Regrets, a = absent

*As of January, 2015, William Fisher was replaced as the Presidential appointee on the committee by Karen Berman.

Motions brought to the Senate floor:

GCSU Senate Motion 1415.FAPC.001.P - Policy Defining Emeritus/Emerita Status

To endorse the FAPC recommendation that this policy be adopted, which aims to promote a consistent approach to the awarding of Emeritus/Emerita status. This policy will apply to teaching faculty and upper level administrators as defined in the policy.

<u>DATE</u>	<u>ACTION</u>
April 8, 2015	Motion submitted to ECUS
April 16, 2015	Place on University Senate Agenda
April 24, 2015	Motion not passed – Senate recommended it back to FAPC for revisions

GCSU Senate Motion 1415.FAPC.002.P - Post Tenure Review (Post-TR)

To endorse the FAPC recommendation that the proposed changes to the post-tenure review document be adopted in order to close certain communication loops and to make certain all legal issues dealing with retention of the post-tenure review material are addressed.

<u>DATE</u>	<u>ACTION</u>
April 16, 2015	Motion submitted to ECUS
April 16, 2015	Placed on University Senate Agenda
April 24, 2015	Motion passed by Senate – recommended to university president to approve

GCSU Senate Motion 1415.FAPC.003.P - Policy for the Use of Student Opinion Surveys

To endorse the FAPC recommendation that this policy, based on requirements of the Board of Regents and on the survey instruments currently in use at Georgia College, be adopted.

<u>DATE</u>	<u>ACTION</u>
April 16, 2015	Motion submitted to ECUS
April 16, 2015	Placed on University Senate Agenda
April 24, 2015	Motion passed by Senate – recommended to university president to approve

Other Significant Deliberation (Non-Motions):

1. Contingent Faculty and Shared Governance
2. Pre-Tenure Review – Discussion about dates and discrepancies across the university concerning notification procedures
3. Faculty Contract Conversion Factor- concerns about differences in conversion of faculty salaries based on a 12/9 pay schedule vs. a 12/10 pay schedule
4. Concern was raised at the last regularly scheduled FAPC meeting (April 4, 2015) regarding the lack of communication concerning recent denials of promotion and/or tenure across the schools. A number of non-senate faculty attended this meeting in order to express their concerns and frustrations.

Ad hoc committees and other groups:

1. Contingency Faculty Survey ad hoc group worked on developing a survey instrument in order to determine the interest in contingency faculty in participating in university governance. Survey was implemented in March 2015 but will need more participation to have statistical meaning. M. Jariel, B. Roquemore and A. Taylor formed this ad hoc group.

2. Faculty Conversion Factor – C. Mills and K. Simon investigated this issue regarding differences that could occur in pay based on a 12/9 vs. a 12/10 pay schedule.
3. Student Opinion Surveys – M. Rose and A. Taylor did a final review of the Policy for the Use of Student Opinion Surveys and recommended it be passed by FAPC.

Committee Reflections:

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

The committee deliberated many issues this year and, in general, had very good participation and attendance. This was perhaps reflective of the fact that many of the issues – post-tenure review, student opinion policies, contingent faculty participation in governance, etc. – were issues that were of great importance to the faculty on the committee. We continued to realize the lack of consistency across campus dealing with issues like post-tenure review and pre-tenure review and continued to hear about faculty never receiving notification, receiving notification with almost no time to prepare the needed information, etc. For the most part, I feel we spent our time on issues that are important to faculty. The final meeting of the semester was “interesting” in terms of the concerns and outrage expressed over what many felt was a capricious handling of promotion and tenure, issues which are obviously taken very seriously by all faculty. Though it was not in the purview of this committee to “fix” this issue, I feel we did serve as an avenue for some faculty to be able to express their opinions on this topic.

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, equity of workloads across campus and between colleges, and timely notification regarding pre-and post-tenure review.

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

1. Looking into the issue of the number of contingent faculty hires and the increase in lecturer positions vs. tenure-track positions.
2. Review and revise the Pre-Tenure review document, particularly concerning notification and due dates, 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 Survey Regarding Participation in Shared Governance: The committee believes that contingent faculty across campus should have the opportunity to participate in shared governance. We made a start on this issue this year, but more needs to be done, particularly concerning participation in the survey instrument that was designed by the ad hoc committee.

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. Policy Regarding Emeritus/Emerita Status - This policy was submitted to University Senate but was defeated. The concern seems to center on the possibility of being able to implement many of the recommendations, despite the fact that all were clearly stated as only being applicable if the university was able to offer them based on finances and resources. Still, this issue will need to be addressed by the next FAPC committee in order to move the document forward.
2. Survey regarding Contingent Faculty – Needs further participation in order to be statistically meaningful.

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.

2014-2015 FAPC OPERATING PROCEDURES

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.