

2021-2022 Annual Report, FAPC

Officers:

Sabrina Hom, Chair

Katie Stumpf, Vice-Chair

Justin Adeyemi, Secretary

Committee Charge:

V.Section2.C.3.a Membership. The Faculty Affairs Policy Committee shall have no fewer than eleven (11) and no more than thirteen (13) members distributed as follows: no fewer than nine (9) and no more than 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 a designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.3.b Scope. The Faculty Affairs Policy Committee shall review and recommend for or against 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.

Committee Calendar:

9/3, 10/1, 11/5, 1/7, 2/11, 3/4, 3/11 (ad hoc meeting to discuss evaluation policy revisions), 4/8

Executive Summary:

The committee recommended three policy revisions. The most significant was a revision to faculty evaluation policies throughout the PPPM, made necessary by the revisions of USG policy around post-tenure review and evaluation which occurred in the fall of 2021. We also made revisions of the policy on faculty appointments, to ensure compliance with accreditation requirements, and simplified the extant research misconduct policies (by reaffirming the most robust extant policy and superseding the others) in order to ensure compliance with Federal research policy. The committee also passed resolutions to request greater local autonomy for the university in the area of mask mandates, and to request that the Board of Regents slow their process on the evaluation policy revisions in order to give a full hearing to faculty concerns and insights. The committee also addressed issues around evaluations of teaching effectiveness, pay for part-time faculty, and the possibility of an ongoing salary study.

Committee Membership and Record of Attendance:

Member	9/3	10/1	11/5	1/7	2/11	3/4	3/11	4/8
Adeyemi, Justin	P	P	P	P	P	P	R	P
Biyogmam, Guy	P	P	A	A	P	A	P	P
Blumenthal, Robert	P	P	P	P	R	P	P	P
Clark, Chris	P	P	P	P	P	R	R	R
Edmonson, Hank	P	P	P	P	R	R	P	R
Folk, Jessie	P	P	P	*	*	*	*	*
Hom, Sabrina	P	P	P	P	P	P	P	P
Knox, Julian	P	A	A	P	P	A	P	P
Mizelle, Nancy	P	P	P	P	P	P	P	P
Rudkevich, Gennady	P	P	P	P	P	P	P	P
Smith, Christina	P	P	P	P	P	P	P	R
Stumpf, Katie	P	P	P	P	P	P	P	P
Swinton, John	*	*	*	P	P	P	P	P
Winn, Sheryl	P	P	P	P	P	P	P	P

*Jessie Folk served in John Swinton’s stead during his sabbatical.

Motions brought to the Senate floor:

[2122.FAPC.005.P] Motion to revise institutional faculty evaluation policies and procedures

[2122.FAPC.004.P] Motion to revise the Policy on Research Misconduct

[2122.FAPC.003.P] To revise the Qualifications for Faculty Appointments in the Faculty Handbook

[2122.FAPC.002.R] Motion to request local campus authority to require masks in the classroom

[2122.FAPC.001.R] Request for Board of Regents to Permit Necessary Discourse and Study of its Proposed Changes to (1) Procedures for Dismissal of Faculty Members, (2) Institutions’ Authority to Grant Tenure, & (3) Post Tenure Review & Annual Review Standards/Process

Other Significant Deliberation (Non-Motions):

- Evaluation of teaching effectiveness. The committee reviewed extensive research showing that student ratings are a poor-quality, often biased tool that mostly reflect “customer satisfaction” and expected grades. Some form of student survey is required by BOR policy, but many faculty expressed an interest in replacing the current survey with a more straightforward, brief factual survey. When discussing alternatives, we discovered that GC policy already requires that alternative means of assessment be used to

supplement the SRIS. An extensive survey of chairs (performed mostly by Dr. Blumenthal via the Council of Chairs) indicates that, while some chairs are out of compliance with this policy, many are engaged in diverse and thoughtful evaluation practices. The sense of the committee at the end of the semester was that 1) given the diversity of high-quality practices, this is likely not a policy issue, as there is no need to impose more stringent policy guidelines on chairs; 2) that there is a place for further research and support to ensure that all chairs are in compliance and to assist in the development of high-quality measures across the board. This might take the form of an ad-hoc committee with the involvement of Jim Berger in CTL; 3) since robust alternatives exist, it might be possible to simplify the existing SRIS now.

- Related to the above discussion, a constituent queried the committee as to whether the existing language on faculty evaluations could be made more specific re: what chairs should and should not take into account when assessing teaching effectiveness. The committee felt that flexibility is necessary to allow chairs the scope to do their jobs well according to their judgment.
- Pay for part-time faculty varies across the university, but it is very low and in many cases has not changed in decades. Some departments expressed particular concern about their ability to hire PTF at given rates for needed classes. This issue originally came to the committee with the request for a salary study of part-time faculty (though given the fact that many ptf are commuting long distances from Atlanta or Athens, it is not clear that GC could compete if we were paying the same rates as schools in those locales.
- While discussing part-time faculty pay, it emerged that the faculty salary study—originally designed, by the volunteer faculty investigators, to be repeated annually with updated data—would not be replicated by our new VP Finance, Mr. Fruitticher. We spoke with Mr. Fruitticher in committee to emphasize that the faculty have a strong interest in tracking salary data, and in doing so in-house when possible (since outside studies are very expensive and have a history of failure), and he agreed to review the previous salary study with Dr. Swinton.
- It was requested that the committee review the Progressive Discipline policy, though we did not have time this year.

Ad hoc committees and other groups:

None

Committee Reflections:

The members of this committee have been exceptionally hard-working and engaged.

Committee Recommendations:

Next year, the committee must address a loose end from the faculty evaluation policy revisions: GC has never had a policy to allow for clock pauses for Post-Tenure Review, but now that Post-TR includes the possibility of “remedial action” such as termination and revocation of tenure, it is a high priority that we implement a clock stoppage policy for faculty with extenuating circumstances. Such a policy could be modeled on a number of tenure-clock stoppage policies that exist in the USG system. This is a priority that should be addressed immediately in the Fall.

The committee will need to check in with M. Fruitticher to followup on our interests re: the continuation of the salary study and the possibility of adding part-time faculty. The part-time faculty pay issue is both vexing and localized. It will be best addressed with input from both administrators and the chairs of the departments most impacted by shortages (esp. Music), ideally in conversation with one another.

Next year's committee will need to review the faculty evaluation issue and determine whether there is continued interest in the suggestion of an ad-hoc committee on the subject, or other approaches.

The committee should meet with Carol Ward or a designee from HR to discuss the Progressive Policy document. At the least, the document should be revised to address confusing numbering discrepancies between the punishments listed on the first and subsequent pages. It may also be necessary to clarify that, for more serious repercussions such as termination, faculty are covered by more extensive policies which provide due process protections (See Board of Regents Policy Manual 8.3.7.9)

Recommend items for consideration at the governance retreat:

See above; the committee should start researching clock stoppage policies as soon as possible. Evaluation of teaching effectiveness should also be discussed, since most meaningful interventions would need to start early in the academic year.

Appendix: Committee Operating Procedures

2021-2022 FAPC OPERATING PROCEDURES

Procedures include informal discussion process. All official votes will follow Robert's Rules of Order.

Relevant University Senate Bylaws

WHO IS ON FAPC? V.Section 2.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.Section 2.C, and one (1) member appointed by the University President in compliance with II.Section 1.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**
 - o Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3)
 - o Submit such reports to University Senate Secretary in appropriate format for minutes
 - (Article II, Section 3.I)
 - o Transfer committee records to the following year's committee (Article IV, Section 3.B)
 - o Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)
 - o Serve on the Subcommittee on Nominations (Article V, Section 1.D.1.a)
 - o Be notified by a committee member who is going on extended leave (Article II Section 3.H)
 - o Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)
- **Other Responsibilities**
 - o Record notification of regrets prior to a scheduled committee meeting
 - o Presides at committee meetings
 - o Drafts (in consultation with the committee) the tentative agenda for committee meetings
 - o 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@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.