



FACULTY SENATE Est. 1991

Chairperson
Patrick J. Schloss

Vice Chairperson
Philip Gunter

Executive Secretary
Barney "Jay" Rickman

Parliamentarian
Vesta Whisler

Agenda April 15, 2010

The Faculty Senate will meet on Thursday, April 15, 2010 in **Ballroom 1 & 2 of the new Student Union.**

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

Special Request: At the request of the Senate's Executive Committee, any actions sent to the Executive Secretary for possible inclusion in the Senate agenda should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted via email as Word.doc attachments.

1. Call to Order by Dr. Patrick J. Schloss.
For the benefit of record keeping, senators and visitors will please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present

2. **Approval of the minutes of the March 25, 2010 meeting of the Faculty Senate.**
http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2010-03-25.pdf

3. New business
 - a. Report from the Academic Committee – Philip Gunter pgunter@valdosta.edu
The Senate will review the Minutes from the April 12, 2010 Academic Committee meeting at the May 20, 2010 Senate meeting.
 - b. Report from the Committee on Committees – Peggy Moch plmoch@valdosta.edu
 - c. Report from the Institutional Planning Committee – Danielle Harmon
dharmon@valdosta.edu
 - d. Report from the Faculty Affairs Committee –Paul Neal paneal@valdosta.edu

See **Attachment A** for a proposed VSU policy on Senior Lecturers. At its February 19, 2009 meeting, the Senate remanded to the Faculty Affairs Committee (FAC) whether VSU should insert a policy in the *VSU Faculty Handbook* on guidelines for promotion from Lecturer to Senior Lecturer.

http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2009-02-19.pdf

- e. Report from the Faculty Grievance Committee – Theresa Thompson
thompson@valdosta.edu
- f. Report from the Senate Executive Secretary – Jay Rickman bjrickma@valdosta.edu

1. **Senate vote to reaffirm its endorsement a University-wide Smoking Policy (Attachment B).** At its April 17, 2008 meeting, the Senate approved the initial version of this policy, <http://www.valdosta.edu/facsen/meeting/minutes/documents/MinutesApril172008.pdf>. Because concern has been raised that not all constituent groups were involved in that earlier process, a slightly revised smoking policy (see **Attachment B**) is working its way through the Policy on Policies process. **Attachment B** will be reviewed by the Cabinet (April 8, 2010), reviewed by the Council on Staff Affairs (April 13, 2010), and shared as an information item with the Deans Council (March 24, 2010) and the Student Government Association (March 22, 2010).

2. A faculty member asked the Senate to consider the following: Clarification to Absence Regulations in Undergraduate Catalogue

ABSENCE REGULATIONS (p. 90 in 2009-2010 Undergraduate Catalogue)

<http://www.valdosta.edu/catalog/0910/ugrad/>

Paragraph 5 (underlined sentence is the proposed addition):

Off-campus activities appropriately supervised and sponsored by faculty members, which appear to justify a student's absence from scheduled classes, must be approved by the academic dean or director responsible for the activity, and must be communicated in writing at a reasonable time *prior* to the scheduled event by the faculty member to the instructors of the students who will participate in the off-campus activity. Such activities must be justifiable on grounds consistent with the educational program of the University as interpreted by the Vice President for Academic Affairs. Instructors determine if a student is excused from class to participate in sanctioned activities, either off-campus or on-campus.

The faculty member thought that this clarification would ensure that more faculty members adhered to the procedure that is already in place. *Remand to the Educational Policies Committee for review with requirement that EPC consult with Dr. Sheri Gravett who oversees the current procedure for approving off-campus activities.*

3. **Standing Committee Chairs: Please begin to schedule meetings to prepare the Yearly Reports of the 11 Faculty Senate Standing Committees.** If you would like to review what your committee's report looked like last year, please see the attachments in the Minutes of the Faculty Senate's May 21, 2009 meeting:

http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2009-05-21.pdf

Committee reports should be sent to Jay Rickman bjrickma@valdosta.edu in Word format by **April 22, 2010** so that each committee report can be reviewed by the Executive Committee at its May 6, 2010 meeting, prior to the May 20, 2010 Faculty Senate meeting.

At the May 20, 2010 Senate meeting, each standing committee chair should be prepared to make a brief oral summary report for the Senate.

Academic Scheduling/Procedures: Yahya Mat Som. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Academic Honors & Scholarships: Michael Davey. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Athletics: Cindy Prater. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Educational Policies: Richard Carpenter. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Environmental Issues: Clifford Lipscomb. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Faculty Scholarship: Brenda Dixey/Jennifer Lambert-Shute. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Library Affairs: Ranson Gladwin. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Minority & Diversity Issues: Cristobal Serran-Pagan. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Student Activities: Ofelia Nikolova. This committee was revised in 2006-2007. It was renewed in May 2007 and will be reviewed for renewal in May 2010. Yearly report to be given in May 2010. [*Note: if the Senate renews this committee for two years at its May 20, 2010 meeting, then all the Standing Committees will be on the same 3-year renewal cycle.*]

Student Services: Anita Ondrusek. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Technology: Jerry Merwin. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

4. Old Business

5. Discussion

6. Adjournment

**ATTACHMENT A:
GUIDELINES FOR APPOINTMENT AND PROMOTION OF LECTURERS**

A. General Criteria

Lecturers are an integral part of the teaching corps of many VSU departments, teaching primarily core and lower-division courses. Because lecturers play a significant role in the university's mission, they must be mentored and evaluated effectively.

B. Lecturer Ranks

The USG Board of Regents makes the following provisions for lecturers:

8.3.8.01 EMPLOYMENT OF FULL-TIME LECTURERS

To carry out special instructional functions such as basic skills instruction, institutions, including Georgia Gwinnett College, may appoint instructional staff members to the position of lecturer. Lecturers are not eligible for the award of tenure. Reappointment of a lecturer who has completed six consecutive years of service to an institution will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. The reappointment process must follow procedures outlined by the institution (BR Minutes, February 2007). (BR Minutes, 1992-93, p. 188).

8.3.8.2 SENIOR LECTURERS

The title of senior lecturer may be used at the discretion of the institutions that employ lecturers. Institutions are discouraged from initial hiring at the senior lecturer level. Lecturers who have served for a period of at least six years at the employing institution may be considered for promotion to senior lecturer if the institution has adopted this title and has clearly stated promotion criteria. Promotion to senior lecturer requires approval by the president. Reappointment procedures for senior lecturers follow the same reappointment procedures as those for lecturers. Senior lecturers are not eligible for the award of tenure (BR Minutes, August 2002).

C. Appointment of Lecturers

1. Initial Appointment

All Lecturer and Senior Lecturer positions are for a one-year period. Recommendations for the appointment of Lecturers originate within each college/department. The unit head is responsible for designating a search committee, and working with the search committee chair, for preparation and dissemination of position announcements in compliance with Affirmative Action guidelines and University procedures. Appointments to a Lecturer position are recommended by the faculty in the unit and approved through the typical academic administrative process

(e.g., unit head, dean, Vice President for Instruction, Provost, President, Chancellor, and Board of Regents).

2. Ceiling on Appointments

As stated in Board of Regents Policy 8.3.8.1, not more than 20 percent (20%) of an institution's FTE corps of primarily undergraduate instruction may be lecturers and/or senior lecturers. (BR Minutes, 1992-93, p. 188).

D. Reappointment of Lecturers and Senior Lecturers

Reappointment of these positions is completed on an annual basis.

As stated in USG Board of Regents Policy 8.3.4.3:

Lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

1. For lecturers with less than three (3) years of full-time service, institutions are encouraged to provide non-reappointment notice as early as possible, but no specific advance notification-period is required.
2. For lecturers with three (3) but less than six (6) years of full-time service, institutions must provide non-reappointment notice at least thirty (30) calendar days prior to the institution's first day of classes in the semester.
3. For senior lecturers or lecturers with six (6) years or more of full-time service, institutions must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the institution's first day of classes in the semester.

E. Evaluation of Lecturers and Senior Lecturers

As part of the VSU faculty, lecturers and senior lecturers are subject to periodic evaluation:

1. Lecturers and senior lecturers must complete part A of the *Annual Faculty Activity Report and Action Plan* each year.
2. Lecturers must submit a third-year review similar to the one now required of tenure-track faculty as described on page 5 of the *VSU Faculty Evaluation Model*, page 5.
3. After promotion, senior lecturers must be reviewed every five years. The documents required during this review are the same as those required of post-tenure review candidates. (*VSU Faculty Evaluation Model*, page 8)

F. Procedures for promotion to senior lecturer:

- Promotion is based on merit and is not automatic.
- Lecturers are eligible to apply for promotion to senior lecturer during their sixth year of consecutive service.

- Colleges and Departments may appoint a committee to make recommendations regarding promotion, or they may use their standing Promotion/Tenure Committees.
- Lecturers' applications for promotion must be approved by the each college's Promotion and Tenure Advisory Committee.

G. Appeal Process

A candidate for promotion may appeal a negative decision. Appeals processes for lecturers are the same as promotion and tenure candidates within each college and/or department.

H. Promotion Timeline

- Time line for promotion:
 - April 30 – Department head notifies candidates of their eligibility for promotion.
 - September 1 – Candidates must submit applications to the department head.
 - October 1 – Department advisory committee submits its recommendations to department head. The report should cite the candidate's strengths and weaknesses.
 - October 15 – Department head prepares a report to the candidate, with a description of strengths and weaknesses. Candidate has ten days to appeal the decision.
 - November 1 – Department head forwards a report for the dean, describing the candidate's suitability for promotion. The candidate's dossier should include
 - Department head's report
 - Advisory committee's report
 - Application for promotion
 - Annual evaluations from the past five years
 - Peer evaluations
 - Table summarizing quantitative SOI data from the previous two years
 - Written SOIs from the past two years
 - Other supporting documentation

I. Promotion Criteria

Promotion criteria will be set forth through the standing Promotion/Tenure Committee of each representative college and/or department, or a separate committee may be appointed to discuss criteria for the senior lecturer position. The criteria should include such things as self-evaluation, service, and external evaluation.

ATTACHMENT B:

POLICY ON TOBACCO USAGE

It is the policy of Valdosta State University to promote a tobacco-free environment for students, faculty, staff and visitors. Therefore, smoking is prohibited:

- In all university buildings and leased space (including space within buildings shared with others). This prohibition also applies to any area enclosed by the perimeter (outermost) walls of the building, including restrooms, warehouse and storage space.
- In state/university-owned vehicles, including passenger vehicles and all other state-owned mobile equipment including utility carts, light and heavy-duty trucks, cargo and passenger vans, buses, and any other mobile equipment with an enclosed or enclosable driver/passenger compartment.
- Within 25 feet of entrances and exits, operable windows and ground level air intake structures.
- Within stadium seating areas, tennis courts, other recreational facilities, as well as outdoor dining areas posted as Smoke-Free.

RESPONSIBILITIES:

- The university will place ashtrays and other smoking litter appliances as well as appropriate signage in designated areas.
- Deans, Directors, Department Heads, Vice Presidents and the general campus community will monitor and enforce this policy.