

FACULTY SENATE

Est. 1991

Michele Blankenship
President

Chunlei Liu
**Vice President/
President Elect**

Taralynn Hartsell
Secretary

Melissa Pihos
Parliamentarian

Kelly Davidson
Past President

Faculty Senate Meeting Minutes November 18, 2021, 3:30 pm Microsoft Teams

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 (fsec@valdosta.edu), any actions sent to the president (sblankenship@valdosta.edu) 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 a Word.doc attachment(s).

For the benefit of record keeping, we ask that senators and visitors 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. If you have a senator's proxy, please place their name tag beside your name tag on the table in front of you.

Attendance link here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=QNOIJbyKU0C0vdwSEygDU4DGNC7nE4lBIELqpw2zy6BUQUVDSUdBR1JLN0xCOEUxRVMYRTVBThWRS4u>

1. Call to Order – Michele Blankenship
 - a. Guidance for online meetings (Attachment A)
2. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Taralynn Hartsell

Note: Please send an email to Taralynn Hartsell (tshartsell@valdosta.edu) regarding proxies a minimum of one (1) week prior to the scheduled Faculty Senate meeting or as soon as possible if an unexpected absence needs to occur.

3. Approval of the minutes of the October 21, 2021 meeting of the Faculty Senate.

<http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings). – Michele Blankenship

AJ Ramirez motioned to approve the Faculty Senate Minutes from the October 21, 2021 meeting. Mike Eaves seconded the motion.

Votes results: Approve: 40 Not Approve: 0 Abstain: 0

4. Updates from President's Office: Dr. Carvajal and/or Dr. Smith

Report from President Carvajal

- He reported on the status of the Budget Advisory Committee's (BAC) review of one-time and permanent funding. At the time, BAC was collecting feedback from the University relating to the BAC and Cabinet rankings of one-time and permanent budget priorities. The Cabinet will review and hear rationales concerning the budget requests and make some decisions. The BAC survey closed at 5:30pm that day to receive responses related to the budget. Cabinet will then work with the state and meet the Chancellor in spring regarding the budget priorities (approve funds to begin in July 2022). Based on decisions received from the Chancellor's office, the Cabinet will finalize a budget in late spring that will be used starting July 1st of next year.
- President Carvajal spoke about the effects of redistricting upon South Georgia. The results of the census showed the population has been moving north to the Atlanta area. With this migration from the south, the legislation will be different in that South Georgia will lose senate seats due to redistricting. Certain areas in South Georgia will be seeing different representatives and senators. The General Assembly will be making such decisions that will be signed by the governor. The administration will remain engaged in this process.
- He commented on students requiring more assistance in mental health due to COVID. Students may disclose to faculty about problems and issues. Faculty can relay students to HOPE Connect. He asked faculty senate and other members of the university to remain cognizant of HOPE Connect that could provide students with free services to help them through the year. Services are also available to faculty/staff through Human Services Benefits.
- President Carvajal brought up events happening on campus. Homecoming was a success. The women's soccer team was going to play in the NCAA tournament. The Fine Arts was beginning to hold performances, although some have been cancelled due to flu. He commended Student Health Center for trying to keep flu numbers down among students. He spoke about the football team and its plan to play against the winner of the Albany State/West Georgia game Saturday after Thanksgiving.

Report from Provost Smith

- He reported that for the past 6 months, the administration have been trying to develop evaluation procedures for faculty ranked administrators. The administration will be presenting the draft at the January Faculty Senate meeting before finalization.
- The Task Force for Post-tenure had met several times related to the guidelines. The Task Force should have some updates on that work soon.

- The Task Force on Statutes has also met to change wording and policies regarding the VSU statutes that were last revised and approved in 2007. Brian Ring worked on the statutes a few years back as Faculty Senate President to change the policies and guidelines; however, the University System of Georgia (USG) stopped the revision process in lieu of working on tenure and promotion guidelines. President Carvajal will have to call for a general faculty meeting to approve any changes to the statutes (a quorum consists of 50% + 1). If the quorum does not exist, an electronic vote will be held.

Questions from Faculty Senate and Guests

- Mitch Lockhart asked about the 5-point annual evaluation rubric. He wanted to know how this 5-point rubric can be used for annual evaluations when departments and colleges have not defined them. Provost Smith responded that the new 5-point evaluation rubric will be used beginning with the 2022 evaluation. For year 2021, the same rubric will be used with the Satisfactory and Unsatisfactory ratings.
- Mary Block asked whether there are resources available for homeless students. Provost Smith mentioned that Student Affairs has been working with students as they become homeless. Dr. Vince Miller is the contact person for issues related to students and homelessness.
- Hanae Kanno asked if faculty evaluation was linked to Merit Pay. Provost Smith said that the Board of Regents (BOR) would be looking at the connection to merit pay this year.

5. Update from University Advancement: John Crawford

- John Crawford talked about the Division of University Advancement. There are seven different units in the division with 27 employees. Five fundraisers were occurring at the time. Their office works closely with VSU Foundation, Inc. The Faculty Senate President is a voting member of the Foundation's Board of Trustees. Thus far, VSU has 76.3 million dollars of assets. This amount is a big difference from the 12 million when he started in 2008. In addition, 4.1 million had been raised from VSU Foundation funds.
- He then spoke about the Annual Campaign. He mentioned many are making their end-of-year gifts for tax purposes, and different organizations are donating funds for various departments and programs on campus. The annual faculty/staff campaign will continue until the end of semester. He mentioned that faculty/staff participation is important because some donors regard the internal donation rate as a sign of commitment from the employees to sustain the university. He mentioned that only the fund managers could use the Annual Campaign money, and not him or anyone else.

6. Update from HR: Jeanine Boddie-La Van

- Two updates were given. First, the updated deadline for submitting evaluations through the program called ePerformance was given. She mentioned that this program was for people who evaluate staff or half-staff employees. The timeline has changed because of the USG transition from PeopleSoft to ePerformance. This program will increase efficiency and streamline the process (single sign-on).

System notifications will occur. However, full transition will occur in March, and this may cause a problem with award of merit.

- She also spoke about a telework policy and that USG does allow for teleworking on a voluntary basis. This policy actually gives institutions the ability to consider telework in certain cases. Institutions can create appropriate procedures that are in the best interest of the university. While not every position is suitable for this type of designation, the potential benefits to telework in general are recognized. Thus, a proposal had been created for Cabinet members to review and consider telework as an option on the campus. At the conclusion of the review, support had been given to move the proposal through the procedures for proposing and implementing a policy. She wanted to meet with both faculty and staff groups to let everyone know that the telework policy would be available for public review and feedback.

7. Report from Post-Tenure Review Task Force: Sheri Gravett/Chunlei Liu

- Dr. Gravett reported that the Task Force met on November 10 and 15. The Task Force included faculty members from different colleges, faculty senators, Academic Affairs, James LaPlant, and herself. She mentioned that an email would be sent to gather feedback to define Student Success Activities before the university closes for the winter break. The Task Force will meet in early December to review current Tenure and Promotion policies to see what needs to be done. Chunlei Liu asked everyone to offer feedback about Student Success and the Post-Tenure Review in the email distribution.

8. Vote on Promotion and Tenure Policy: (Attachment B)

- Mike Savoie mentioned that the changes to the Promotion and Tenure Policy dealt primarily with providing non-tenure track colleagues with a pathway to promotion. Second, the changes also established that Principal Lecturers could move up to Assistant Professor (Non-Tenure Track).
- Mitch Lockhart said that the Faculty Affairs Committee held meetings with Mike Savoie about the changes for additional clarification. Therefore, the changes are now being forwarded as a committee to Faculty Senate to review and approve.

Votes to approve the changes: Approve: 43 Not Approve: 0 Abstain: 0

9. Old & Unfinished Business

a. Statutory Committee Reports

- i. Academic Committee (fs-stat-ac@valdosta.edu) – Sheri Gravett; Find agendas and minutes here:

<https://www.valdosta.edu/academics/registrar/academic-committee.php>

- The committee met in November. The dual Nursing and Business program was going forward. In this program, graduate nursing students can earn an MBA along with their

DNP. The Certificate in Africana Studies was approved, changing from an academic minor.

ii. Committee on Committees (fs-stat-coco@valdosta.edu) – Nicole Alemanne

- No report

iii. Faculty Affairs (fs-stat-fa@valdosta.edu) – Mitch Lockhart

- No report

iv. Faculty Grievance Committee (fs-stat-fgc@valdosta.edu) – Mary Block

- No report

v. Institutional Planning Committee (fs-stat-ipc@valdosta.edu) – Shaffat Mubin

- Committee not being filled

b. Meeting minutes from the various committees should be sent to fsec@valdosta.edu **AND** to archives@valdosta.edu with “Archives Faculty Senate Papers” in the subject line. Please label minutes documents as shown in the following examples:

- Technology_Minutes_04-29-2021
- Academic_Honors_and_Scholarship_Minutes_08-28-2021

Thank you for your assistance in getting and keeping our records up to date. ☺

10. New Business

a. Standing Committee Reports:

i. Academic Honors & Scholarships (fs-stand-ahs@valdosta.edu) – Ericka Parra

- The GLARDA award is under review with five student nominees. The committee members are reviewing the nominees and making their rankings. Announcement of the award will be made later.

ii. Academic Scheduling & Procedures (fs-stand-asp@valdosta.edu) – Robert Taylor

- No report. An email communication regarding the exam schedule for two-credit and evening classes was discussed. Currently, these courses have no exam schedule.

iii. Athletic Committee (fs-stand-ac@valdosta.edu) – Megan Wood

- The committee met and reviewed nominations for athletic scholarships. The awardees will be announced at the basketball game.
- iv. Diversity and Equity Committee (fs-stand-dec@valdosta.edu) – Duke Guthrie
- The committee met twice and will be reporting on working definitions of “diversity,” “equity,” and “inclusion,” as they pertain to faculty.
- v. Educational Policies (fs-stand-ep@valdosta.edu) – Nandan Jha
- No report
- vi. Environmental Issues (fs-stand-ei@valdosta.edu) – Gopeekrishnan Sreenilayam
- No report (as no one commented)
- vii. Faculty Scholarship (fs-stand-fs@valdosta.edu) – Kelly Lowery
- Rudy Prine stated that the committee is meeting to review applications and award funding.
- viii. Internationalization and Globalization (fs-stand-igc@valdosta.edu) – Brian Gerber
- No report
- ix. Library Affairs (fs-stand-la@valdosta.edu) – A. J. Ramirez
- The committee met with Ken Smith on November 1 regarding library contingency funds. An email was sent last week to the university about applying for the funds. Deadline for applying is January 31.
- x. Student Affairs (fs-stand-sa@valdosta.edu) – Lenese Colson
- No report
- xi. Technology Committee (fs-stand-tc@valdosta.edu) – Lee Grimes
- Lynn Crump said that results from the technology use survey are being gathered and a report will be made next year.

11. General Discussion

- None were made

12. Adjournment

- Brian Gerber motioned to adjourn. A.J. Ramirez seconded.
- Meeting adjourned at 4:28pm

Attachment A

Guidance for Online Meetings

During this exceptional time, all Faculty Senate meetings will be held online using Microsoft Teams. The information to connect will be sent over email. This is an open meeting.

To access the meeting easily, use the TEAMS link found in the email containing the agenda or through your calendar link (Outlook).

For the benefit of record keeping, we ask that senators and visitors please identify themselves when speaking to an issue during the meeting. Please note the following:

1. All senators must sign the roster in order to be counted present. We will be using an online roster which can be found by using [using this link](#) (also copied below) on the day of the meeting. If you have a senator's proxy, please include this information using the online form, in addition to emailing Taralynn Hartsell ([tshartsell @valdosta.edu](mailto:tshartsell@valdosta.edu)) at least one week in advance as per Senate By-Laws.

Attendance link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=QNOIJbyKU0C0vdwSEygDU4DGNC7nE4IBIELqpw2zy6BUQUVDSUdBR1JLN0xCOEUxRVMyRTVBTTThWRS4u>

2. Given the new online format, the following points are very important for record-keeping and parliamentary rules:

- a. If you would like to join the online discussion, use the "raise hand" feature. The Executive Committee will work to ensure that everyone is able to participate in a timely and organized manner. **Please do not use the chat function to pose questions unless otherwise directed due to technical difficulties by the meeting coordinator or IT.** Doing so can create confusion and timing for responses.
- b. If you are not actively speaking, please mute your microphone in order to avoid feedback and/or background noise interruptions.
- c. When a vote is called use the "raise hand" feature to vote. If you have a proxy, you will need to type the name and vote using the chat feature. Please keep in mind that the online function takes time. We will call for votes in one category and count "raised hands," then ask for proxies through the chat feature. After the votes have been officially counted, you will need to "lower your hand" so that we can call for votes in subsequent categories. Please only use the chat feature for proxy voting. We thank you for your patience as we accurately count all votes.

It is encouraged that all senators and possible attendees contact VSU IT to address any connection concerns before the meeting.

Attachment B

Valdosta State University Tenure and Promotion Policies and Procedures

Faculty performance at Valdosta State University (VSU) is expected to be consistent with the mission of the university. It follows from this that evaluation of faculty performance, including the awarding of tenure and promotion, should be conducted according to a set of policies and procedures that are adequate, appropriate and administered fairly across all units, as well as in accordance with VSU and University System of Georgia policies.

Each college or division and its respective academic units are expected to focus on particular aspects of the mission in ways which distinguish their contributions from others. However, the tenure and promotion practices of all academic units must be aligned and consistent with the overall mission of VSU as a University System of Georgia comprehensive university and should position Valdosta State University as a leader among similar universities.

The award of tenure constitutes permanent status as a member of the university faculty. Therefore, in developing standards for tenure, academic units may consider not only the candidate's accomplishments prior to applying for tenure but also what those accomplishments indicate about that candidate's potential future contributions to the mission.

1. University Tenure and Promotion Committee

1.1 Committee Purview

The University Tenure and Promotion Committee (hereafter referred to as the UTPC) is charged with reviewing all tenure and promotion dossiers for **procedural** and **substantive** due-process errors as well as

- To regularly review and assess how tenure and promotion are awarded across campus, by establishing university-wide procedural standards to which all units will be subject, and in this capacity make recommendations to the Provost.
- To act as a process review committee at the university level that evaluates all tenure and promotion dossiers forwarded by a dean or director and makes a formal recommendation to the Provost.

1.2 Committee Membership

The UTPC shall be a standing committee appointed by the Provost in consultation with the Deans' Council and shall be comprised of the following:

- The Dean of the Honors College, or designee, will serve as chair of the committee and only vote in cases to break a tie in the balloting. The chair is responsible for convening meetings, drafting memos, and facilitating the overall work of the committee including maintaining correspondence, reports, and formal records.
- Two members from the College of Science and Mathematics with one member from the Natural/Physical Sciences and one from Mathematics/Computer Science.
- Two members from the College of Humanities and Social Sciences with one member from the Humanities and one from the Social Sciences.

- Two members from the Dewar College of Education and Human Services with one member from the area of Human Services and one from the area of Education.
- Two members from the College of the Arts.
- One member each from the following colleges and divisions: College of Nursing and Health Sciences, the Langdale College of Business Administration, and Odum Library.

To fill a vacancy on the UTPC, the Provost shall appoint the necessary number of committee members from the appropriate college or division from a list of names recommended by the dean or director of the unit in which the vacancy occurs. The procedure for nominating a committee member to replace a vacated seat originates at the college or unit level. Nominees must be tenured with the rank of associate professor or professor and, once appointed, may not render a decision at any level in the tenure and promotion process except at the university level. Suggested qualifications include that the nominee is knowledgeable of unit policies and procedures. Upon the approval of the college executive committee or unit equivalent, the nomination shall be reviewed by the Deans Council with final approval by the Provost.

Terms of committee members shall be three years, with membership changes to be staggered across any three-year period.

All members must be tenured with the rank of associate professor or professor. No member other than the chair may simultaneously hold an administrative appointment.

No individual at the university shall vote in more than one stage of any tenure and promotion review process. UTPC members may participate in discussions at the college or departmental level within their own college or unit. UTPC members vote only at the UTPC level and not at the college or departmental level.

The UTPC is responsible for making recommendations to the Provost to improve or clarify its charge. The Provost, in consultation with the UTPC, will recommend changes to this document at the March meeting of the Faculty Senate. These recommendations will be made available to all faculty via the Academic Affairs Web site and an email shall be sent out, by the Provost, to the faculty listserv informing faculty of the availability of the recommended changes to the UTPC document.

The Faculty Senate will have until its last meeting of the academic year to adopt the changes, modify the changes, or remand to committee for further consideration. If the Faculty Senate fails to vote on these changes within 2 scheduled faculty senate meetings, the Provost will meet with the senate Executive Committee to approve or deny the changes. Faculty will be notified of the changes and the changes will be posted on the Academic Affairs Web site by the start of the fall semester one year before the changes are to be implemented.

2. University Tenure and Promotion Review Process

The chain of official recommendation for tenure and promotion proceeds from the unit and its head, to the college or division committee, to the college or division dean or director, to the UTPC, to the Provost, to the President.

Each unit is responsible for the composition and requirements of its own tenure and promotion review committee in accordance with its tenure and promotion guidelines and/or by-laws. A

review committee at a lower level can be as small as three or as large as the unit.

Where the unit is small, the committee may not be necessary, and the review function can be filled by the college or division committee. The unit head's recommendation, as well as that of the college or division committee and the dean or director, is required in such a case.

If a department's tenure and promotion guidelines allow for the creation of a personnel subcommittee to initially evaluate a candidate's dossier, the same subcommittee shall evaluate all of the candidates for the same rank within the department who are applying for tenure and promotion in a given year.

The UTPC shall review all dossiers under consideration for tenure, promotion or simultaneous tenure and promotion that have been forwarded by a dean or director. The UTPC will then make a recommendation to the Provost. The Provost is not bound to the UTPC's recommendation but is obligated to meet with the UTPC to discuss any differences in judgment which arise within 20 business days of receiving the UTPC's recommendation.

Candidates should be informed in writing at all levels of review about each committee's/individual's recommendation. If candidates do not receive a positive recommendation at the department head or dean level, they have two choices: (1) withdraw their packet from further consideration in a written request to the individual making the recommendation, or (2) request in writing that the packet be forwarded to the next level with further explanation/clarification. This further explanation should not include new material (for example: an additional publication, conference presentation or student opinions of instruction), but may include documentation justifying the reasons for further consideration. Candidates must make this request within 5 working days after notification of non-support. If candidates choose this latter option, their packets will be considered at the next level of review. If candidates make no written request at all, the packet will not be forwarded to the next level of review.

The final institutional decision rests with the President. Once the President has made a decision and provided a written notification to the candidate, the candidate can exercise the right to appeal. The appeal letter should not include new material (for example: an additional publication, conference presentation or student opinions of instruction), but may include documentation justifying the reasons for the appeal. This appeal must be filed within 20 working days after the candidate received the President's notification.

Further appeals, within the University System of Georgia, where applicable, are governed under the policies and bylaws of the Board of Regents of the University System of Georgia and must be submitted within established timelines in accordance with Board of Regents policy, as published on the Board of Regents website and noted in the application for discretionary review (BoR 6.26).

2.1 Procedural Due-Process Errors

A procedural due-process error refers to a decision that has failed to comply with adequate and appropriate procedural steps or to fulfill procedural requirements stipulated at any level of the formal review process. Thus, these errors pertain to the formal *conduct* of the review.

Procedural due-process errors include but are not limited to:

- A review process that is inconsistent with university-wide procedural standards and practices.
- A recommendation which violates any explicit written criteria for tenure or promotion applicable to the candidate at any level of the review process.
- Any error or default in procedure when such error or default has had a prejudicial effect on the fair consideration of the candidate's case for tenure or promotion.

2.2 Substantive Due-Process Errors

A substantive due-process error refers to a decision made at a lower level where there has been inadequate consideration of the candidate's qualifications for tenure or promotion, or where the decision is deemed to be arbitrary or capricious.

A substantive due-process error may also refer to an illegal or constitutionally impermissible consideration, such as that which has unlawfully taken into consideration a candidate's gender, race, age, nationality, handicap, sexual orientation, or which has violated the candidate's exercise of his or her protected First Amendment rights.

Substantive due-process errors include but are not limited to:

- A failure to give adequate consideration either to the candidate's qualifications or to the relevant criteria for tenure when such failure has had a prejudicial effect on fair consideration of the candidate's case for tenure or promotion.
- A recommendation significantly based on any consideration which violates academic freedom or which involves discrimination on the basis of race, gender, religion, national origin, age, disability, marital status or sexual orientation.
- A recommendation at a lower level that is deemed arbitrary, capricious or not supported by factual data.

3. University-Wide Standards for Tenure and Promotion

Each academic unit is expected to establish its own criteria for reviewing and awarding tenure and promotion. Such criteria, especially in regard to evaluating the quality of a faculty member's teaching, scholarship, and service are expected to be specific to and consistent with that unit's discipline and expected contribution to the mission of the university.

Moreover, all policies and procedures for the awarding of tenure and promotion should be adequate, appropriate, and fairly administered. To ensure this, the UTPC is charged with reviewing each tenure and promotion application for procedural and substantive due-process errors as these have been defined in this document.

In addition to the specific procedural and substantive standards described in sections 3.1 and 3.2 below, the UTPC shall base its decisions in any review on the following general standards:

General Standard I: The focus of any and all tenure and promotion decisions shall be on the evaluation of the following areas of faculty performance only:

- Teaching and Student Learning
- Scholarship (Research and Juried Creative Accomplishments)
- Service

General Standard II: All criteria and processes for the review of tenure and promotion shall be consistent with the mission of VSU.

General Standard III: All criteria and processes for review of tenure and promotion shall be consistent with practices at peer institutions at all levels.

General Standard IV: All criteria and processes for review of tenure and promotion shall be based on the expectation that the individual has been assigned and agreed to workloads (teaching, scholarship, and service) over the probationary period and these workloads were judged to be conducive to meeting all standards for promotion and tenure.

3.1 Tenure and Promotion Substantive Standards

3.1.1 General Substantive Standards

Substantive Standard I: Mastery of Knowledge and Methods - Faculty members must be well-prepared and knowledgeable about developments in their respective fields. The ability to educate others, conduct meaningful research, produce creative works, and act as an advisor, mentor or supervisor in a professional capacity depends upon mastering existing knowledge in one's area of specialty. In addition, faculty members should use appropriate techniques, methods, and resources in their scholarly work and should subject their ideas to critical inquiry and independent review. In most cases, the latter occurs during the peer-review process.

Substantive Standard II: Effectiveness of Communication - Faculty members should communicate effectively with their audiences including colleagues, professional peers and students.

Substantive Standard III: Significance of Results - Faculty members should demonstrate the extent to which their scholarly accomplishments have had significant professional impact. Customarily, in the academy, such significance can be evidenced in various ways including the testimony of academic peers or other experts, as well as by published documents such as reviews, citations, acknowledgments, professional correspondence regarding one's work, and records in such publications as the Social Sciences Index.

Substantive Standard IV: Consistently Professional Behavior - Faculty members should conduct their work with honesty, integrity, and objectivity. They should foster a respectful relationship with students, colleagues and others who participate in or benefit from their work. Faculty members should uphold recognized standards for academic integrity and professional conduct.

3.1.2 General Substantive Expectations for Faculty Performance Based on Rank

The following policies in section 3.1.2 were added in 2012, and apply only to new hires beginning Fall Semester, 2013: SUMMARY OF MINIMUM YEARS IN RANK AT VSU (Tables 1 and 2), Lecturers, Promotion to Senior and Principal Lecturers, Senior Lecturers,

Principal Lectures, Instructors, and Promotion to Assistant Professor.

TABLE 1: SUMMARY OF MINIMUM YEARS IN RANK AT VSU	
TENURE TRACK FULL-TIME FACULTY	
For Promotion to	Minimum Service in Previous Rank
Instructor	Entry-Level Position
Assistant Professor	Entry-Level Position or promotable from Instructor once terminal degree is earned
Associate Professor	4 Years as Assistant Professor
Professor	5 Years as Associate Professor
Note: Minimum Service in Previous Rank meets BoR criteria from 4.5 <i>Award of Promotion—USG Academic & Student Affairs Handbook</i> . Only assistant professors, associate professors, and professors are eligible for tenure according to BoR Policy 8.3.7.2. The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be ten (10) years (BoR Policy 8.3.7.6).	

Instructors – The Instructorship is an entry-level position for the University. Candidates do not need a minimum number of years as a Lecturer or Senior Lecturer. Candidates usually do not have the terminal degrees appropriate for their disciplines, but it is presumed that the Instructor is pursuing one in a timely manner. An Instructor's primary responsibilities are to establish, develop, and refine an effective teaching style and, based on consultation with the unit head, director, and/or Dean, to contribute effort to academic achievement and service that is consistent with the responsibilities of the position and the goals of the unit. Candidates should show promise of moving toward excellence in the criteria appropriate to their work assignments. The assumption is that the Instructor is working toward a tenure-track position; and time spent as Instructor may accrue toward tenure as long as such credit for prior service is approved in writing by the president at the time of the initial appointment at the rank of Assistant Professor or higher (BoR 8.3.7.4). The maximum period of time that may be served at the rank of full-time instructor shall be seven (7) years (BoR 8.3.7.6).

Promotion to Assistant Professor – It is expected that the Instructor has earned a terminal degree or unit equivalency in order to be eligible for promotion to Assistant Professor. Typical expectations for assistant professors include: 1) excellent teaching, 2) showing promise in the preparation of and dissemination of scholarship or engagement in juried creative works grounded in their areas of expertise, and 3) noteworthy professional service to the institution or the community. An eligible candidate must present a portfolio which includes the items outlined in section 3.2 of this document.

Assistant Professors - Assistant professors hold the highest earned terminal/research degree in their field of specialization. Typical of a comprehensive university, a pattern of effective and productive scholarly work or juried creative works by the assistant professor includes the publication of dissertation research or peer reviews of creative work. Service may be modest, but must be of value to the unit, college or division, university and/or discipline. Teaching performance should be aligned with standards found in comparable institutions and be demonstrated by student satisfaction, student learning, achievement of outcomes, and peer recognition.

Promotion to Associate Professor – Typical expectations for associate professors include: 1)

excellent teaching, 2) preparation of and dissemination of scholarship or engagement in juried creative works grounded in their areas of expertise, and 3) noteworthy professional service to the institution or the community. An eligible candidate must present a portfolio which includes the items outlined in section 3.2 of this document.

Associate Professors - The areas of expertise and professional activities of associate professors should be more advanced, more clearly-defined, and more widely-recognized as their academic careers progress. Typically, as the faculty member's roles and contributions grow in significance, leadership, and initiative, the faculty member will have established a strong record of accomplishment in at least two of the following three areas: teaching and student learning, scholarship, and service. Since all three areas are informed by scholarship, the ability to conduct and disseminate scholarship or engage in juried creative activities grounded in their area of expertise are important to the work of associate professors.

Promotion to Professor - Appointment to associate professor does not entail eventual promotion to Professor. The rank of Professor is reserved for those who have demonstrated continuous intellectual development and academic leadership. Candidates for promotion to professor shall have established themselves as leaders, mentors, and scholars, and contributed to the discipline. Typical expectations for professors include: 1) excellent teaching, 2) preparation of and dissemination of significant scholarship or engagement in juried creative works grounded in their areas of expertise, and 3) noteworthy professional service to the institution or the community. An eligible candidate must present a portfolio which includes the items outlined in section 3.2 of this document.

Professors - As faculty members whose careers have advanced to extremely high levels of effectiveness and productivity, professors are typically characterized as leaders, mentors, scholars, experts, and distinguished colleagues.

TABLE 2: SUMMARY OF MINIMUM YEARS IN RANK AT VSU	
NON-TENURE TRACK FULL-TIME FACULTY	
For Promotion to	Minimum Service in Previous Rank
Lecturer	Entry-Level Position
Senior Lecturer	6 Years as Lecturer
Principal Lecturer	6 Years as Senior Lecturer
Assistant Professor (Non-Tenure Track)	Entry-Level Position
Associate Professor (Non-Tenure Track)	4 Years as Assistant Professor
Professor (Non-Tenure Track)	5 Years as Associate Professor

Promotion for Non-Tenure Track Faculty – Promotion to the non-tenure track ranks of associate or full professor requires a terminal degree in the appropriate discipline or its equivalent in training, ability, or experience. Neither the possession of a doctorate nor longevity of service is a guarantee of promotion (BoR 8.3.6.2). In cases with clear and convincing evidence, promotion based on training, ability, or experience would serve as an equivalent terminal degree in the discipline. Equivalency is judged on a variety of factors outlined by the unit and the individual achievements of the faculty member pursuing promotion to a higher rank. Required criteria for equivalency of a terminal degree include:

- Demonstration of broad and in-depth knowledge in the discipline beyond the master's level.

- Demonstration of one's ability in the academic field and scholarship that meets the standards outlined in unit guidelines for the appropriate rank at the time of application for promotion.

Those non-tenure faculty seeking promotion must provide support and evidence of factors demonstrating the equivalence to a terminal degree in their dossier materials. In addition to the minimum criteria above, promotion to specific ranks requires faculty to have the degree qualifications or the equivalent in training, ability, or experience associated with either the institution's primary or secondary functional sectors, depending on which functional sector of the blended function the faculty member is supporting.

Lecturers – The units of VSU are permitted to employ full-time lecturers “to carry out special instructional functions such as basic skills instruction.” Lecturers are an integral part of the teaching corps of many VSU departments, teaching primarily core and lower-division courses. The Lecturer position is not a tenure-track position and the holder is not eligible for consideration for the award of tenure. Lecturers are not considered to hold professorial academic rank. Full-time lecturers are appointed by the institution on a year-to-year basis. Each unit must establish a policy that governs the review of Lecturer as well as procedures for retention and possible promotion of a Lecturer to Senior Lecturer and Senior Lecturer to Principal Lecturer. These policies must include two types of reviews: a third-year review and a fifth-year review. In these reviews, the primary consideration will be contributions in instruction and service. Lecturers whose reviews do not demonstrate exceptional teaching ability and extraordinary value may be terminated at the end of their sixth year. (BoR 8.3.8.1).

Promotion to Senior Lecturer –Lecturers who are reappointed after the fifth year review may be considered for promotion to Senior Lecturer, to begin in their seventh year of service. The promotion of Lecturer to Senior Lecturer at VSU is based upon the experience and academic background of the candidate as well as the instructional needs for the position. An eligible candidate must submit an application for promotion which includes a portfolio with the appropriate items outlined in section 3.2 of this document. Promotion to Senior Lecturer requires approval of the president. (BoR 8.3.8).

Promotion to Principal Lecturers –Senior Lecturers who have served in rank for a minimum of six years may be considered for promotion to Principal Lecturer. To apply, candidates should have demonstrated, through annual reviews and other evidence, distinguished achievement in teaching and noteworthy service or scholarship/professional development. ~~To apply, candidates should have demonstrated through annual reviews and other evidence their achievement in teaching and in at least one of the following areas: service or scholarship/professional growth to be noted as excellent or distinguished.~~ The promotion of Senior Lecturer to Principal Lecturer at VSU is based upon the experience and academic background of the candidate as well as the instructional needs for the position. An eligible candidate must submit an application for promotion which includes a portfolio with the appropriate items outlined in section 3.2 of this document. Promotion to Principal Lecturer requires approval of the president. (BoR 8.3.8). Reappointment procedures for Principal Lecturers follow the same reappointment procedures as those for lecturers.

Senior and Principal Lecturers – The titles of Senior and Principal Lecturers apply to positions that call for academic backgrounds similar to that of a faculty member with

professorial rank but that involve primarily teaching. Additional duties may be assigned, including academic advising, mentoring, and working with tenure-track faculty in course and curriculum development. The position is not a tenure-track position, and the holder is not eligible for consideration for the award of tenure. Senior and Principal Lecturers are not considered to hold professorial academic rank. Full-time Senior and Principal Lecturers are appointed by the institution on a year-to-year basis. (BoR 8.3.8.3).

Assistant Professors (Non-Tenure Track) - Assistant professors hold the highest earned terminal/research degree in their field of specialization or equivalent as determined by other factors such as evidence of outstanding achievements or professional recognition in one's field. Typical of a comprehensive university, a pattern of effective and productive scholarly work or juried creative works by the assistant professor includes the publication of dissertation research or peer reviews of creative work. Service may be modest, but must be of value to the unit, college or division, university and/or discipline. Teaching performance should be aligned with standards found in comparable institutions and be demonstrated by student satisfaction, student learning, achievement of outcomes, and peer recognition.

Promotion to Associate Professor (Non-Tenure Track) - Typical expectations for associate professors include: 1) excellent teaching, 2) preparation of and dissemination of scholarship or engagement in juried creative works grounded in their areas of expertise, and 3) noteworthy professional service to the institution or the community. Specific standards are outlined in unit documents that might include, but are not limited to, professional-based practice. An eligible candidate must present a portfolio which includes the items outlined in section 3.2 of this document.

Associate Professors (Non-Tenure Track) - The areas of expertise and professional activities of associate professors should be more advanced, more clearly-defined, and more widely-recognized as their academic careers progress. Typically, as the faculty member's roles and contributions grow in significance, leadership, and initiative, the faculty member will have established a strong record of accomplishment in at least two of the following three areas: teaching and student learning, scholarship, and service. Since all three areas are informed by scholarship, the ability to conduct and disseminate scholarship or engage in juried creative activities grounded in their area of expertise are important to the work of associate professors.

Promotion to Professor (Non-Tenure Track) - Appointment to associate professor does not entail eventual promotion to Professor. The rank of Professor is reserved for those who have demonstrated continuous intellectual development and academic leadership. Candidates for promotion to professor shall have established themselves as leaders, mentors, and scholars, and contributed to the discipline. Typical expectations for professors include: 1) excellent teaching, 2) preparation of and dissemination of significant scholarship or engagement in juried creative works grounded in their areas of expertise, and 3) noteworthy professional service to the institution or the community. Specific standards are outlined in unit documents that might include, but are not limited to, professional-based practice. An eligible candidate must present a portfolio which includes the items outlined in section 3.2 of this document.

Professors (Non-Tenure Track) - As faculty members whose careers have advanced to extremely high levels of effectiveness and productivity, professors are typically characterized as leaders, mentors, scholars, experts, and distinguished colleagues.

3.2 Tenure and Promotion Procedural Standards and Guidelines

3.2.1 Guidelines for the Contents of the Dossier for Tenure, Promotion, or Simultaneous Tenure and Promotion

Section I: Cover Page and Vita

- A. Cover page – tenure and promotion application cover forms appropriate to each college or division
- B. Vita
- C. If applicable, the college or unit application form for tenure and promotion which has been completed by the candidate.

Section II: Evaluations of the Candidate by Review Committees and Administrators

- A. Relevant sections of the unit and college or division tenure and promotion guidelines for the appropriate job action.
- B. Annual Faculty Evaluations for each year under review.
 - For a dossier accompanying an application for early promotion, or tenure, or simultaneous tenure and promotion, documents for all years the candidate has been at VSU should be included.
 - For a dossier accompanying an application for promotion to full professor, documents for all years since the last job action should be included.
- C. Pre-Tenure Review Committee letter and unit head letter if applicable (for a dossier accompanying an application for tenure only).
- D. Unit Tenure and/or Promotion review letter(s) (by both the T and P Committee and head if applicable to that unit).
- E. College or division Tenure and/or Promotion review letter(s) (by both the T and P Committee and Dean or Director).

Section III: Teaching and Student Learning

This section of the dossier contains illustrative evidence of the quality and significance of the faculty member's teaching and student learning, supervision and mentoring. For faculty teaching courses for which they are the instructor of record, these materials must include the following types of evidence:

- SOI (Student Opinion of Instruction) Results. These results should include summary information regarding the numerically-scored questions for each class section the faculty member has taught, including the total number of students and the number of respondents. They should also include summary information about the contents of the student narrative comments but *not* a complete listing of all narrative comments received.

- Peer evaluations of teaching. Each unit will create processes and procedures for peer evaluations of teaching. If a candidate includes evidence of peer evaluations of teaching in the dossier, at least two peer evaluations of teaching across multiple years must be included for a given personnel action such as tenure or promotion. In applications for tenure, a candidate is strongly encouraged to have at least one peer evaluation documented prior to pre-tenure review and at least one additional peer evaluation documented after pre-tenure review. A resource guide on best practices, a literature review, and sample instruments for conducting peer evaluations of teaching can be found at the Academic Affairs website.
- Evidence of student learning to include High-Impact Practices and experiential learning activities, as defined by college policies and procedures, might include, but is not limited to, the following list of suggested direct measures include: capstone projects (scored with a rubric), student portfolios (scored with a rubric), performance evaluations (performing arts), sample student writing (scored with a rubric), pre-post assessments, and effective implementation of High Impact Practices, and experiential learning activities incorporating guided reflections and/or assessments. ~~It is the faculty member's responsibility to provide documentation of teaching effectiveness based on unit criteria.~~

Additional Evidence in this section of the dossier may include but is not limited to the following:

- Evidence of student advising/mentoring activities
- Examples of course syllabi and/or course outlines, exams, and other assignments
- Evidence of course or curriculum development activities
- Evidence of innovative instruction
- Evidence of effective implementation of High-Impact Practices and experiential learning activities

Section IV: Scholarship (and Juried Creative Accomplishments)

This section contains evidence of the quality and significance of the faculty member's research and creative activity. All tenure and promotion committees and administrators shall examine the same factual record of scholarly achievement regardless of at which level such review occurs. Copies of all publications and similar materials documenting research and creative activities will be kept in a file open to all members of the UTPC.

The materials in this part of the dossier must include item A and B listed below and may include item C:

- A chronological reference list of peer-reviewed articles or juried creative accomplishments beginning with the most recent. If the applicant's academic unit allows for it, this list may include works that are unconditionally accepted, in press, or forthcoming. The candidate must provide supporting documentation from the editor or publisher.
 - Scholarly activity may be published in any medium. General guidelines for evaluating scholarship are available in Appendix A.
 - For applications for tenure, if the list includes accomplishments that occurred prior to the candidate's appointment at VSU, the list should be organized in a fashion that clearly distinguishes accomplishments prior to the candidate's appointment at VSU

from those which have occurred since that time. Copies of these materials should be maintained by the Provost's Office for review by committee members.

- For applications for promotion, the list should clearly distinguish activities that occurred prior to the candidate's last job action from those which have occurred since that time.
- B. A separate chronological reference list of other scholarly or juried creative accomplishments, beginning with the most recent.
- For tenure applications, if the list includes accomplishments which occurred prior to the candidate's appointment at VSU, the list should be organized in a fashion that clearly distinguishes accomplishments prior to the candidate's appointment at VSU from those which have occurred since that time.
 - For promotion applications, this list should clearly distinguish activities which occurred prior to the candidate's last job action from those which have occurred since that time.
 - Examples of other scholarly or juried creative accomplishments may include but are not limited to the following:
 - Professional presentations
 - Excerpts from conference proceedings
 - Evidence of submission and receipt of grants
 - Book, chapter, and article reviews
 - Copies of exhibit and performance programs
 - Photographs of commissioned or exhibited art works
- C. Works-in-Progress including works submitted, conditionally accepted, or under contract should continue to be listed in all dossiers, if the applicant's academic unit permits.

Section V: Service

This section contains evidence of the quality and significance of the faculty member's service. These materials must include the first item listed below and may include appropriate additional types of evidence as listed thereafter.

- A. List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held).
- B. Additional types of evidence for faculty not holding administrative positions:
- Committee assignment documentation
 - Copies of meeting minutes
 - Copies of products developed
 - Recognition by others of the faculty member's contributions
 - Evidence of campus, local, statewide, regional, national, or international professional service
- C. Additional types of evidence for faculty holding administrative positions:
- Documentation of leadership assignments
 - Evidence of program evaluation

- Supervisor, peer, and employee evaluations
- Copies of products developed

3.2.2 General Guidelines for Dossier Documents

- A. Prior Review Materials – Tenure and promotion decisions require different documentation.
 - For tenure, the letters specified in section 3.2.1 section II C, D, and E should be included in the dossier where applicable.
 - For promotion, only the letters specified in 3.2.1 section II D and E pertinent to the current promotion action are to be included. The letters specified in 3.2.1 section II D and E from prior promotion reviews and from prior tenure reviews are *not* to be included.
 - If actions to consider a tenure decision and a promotion decision are simultaneous, one dossier should be prepared with two cover pages, one to document decisions on the tenure consideration and the other to document decisions on the promotion consideration. In such cases, the dossier should include the letters specified in 3.2.1 section II C, D, and E should be included in the dossier, where applicable, in addition to the evaluative statements pertinent to the current promotion action.
- B. Support Materials (e.g., books, reprints, syllabi and/or course outlines, and teaching portfolios) must be collected along with the dossier at the unit and college levels, and it is expected that they will have been reviewed at those steps in the review process. Dossiers prepared for the UTPC should *not* contain the following items unless unusual circumstances prevail, and the committee requests them.
 - Evaluative statements written by the candidate unless they are germane to the quality of the candidate's work.
 - Statements about a candidate's personal life unless they are germane to the quality of the candidate's work.
- C. The department and college tenure and promotion committees may request additional materials or documentation to be added to the dossier by the candidate. Once the dossier has reached the academic dean of the college or unit, and for the remainder of the review process, no additional materials can be added to the dossier except for recommendation memos and appeal letters.

3.3 Guidelines for Years Granted Towards Tenure and/or Promotion

At Valdosta State University, any years granted towards tenure and/or promotion, negotiated at the time of appointment, must be specified in the formal letter of offer. A maximum of three (3) years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution (BOR Policy Manual 8.3.7.4). The formal letter of offer from the Provost must stipulate if the faculty member can list and count accomplishments in teaching, scholarship, and service from previous years for tenure and/or promotion review at Valdosta State University. The faculty member must demonstrate sustained accomplishments in teaching, scholarship and service at VSU.

3.4 Extension of the Tenure Probationary Period Due to Family Medical Event

A faculty member who is on tenure track or who is not tenured may request the probationary period be suspended for one year when that faculty member can document that he/she will lose time due to an experience that would be covered by family medical leave. To request permission to extend the probationary period, the faculty member shall complete the following form, write the Chief Academic Officer, and provide supporting documentation of the experience. Letters, indicating support or lack of support for the extension, from the unit head and Dean must accompany the request. This written request must occur prior to the end of the twelve-month (academic year) period during which the experience occurred. The Chief Academic Officer shall review the request and notify the faculty member whether or not the probationary period is extended. If a faculty member goes "off the tenure clock" by extending the tenure probationary period, the faculty member cannot subsequently have that time period counted as years of service towards a tenure action.

3.5 Guidelines for Terminal Contracts and the Seventh Year

Faculty members must apply for tenure no later than the fall semester of their sixth year of employment. Tenure-track faculty members who are not awarded tenure prior to their seventh year of employment will automatically receive a terminal one-year contract for the seventh year and formal notice from the Provost that they will not receive another employment contract after their seventh year.

3.6 Maximum Time that May Be Served in Full-time Instructional Appointments

The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be ten (10) years, provided, however, that a terminal contract for the 11th year may be proffered if a recommendation for tenure is not approved by the president. (BoR Minutes, 1992-93, p. 188; April 2000, pp. 31-32; August 2007)

Except for the approved suspension of the probationary period due to a leave of absence, the maximum period of time that may be served at the rank of full-time instructor shall be seven (7) years (BoR Minutes, April 2000, pp. 31-32).

Appendix A: Scholarship and Juried Creative Accomplishments

Each academic unit shall define the types of peer reviewed and other scholarly/juried creative accomplishments that are acceptable for consideration for tenure and promotion. However, each unit must establish specific written standards regarding both the type and quantity of such works it will accept.

Further, any such standard must be demonstrably consistent with the standards of peer institutions, other units at VSU, and the overall mission of Valdosta State University as a University System of Georgia regional university. Scholarly/juried creative accomplishments should be evaluated according to the standards of the medium (e.g. journal article, painting, musical composition, etc.) and discipline, and academic unit. The Unit's statement on standards of scholarship must be approved by the Provost. The Provost may request the advice of the UTPC.

Appendix B: Timeline for VSU Tenure and Promotion Review Process

TENURE AND PROMOTION Submission and Review Timeline		
Action	Responsible	Recommended Completion Date*
<ul style="list-style-type: none"> Attend institutional training seminars about the tenure and promotion process at VSU; Review department, college, and institutional tenure and promotion policies and procedures 	Faculty Member	Prior to Application
<ul style="list-style-type: none"> Remind faculty of upcoming application due date 	Department Head	2 nd Monday in April
<ul style="list-style-type: none"> Provide application and supporting materials to department tenure and promotion advisory committee 	Faculty Member	4 th Wednesday in August
<ul style="list-style-type: none"> Review applications for tenure and promotion; Provide report/recommendation for tenure and/or promotion to candidate and Department Head 	Department Tenure and Promotion Advisory Committee	2 nd Wednesday in Sept. (~3 weeks)
<ul style="list-style-type: none"> Review applications for tenure and promotion; Review department advisory committee's recommendations; Provide report/recommendation for tenure and/or promotion to candidate and college tenure and promotion advisory committee; Meet with any faculty who will not receive departmental approval for the personnel action under consideration; If there is a non-support of the candidate's action, the candidate can withdraw the dossier or submit further explanation/clarification (without including additional review materials), that may include documentation justifying reasons for further consideration to the next level. 	Department Head	1 st Wednesday in October (~2 weeks)
<ul style="list-style-type: none"> Review applications for tenure and promotion; Provide report/recommendation for tenure and/or promotion to candidate and Dean 	College Tenure and Promotion Advisory Committee	4 th Wednesday in October (~3 weeks)

TENURE AND PROMOTION Submission and Review Timeline		
Action	Responsible	Recommended Completion Date*
<ul style="list-style-type: none"> Review applications for tenure and promotion; Review committees' recommendations; Provide report/recommendation for tenure and/or promotion to candidate and Provost and VPAA; Forward all materials to Academic Affairs; Meet with any faculty who will not receive college approval for the personnel action under consideration; If there is a non-support of the candidate's action, the candidate can withdraw the dossier or submit further explanation/clarification (without including additional review materials), that may include documentation justifying reasons for further consideration to the Dean. 	Dean	4 th Friday in November (~4 weeks)
<ul style="list-style-type: none"> Receive electronic materials for University Tenure and Promotion Committee (UT&P) 	Office of Academic Affairs	2 nd Wednesday in December (~2 weeks)
<ul style="list-style-type: none"> Review applications for tenure and promotion; Provide report/recommendation for tenure and/or promotion to candidate and Provost and VPAA; 	University Tenure and Promotion Committee	1 st Monday in February (~7 weeks)
<ul style="list-style-type: none"> Review applications for tenure and promotion; Review University T&P Committee's recommendations; Confer with UTPC Chair, Dean, and/or Department Head as needed; Provide recommendations for tenure and/or promotion to President; If there is a non-support of the candidate's action, the candidate can withdraw the dossier or submit further explanation/clarification (without including additional review materials), that may include documentation justifying reasons 	Provost and VPAA	1 st Monday in March (~4 weeks)

TENURE AND PROMOTION Submission and Review Timeline		
Action	Responsible	Recommended Completion Date*
for further consideration.		
<ul style="list-style-type: none"> • Review applications for tenure and promotion; • Review Provost's recommendations; • Confer with Provost/VPAA; • Approve or disapprove. If there is a non-support of the candidate's tenure application, the candidate can submit an appeal to the USG in an application for discretionary review. 	President	3 rd Monday in March (~2 weeks)

*If completion date falls on a holiday, submit the next business day.

Posted at <https://www.valdosta.edu/academics/academic-affairs/documents/tenure-promotion-timeline.pdf>

Attendance Roster for November 18, 2021 Meeting

Name2	College/Affiliation	Visitor?	Proxy?
Sharon Gravett	Administration/Academic Affairs	Yes	
Mike Savoie	Administration/Academic Affairs	Yes	
Jeanine Boddie-LaVan	Administration/Academic Affairs	Yes	
Lindsay Godin	Arts	No	
Ian Andersen	Arts	No	
Clell Wright	Arts	No	
Matt Roehrich	Arts	No	
Laurel Yu	Arts	No	
Ben Harper	Arts	No	
Michael Schmidt	Arts	Yes	
Chalise Ludlow	Arts	No	
Selena Nawrocki	Arts	No	
Chialing Ho	Arts	No	
Kelly Mathis	Business Administration	No	
Attila Cseh	Business Administration	No	
Candace Witherspoon	Business Administration	No	
Cindy Tori	Business Administration	No	
Ashley Cooper	Council on Staff Affairs	No	
Megan Hancock	Council on Staff Affairs	No	
Nicole Alemanne	Education & Human Services	No	
Lenese Colson	Education & Human Services	No	
Kristy Litster	Education & Human Services	No	
Brian Gerber	Education & Human Services	No	
Katharine Adams	Education & Human Services	No	
Meagan Arrastia-Chisholm	Education & Human Services	No	
Xiaoai Ren	Education & Human Services	No	
Debbie Paine	Education & Human Services	Yes	
Eugene Asola	Education & Human Services	Yes	
Hoa Nguyen	Education & Human Services	No	
Martha Laughlin	Education & Human Services	Yes	
Hanae Kanno	Education & Human Services	No	
Huzeyfe Cakmakci	Education & Human Services	No	
Traycee Martin	F&A	Yes	
Honey Coppage	Guest	Yes	
Brandon Atkins	Humanities and Social Sciences	No	
Meagan Wood	Humanities and Social Sciences	No	
Emma Kostopolus	Humanities and Social Sciences	No	
Ericka Parra	Humanities and Social Sciences	Yes	
Donna N. Sewell	Humanities and Social Sciences	No	
Bobbie Ticknor	Humanities and Social Sciences	Yes	
Brian Ward	Humanities and Social Sciences	No	

Nandan Kumar Jha	Humanities and Social Sciences	No	
Mary Block	Humanities and Social Sciences	No	
M. Denise Lovett	Humanities and Social Sciences	No	
A.J. Ramirez	Humanities and Social Sciences	No	
Fanhao Nie	Humanities and Social Sciences	Yes	
James Pace	Nursing and Health Sciences	Yes	
mallory lane	Nursing and Health Sciences	No	
Robert Taylor	Odum Library	No	
Ken Smith	Odum Library	No	
Melinda Harbaugh	President's Office	Yes	
Chunlei Liu	Science and Mathematics	No	Melissa Pihos
J. Mitchell Lockhart	Science and Mathematics	No	
Brian C Ring	Science and Mathematics	No	
Can Denizman	Science and Mathematics	No	
Theresa Grove	Science and Mathematics	Yes	
Anurag Dasgupta	Science and Mathematics	No	