
FACULTY SENATE

Est. 1991

Mike Holt
President

Brian Ring
**Vice President/
President Elect**

Crystal Randolph
Secretary

Debbie Paine
Parliamentarian

Peggy Moch
Past President

Agenda
April 20, 2017, 3:30 pm
University Center Magnolia Room

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 President 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.

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.

1. Call to Order – Mike Holt
2. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Crystal Randolph.

Note: Please send an email to Crystal Randolph (crandolph@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 March 23, 2017 meeting of the Faculty Senate.**
<http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings).
4. VSU President, Dr. Richard Carvajal: VSU Updates
5. Old & Unfinished Business
 - a. Statutory Committee Reports
 - i. **Academic Committee – Sheri Gravett**
<http://www.valdosta.edu/academics/registrar/academic-committee.php>

- ii. Committee on Committees – Dereth Drake
 - iii. Faculty Affairs – Eric Howington – Instructional Conflict of Interest Policy and Conversion from Tenure Track to Non-Tenure Track Policy (See Attachments A and B)
 - iv. Faculty Grievance Committee – Marty Williams
 - v. Institutional Planning Committee – Don Thieme
- b. Meeting minutes from the various committees should be sent to FS Secretary (Crystal Randolph (crandolph@valdosta.edu)) to be uploaded to the Faculty Senate website **AND** to the library (archives@valdosta.edu) with “Archives Faculty Senate Papers” in the subject line. Minutes from 2013-2014 and 2014-2015 meetings from the various committees should be sent so these documents can be archived properly. Please label minutes documents as shown in the following examples:
- i. Technology_Minutes_04-29-2015
 - ii. Academic_Honors_and_Scholarship_Minutes_08-28-2015
- Thank you for your assistance in getting and keeping our records up to date. ☺

6. New Business

a. Standing Committee Reports:

- i. Academic Honors & Scholarships – Abigail Heuss
- ii. Academic Scheduling & Procedures – Ubaraj Katawal
- iii. Athletic Committee – Peggy Moch / Jamie Holland – Report on Athletic Award
- iv. Diversity and Equity Committee – Regina Suriel
- v. Educational Policies – Kendric Coleman
- vi. Environmental Issues – Nancy Sartin
- vii. Faculty Scholarship – Sudip Chakraborty / Roger McIntyre
- viii. Internationalization and Globalization Committee – Fleming Bell
- ix. Library Affairs – Shaunita Strozier
- x. Student Affairs – Gabrielle Stellmacher / Kelly Devall
- xi. Technology Committee – Brian Ring – Senate Committee Listserv Document (See Attachment C)

b. **Election of new Faculty Senate Executive Committee Positions**

7. General Discussion

8. Adjournment

Attachment A: Instructional Conflict of Interest Policy

Instructional Conflict of Interest Procedure for Family Members of VSU Faculty

Policy

All members of the VSU community are expected to avoid conflicts of interest and conflicts of commitment that have the potential to directly and significantly affect the University's interests or compromise their objectivity in carrying out their professional responsibilities, including research, service and teaching activities and administrative duties, or otherwise compromise performance of these responsibilities, unless such conflicts are disclosed, reviewed and appropriately managed in accordance with the provisions of this Policy.

The University System of Georgia Ethics Policy provides a Code of Conduct applicable to all University System of Georgia employees. Item 11 of this code (see Appendix A) says that employees will "disclose and avoid improper conflicts of interest."

Definitions

Conflict of interest:

Relates to situations in which financial or other personal considerations, circumstances, or relationships may compromise, may involve the potential for compromising, or may have the

appearance of compromising an Employee's objectivity in fulfilling their University duties or responsibilities, including research, service and teaching activities and administrative duties. The bias that such conflicts may impart can affect many University responsibilities, including decisions about personnel, the purchase of equipment and other supplies, the selection of instructional materials for classroom use, the collection, analysis and interpretation of data, the sharing of research results, the choice of research protocols, the use of statistical methods, and the mentoring and judgment of student work. An Employee may have a conflict of interest when he or she, or any member of that person's immediate family has a personal interest in an activity that may affect decision making with respect to his or her professional responsibilities.

Immediate family:

For the purpose of this policy, "immediate family" is defined as:

- Spouse/Ex-Spouse,
- Parent/Step Parent,
- Brother or sister,
- Son or daughter,
- Niece or Nephew
- Others living within the same household or otherwise so closely identified with each other so as to suggest conflict of interest.

Process

At VSU, a conflict of interest may be perceived when an immediate family member is enrolled in a faculty member's course. To help avoid any appearance of a conflict of interest, faculty and students should use the following procedures.

- A student may not enroll in a family member's course when there are other sections of the course offered in the same term.
- A student may not enroll in a family member's course if the course will be offered in a timely manner taught by a different faculty member and the delay would not impact timely progression. This determination is made by the Department Head.

If a student must enroll in a family member's course, all grading functions will be assigned to another faculty member. The instructor will not have access to, nor record, grades for the student.

The Department Head may solicit names of faculty members from which to choose an evaluator. The assignment of a faculty member to grade student work will be made by the Department Head.

If there is no other qualified faculty member available to evaluate the student's work, the Department Head will appoint a panel of no less than three neutral faculty members with at least one member external to the department. The Department Head may solicit names of faculty members from which to appoint a panel. This panel will review the grading of the student's work by the family member. The Department Head shall make the judgment of whether or not there is a qualified faculty member to evaluate the work.

If the faculty member involved is the Department Head, the Dean will fill the role of the Department Head in the above actions.

Violations

Violations of this policy as determined by the appropriate dean, director, or supervisor are considered misconduct on the part of a faculty or staff member and may be subject to institutional sanctions up to and including termination of appointment in accordance with applicable disciplinary procedures.

Violations include but are not limited to situations in which:

1. A faculty member or staff member knows of a situation that places him or her in a potential or actual conflict of interest or conflict of commitment but fails to disclose it fully, according to the policies of his or her unit; and
2. A faculty member or staff member discloses a potential or actual conflict of interest or commitment but fails to abide fully by the required plan for avoiding or managing the conflict.

APPENDIX A

8.2.20.5 Code of Conduct

We will:

- I. Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
- II. Act as good stewards of the resources and information entrusted to our care.
- III. Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission. IV. Treat fellow employees, students and the public with dignity and respect.
- V. Refrain from discriminating against, harassing or threatening others.
- VI. Comply with all applicable laws, rules, regulations and professional standards.
- VII. Respect the intellectual property rights of others.
- VIII. Avoid improper political activities as defined in law and Board of Regents Policy.
- IX. Protect human health and safety and the environment in all USG operations and activities.
- X. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.
- XI. Disclose and avoid improper conflicts of interest.
- XII. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.
- XIII. Not use our position or authority improperly to advance the interests of a friend or relative.

Policy

VSU Policy and Process for a Request to Convert to a Non-Tenure Track Classification

The Board of Regents Policy Manual 8.3.8 provides a mechanism for tenure-track faculty to request a conversion to a non-tenure track position. The policy stipulates that this conversion is solely on a voluntary basis (see Appendix A). The Academic Affairs Policy Manual 4.1 provides a sample document for this request (see Appendix B). This request must proceed from the faculty member and then be approved by the **department head, dean, Provost/VPAA, and President.**

VSU Process

At VSU, faculty wishing to request a conversion from a tenure-track to a non-tenure track position must complete the form available in the USG Academic Affairs Handbook (Appendix B). In making this request, the faculty member should be aware of the **following:**

- 1) The request for conversion should not be based on performance issues; the faculty member must present evidence of extenuating personal circumstances that will necessitate this conversion.
- 2) The faculty member must make this request and have it approved before entering the fifth year of employment at the university.
- 4) This transfer may necessitate a change in rank, teaching load, and/or salary. The faculty member will lose any time in rank at the current position.

If the faculty member wishes to proceed, he or she should complete the form in Appendix B and attach a rationale for this conversion and any supporting documentation. This request should then move, if approved, from department to dean to Provost. At any point, if the request is denied, the process ends at that point.

The following provisions shall apply to all non-tenure track professional personnel:

- Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.
- Probationary credit toward tenure shall not be awarded for service in non-tenure track positions.
- Notice of intention to renew or not to renew contracts of non-tenure track personnel who are members of the Academic Faculty shall follow the schedule required for the applicable faculty rank.
- Individuals employed in non-tenure track positions may submit an employment application on an equal basis with other candidates for any tenure track positions which may become available.

In considering this request, department heads, deans, and the Provost should consider the following:

- 1) A departmental need exists for the changed role to be played by this faculty member.
- 2) The faculty member's annual evaluations up to that point are all satisfactory and teaching is a particular strength.
- 3) The extenuating circumstances the faculty member outlines should not affect teaching performance.

If the department head, dean, and Provost all approve, the form is forwarded to the President for signature.

Notification of Change

The Office of Human Resources must be notified regarding any changes in tenure or appointment status, following the required approvals outlined above.

Appendix A

8.3.8 Non-Tenure Track Personnel

The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only (BoR Minutes, 1982-83, pp. 255-256).

Appendix B

4.1 Convert an Individual in a Tenure-track Position to a Non-tenure Track Position Sample Form

Request for Convert to Non-tenure Track Classification

Date: _____

To: (Name & Title of Administrator)

I am currently employed as a non-tenured (Rank & Title) on tenure track at (Institution). In accordance with the Policies of the Board of Regents, I hereby request that my present position be reclassified as non-tenure track effective: _____ (Date).

I am familiar with the non-tenure track policy of the Board of Regents (copy attached) and I make this request for reclassification of my position freely and voluntarily, without any assurance of retention, promotion, or reward by my superiors or others at this institution.

I understand that this request for re-classification may or may not be approved.

(Signature): _____

ACTION TAKEN:

I recommend that this request be:

(Approved/Denied) Chairman Date

(Approved/Denied) Dean Date

(Approved/Denied) VPAA Date

(Approved/Denied) President Date

Proposed Email User Groups Microsoft 365

Introduction: During the 2016-2017 academic year, in conjunction with the Faculty Senate (FS) Statutory (STAT) Committee on Committees (CoCo), Standing (STAND) Technology Committee (TC), and Information Technology (IT) Staff, the following plan to streamline the email and communication across committees was developed:

Background: Each year 1/3 of the senate is replaced with new senators on a 3-year rotation along with Student Government Association (SGA), Council on Staff Affairs (COSA) members, and occasionally updates to ex officio membership. Therefore, email lists must be updated and shared via an excel sheet on the Faculty Senate website and email updates from the chair of CoCo to its committees and chairs, etc. must follow. To make this process simpler, the following “email alias” or user groups in Microsoft 365 were developed and will be added by IT and made publicly available on the Faculty Senate website. These user groups will be **optional** among committees but will assuredly make communication easier in the following ways:

1. User Group Owners/Managers: Each year the Chair and Chair Elect of CoCo will assume managing or “owner” status across the email user groups listed below. This will allow CoCo to remove outgoing members and add new members to the user groups and provide initial contact with committees and their chairs and newly added chair elects. (i.e. see fsnew@valdosta.edu).
2. The user group email alias will be set so all members are visible in the emails.
3. User group members can simply use their existing email to communicate OR utilize the web based 365 version through MyVSU login to share files and calendars for meetings. In short, no more typing or updating email lists by the committees as this will be handled by CoCo in one location.
4. All members of the faculty senate will also be able to effectively communicate through committees and the VSU community will be able to contact the senate at-large or its various committees by a simple email alias. For example, any VSU constituent might email the Faculty Senate Executive Committee (i.e. fsec@valdosta.edu) regarding an actionable item OR an SGA member could contact the Standing Student Affairs Committee (i.e. fs-stand-fs@valdosta.edu).
5. A faculty senate “new” members list will also be added so CoCo can establish early contact with newly elected members.
6. The static member list will also be retained on the faculty senate web site.

Here are the initial **19 list serves** (Microsoft 365 MyVSU user groups) with the ability to edit/update or add and remove in the future:

- a. **Faculty Senate At-Large:** fs@valdosta.edu
- b. **Faculty Senate Executive Committee:** fsec@valdosta.edu
- c. **Faculty Senate New Yearly Members List:** fsnew@valdosta.edu
- d. **Statutory Committees (5)**
 - i. Academic Committee: fs-stat-ac@valdosta.edu
 - ii. Committee on Committees: fs-stat-coco@valdosta.edu
 - iii. Faculty Affairs : fs-stat-fa@valdosta.edu
 - iv. Faculty Grievance Committee: fs-stat-fgc@valdosta.edu
 - v. Institutional Planning Committee: fs-stat-ipc@valdosta.edu

e. Standing Committees (11):

- i. Academic Honors & Scholarships: fs-stand-ahs@valdosta.edu
- ii. Academic Scheduling & Procedures: fs-stand-asp@valdosta.edu
- iii. Athletic Committee: fs-stand-ac@valdosta.edu
- iv. Diversity and Equity Committee: fs-stand-dec@valdosta.edu
- v. Educational Policies: fs-stand-ep@valdosta.edu
- vi. Environmental Issues: fs-stand-ei@valdosta.edu
- vii. Faculty Scholarship: fs-stand-fs@valdosta.edu
- viii. Internationalization and Globalization Committee: fs-stand-igc@valdosta.edu
- ix. Library Affairs: fs-stand-la@valdosta.edu
- x. Student Affairs: fs-stand-sa@valdosta.edu
- xi. Technology Committee: fs-stand-tc@valdosta.edu