

**Brian Ring**  
**President**

**Eric Howington**  
**Vice President/  
President Elect**

**Crystal Randolph**  
**Secretary**

**Debbie Paine**  
**Parliamentarian**

**Mike Holt**  
**Past President**

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**Minutes**  
**April 19, 2018, 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 to [fsec@valdosta.edu](mailto:fsec@valdosta.edu).

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 – Brian Ring  
**Meeting was called to order at 3:33 pm.**
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](mailto: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 22, 2018 meeting of the Faculty Senate. <http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings). **Approved with no changes.**
4. VSU President, Dr. Richard Carvajal  
**The legislative session has concluded. The legislature did fully fund the USG enrollment formula. We received the budget to renovate Pound Hall. The governor still must sign the budget.**  
**VSU is supporting the vision of the community by providing leadership along with the local chamber, Georgia Power, SGMC, Valdosta City and Lowndes County, and various business**

developers. Please share your feedback on a recent survey that was sent about VSU's role of leadership in the community.

President Carvajal, Provost Smith, and Tracy Martin attended the USG business meeting. Received news regarding tuition. The board moved to have no tuition increase for undergraduate or graduate programs. The board approved to phase out the tuition differential between face-to-face and online courses across 3 years. VSU will lose about 3 million dollars during the phasing period. Dr. Carvajal will provide updates regarding the budget and tuition next week during the two forums that will be offered on Monday and Friday. Everyone is encouraged to attend as needed.

Dr. Ostapski provided a note of thanks for the Veteran's Resource Center and suggested that the president's office should make better attempts at including student veterans as a part of such programs. Dr. Carvajal agreed that better attempts should be made to include students.

Dr. Katawal queried if the president had plans regarding the retention and recruitment of faculty due to large number of resignations in his department. Dr. Carvajal referenced the strategic plan which addresses faculty recruitment and retention. Dr. Carvajal spoke of the upcoming salary study slated to begin in July by the Carl Vinson Institute out of UGA.

Dr. Tori commented about the current salary of VSU employees and championed the president to be our "champion" and advocate for raises for employees at USG business meetings.

Provost Smith stated a dean has been hired for the College of Mathematics. A search will begin for the associate dean of that college as well. An announcement hopefully will be made in a few days regarding the associate provost. Searches for department heads will be initiated soon. Dr. Smith addressed the need to add summer courses if the numbers warrant the addition.

Dr. Ostapski expressed a concern that administrative positions have been added but feels this attention should be focused on recruitment and retention of students. Provost Smith stated that no additional administrative lines have been created. To address recruitment and retention, Provost Smith stated that fees will be decreased for the summer.

A model for summer budget has been discussed but the model has not been finalized. Deans have been informed if they want to add courses that they should do so. Currently, 25 courses have been added and summer credit hours have been increased by 25%.

Dr. Crowley queried if VSU has a legacy program. Comment was received by Provost Smith.

## 5. Old & Unfinished Business

### a. Statutory Committee Reports

- i. Academic Committee ([fs-stat-ac@valdosta.edu](mailto:fs-stat-ac@valdosta.edu)) – Sheri Gravett, See minutes here: <https://www.valdosta.edu/academics/registrar/academic-committee.php>  
Minutes from the April 9<sup>th</sup> meeting have been posted to the website. A project will be initiated to make academic forms more user friendly and to include them online.
- ii. Committee on Committees ([fs-stat-coco@valdosta.edu](mailto:fs-stat-coco@valdosta.edu)) – Catherine Bowers

**If you are on a committee, please make sure your reports are submitted by the end of April. Committees are encouraged to meet to redefine, streamline, or rethink the charge of the committee. They are also encouraged to discuss leaders for the next school year. 2018-2019 Rosters are in the process of being finalized.**

- iii. Faculty Affairs ([fs-stat-fa@valdosta.edu](mailto:fs-stat-fa@valdosta.edu)) – Bob Spires  
**No updates**
- iv. Faculty Grievance Committee ([fs-stat-fgc@valdosta.edu](mailto:fs-stat-fgc@valdosta.edu)) – Marty Williams  
**No updates**
- v. Institutional Planning Committee ([fs-stat-ipc@valdosta.edu](mailto:fs-stat-ipc@valdosta.edu)) – Jennifer Beal  
**No updates**

b. Meeting minutes from the various committees should be sent to FS Secretary (Crystal Randolph ([crandolph@valdosta.edu](mailto:crandolph@valdosta.edu))) to be uploaded to the Faculty Senate website **AND** to the library ([archives@valdosta.edu](mailto: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 ([fs-stand-ahs@valdosta.edu](mailto:fs-stand-ahs@valdosta.edu)) – Neena Banerjee  
**No updates**
- ii. Academic Scheduling & Procedures ([fs-stand-asp@valdosta.edu](mailto:fs-stand-asp@valdosta.edu)) – Jacque Wheeler  
**No updates**
- iii. Athletic Committee ([fs-stand-ac@valdosta.edu](mailto:fs-stand-ac@valdosta.edu)) – Heidi Gonzalez  
**No updates**
- iv. Diversity and Equity Committee ([fs-stand-dec@valdosta.edu](mailto:fs-stand-dec@valdosta.edu))– Regina Suriel  
**No updates**
- v. Educational Policies ([fs-stand-ep@valdosta.edu](mailto:fs-stand-ep@valdosta.edu))– Kendric Coleman, **Vote to approve previously remanded documents to this committee. Revisions brought forward by this committee are Student Withdrawal Policy change (Attachment A) & Revised Attendance Policy Guidelines (Attachment B).**

**Dr. Katawal queried if absences related to Access Office are addressed. Dr. Coleman stated that the policy will not include Access Office relations.**

**The Student Withdrawal Policy Change policy was approved by the majority.**

**The Revised Attendance Policy Guidelines was approved by the majority.**

- vi. Environmental Issues ([fs-stand-ei@valdosta.edu](mailto:fs-stand-ei@valdosta.edu)) – Deborah Hall  
**The committee has met 7 times this year and have reached many resolutions. Several plans with SAVE were initiated. Everyone was invited to participate in the next Keep Lowndes/Valdosta Beautiful clean up day. Volunteers are always welcome.**
- vii. Faculty Scholarship ([fs-stand-fs@valdosta.edu](mailto:fs-stand-fs@valdosta.edu)) – Roger McIntyre  
**No updates**
- viii. Internationalization and Globalization Committee ([fs-stand-igc@valdosta.edu](mailto:fs-stand-igc@valdosta.edu)) – Cindi Tori

- ix. Library Affairs ([fs-stand-la@valdosta.edu](mailto:fs-stand-la@valdosta.edu)) – Shaunita Strozier  
**No updates**
- x. Student Affairs ([fs-stand-sa@valdosta.edu](mailto:fs-stand-sa@valdosta.edu)) – Gabrielle Stellmacher  
**No updates**
- xi. Technology Committee ([fs-stand-tc@valdosta.edu](mailto:fs-stand-tc@valdosta.edu)) – Marc Pufong  
**No updates**

**b. Election of Faculty Grievance chair & 2018-2019 FS Executive Committee members.**

**Faculty Grievance Chair: Deborah Davis**

**FS: Eric Howington, Pres; Debbie Paine, VP/Pres-Elect; Crystal Randolph, Secretary; Dee Ott, Parliamentarian; Brian Ring, Past President.**

- c. Vote to approve proposed University Tenure & Promotion Committee (UTPC) revisions under Section 1.2 involving committee membership changes due to the splitting of College of Arts & Science (Justification & UTPC Section 1.2 revisions; Attachment C).**

**The proposed University Tenure & Promotion Committee (UTPC) revisions under Section 1.2 was approved by the majority. Attachment C**

**The remaining UTPC revisions are to be remanded to the Faculty Affairs committee for review (Justification & UTPC link; Attachment D).**

- d. Vote to approve a Student Engagement Resolution submitted by a faculty member (Attachment E). After a lengthy discussion concerning verbiage of the resolution with several friendly amendments and discussion of the notes provided on the original document, the motion to approve the resolution did not pass.**

**7. General Discussion & Announcements**

a. Reminder of year-end (2017-2018) committee reports due by end of May 2018 from chairs of committees (see Example Attachment F). A blank template word document will be sent to each committee and posted on FS web page. Please use the template when sending these reports to your FSEC ([fsec@valdosta.edu](mailto:fsec@valdosta.edu)) or FS president ([bcring@valdosta.edu](mailto:bcring@valdosta.edu)).

**8. Adjournment**

**Attachment A: Student Withdrawal Policy change (underlined & bolded)**

*Submitted to Faculty Senate on November 16, 2017 Agenda. Remanded to Educational Policies committee at the meeting. Returned with recommended edits here today after committee review.*

**Current Policy**

Students withdrawing prior to the midterm deadline receive a default grade of Withdraw Passing (WP). Students who withdraw after the midterm deadline via the Medical/Hardship Withdrawal process are assigned a grade of Withdraw Passing (WP) or Withdraw Failing (WF) by faculty.

*Explanation:* A student who has an injury, illness, or other emergency after the midterm withdrawal date, which prevents the completion of all classes for the term, may request a Medical or Hardship Withdrawal. This includes undergraduate and graduate students enrolled in face-to-face classes, VSU on-line, eCore, eMajor, and Camden Center (formerly King's Bay).

Students applying for a Medical/Hardship Withdrawal must provide appropriate documentation, and they must withdraw from all courses. Partial withdrawal may be considered only in cases in which the issue impacts individual courses, e.g., a broken leg preventing a student from completing a KSPE course. Once an application for Medical/Hardship Withdrawal has been approved, each instructor is contacted via email with a request to assign a grade of Withdraw Passing (WP) or Withdraw Failing (WF). The WP does not impact a student's GPA, whereas the WF is calculated the same as a grade of F.

**Requested change**

Grade for Medical/Hardship Withdrawal will default to Withdraw Passing.

*Explanation:* The current policy of permitting the assignment of a grade of WF as part of the Medical/Hardship Withdrawal process penalizes students who must withdraw due to circumstances that occur after the midterm withdrawal deadline. Students applying for the Medical/Hardship Withdrawal must provide supporting documentation from a physician, counselor, or other official as applicable as part of the application packet. To ensure consistency across all withdrawals, a grade of WP should be the default assignment for those who have an approved Medical/Hardship Withdrawal.

Therefore, in the future, the Registrar's Office will thus assign WF's only in the following circumstances:

- (1) The student has exceeded the allowed withdrawals in VSU's Limited Withdrawal Policy (a 6<sup>th</sup> withdrawal triggers a WF); or

- (2) The student withdraws online prior to midterm as a result of an academic dishonesty violation. **In case of academic dishonesty**, the faculty member can contact the Registrar's Office to change the regularly assigned W to a WF.

**Attachment B: Revised Attendance Policy Guidelines (underlined & bolded)**

*Submitted to Faculty Senate on November 16, 2017 Agenda. Remanded to Educational Policies committee at the meeting. Returned with recommended edits here today after committee review.*

**PROPOSAL FOR REVISED ATTENDANCE GUIDELINES  
PROPOSED CATALOG INCLUSION FALL 2018**

**These proposed attendance guidelines seek to provide further guidance for both faculty and students in both face-to-face and online classes.**

**Current Absence Regulations (from 2015-2016 Undergraduate Catalog)**

<http://catalog.valdosta.edu/undergraduate/academic-affairs/>

Absence Regulations

The University expects that all students shall attend all regularly scheduled class meetings held for instruction or examination. Although independent study is encouraged at Valdosta State University, regular attendance at class is expected. Instructors are required to maintain records of class attendance. The unexcused absence or “cut” is not regarded as a student privilege.

It is recognized that class attendance is essentially a matter between students and their instructors. Instructors must explain their absence policy in the course syllabus. All students are held responsible for knowing the specific attendance requirements as prescribed by their instructors and for the satisfactory make-up of work missed by absences. When students are compelled for any reason to be absent from class, they should immediately contact the instructor.

A student who misses more than 20% of the scheduled classes of a course will be subject to receiving a failing grade in the course.

Absence problems which cannot be resolved between the instructor and student should be referred immediately to the department head responsible for the course. Discontinuance of class attendance without officially withdrawing from a course is sufficient cause for receiving a failing grade in the course. It is assumed that students will consult with their instructor in a given course before initiating procedures for withdrawing from that course. Students officially withdrawing from a course prior to the designated withdrawal date will receive a “W” for the course. After that point, in cases of hardship, students may complete a Petition for Withdrawal form, which is available in Centralized Advising. If the petition is approved, it is the instructor who determines whether the grade awarded is “W” (withdrew passing) or “WF” (withdrew failing). The grade of “WF” is equivalent to an “F” and is calculated in the grade point average as “F.”

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. 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.

## ATTENDANCE GUIDELINES

For students, success in class, whether face-to-face or online, begins with regular attendance/participation. Instructors must clearly outline their absence/participation expectations in their course syllabus, including any penalties for absence or non-participation and any procedures for missed work. All students are responsible for knowing the specific attendance/participation requirements as prescribed by their instructors and for the satisfactory make-up of missed work. When students are compelled for any reason to be absent from or unable to participate in class, they should immediately contact the instructor.

**ATTENDANCE VERIFICATION:** During a designated period each term, instructors are required to verify student attendance for disbursement of Financial Aid. If a faculty member reports that a student has not attended a class, the Registrar's Office will assign "W" for that student.

**FOR ONLINE CLASSES:** To comply with Federal Financial Aid regulations for considering "attendance" in an online class, instructors:

- Must not count students' logging into a course's learning management system (e.g., BlazeVIEW, Google Apps Sites) as participation in that course.
- Must count any "academically related" activity in a given course as participation in that course. For online classes, the activities in the following categories are considered "academically related":
  1. Participating in any assigned activity (e.g., attending a synchronous teleconference or video conference class session, submitting prepared material, taking examinations, engaging in an assigned study group, providing a self-introduction to the class in a discussion forum designated for this purpose);
  2. Completing interactive tutorials or interactive, computer-assisted instruction; or
  3. Discussing the course's subject matter (e.g., online with other students, by email with the instructor)

**Whether online or face-to-face, a student who misses or does not participate in more than 20% of the scheduled course or course activities could be subject to receiving a failing grade in the course.**

The University does not issue an excuse to students for class absences. In case of absences as a result of illness, representation of the University in athletic and other activities, or special situations, instructors may be informed of reasons for absences, but these are not excuses.

**STUDENTS PARTICIPATING IN AUTHORIZED ACTIVITIES AS AN OFFICIAL REPRESENTATIVE OF THE UNIVERSITY (I.E., ATHLETIC EVENTS, DELEGATE TO REGIONAL OR NATIONAL MEETINGS OR CONFERENCES, PARTICIPATION IN UNIVERSITY-SPONSORED PERFORMANCES) ARE AUTOMATICALLY CONSIDERED EXCUSED BY THE UNIVERSITY:** These students will not receive academic penalties and, in consultation with the instructor of record, will be given reasonable opportunities to complete assignments and exams or given compensatory assignment(s) if needed. The student must provide written confirmation from a faculty or staff advisor to the course instructor(s) not fewer than 10 days prior to the date for which the student will be absent from the class, except in the case of short notice events. Written confirmation and explanation of short notice events must be provided to the instructor as soon as possible. The student is responsible for all material presented in class and for all announcements and assignments. When possible, students are expected to complete these assignments before



their absences. In the event of a disagreement regarding this policy, an appeal may be made by either the student or the instructor of record to the department head.

**STUDENTS WITH MILITARY OBLIGATIONS** that require their absence from class may seek an exemption from the class attendance policy. Students requesting an exemption should provide their military orders to the college Associate Dean, along with a request for an exemption prior to the start of the first week of classes. Working with the appropriate college Associate Dean, the student's instructors are contacted and made aware of the request for an exemption. Instructors will carefully consider all such requests and base their decision upon the course attendance policies and the student's ability to catch up on missed course materials upon his or her return.

**RELIGIOUS OBSERVANCES:** The University permits students, faculty, and staff to observe those holidays set aside by their chosen religious faith. The faculty should be sensitive to the observance of these holidays so that students who choose to observe these holidays are not seriously disadvantaged. It is the responsibility of those who wish to be absent to make arrangements in advance with their instructors.

**APPEALS PROCESS FOR ATTENDANCE DISPUTES:** Attendance issues which cannot be resolved between the instructor and student should be referred immediately to the department head responsible for the course. Students who stop attending or participating in a course without officially withdrawing from a course will receive the penalties indicated in the instructor's syllabus.

**WITHDRAWALS:** If students wish to withdraw, they should consult with their instructors. Students officially withdrawing from a course prior to the designated withdrawal date will receive a "W" for the course (unless the withdrawal exceeds the number allowed under the limited withdrawal policy). After the designated withdrawal date, students experiencing a documentable medical or hardship situation may complete a Petition for Withdrawal form, which is available in office of the Dean of Students. If the petition is approved, the grade awarded is "W" (withdrew passing).

## **Attachment C: Approval of UTPC revision on committee composition, Section 1.2**

*FSEC received from UTPC chair March 28, 2018. Decision was made to fast-track committee composition revision due to splitting of College of A&S into COSM & COHSS effective July 1, 2018.*

### ***Justification:***

#### **Proposed Changes to the University Tenure and Promotion Document Spring 2018**

The proposed changes have been approved by the University Tenure and Promotion Committee (UTPC) as well as the Deans' Council. Most of the changes simply reflect upcoming organizational changes at VSU or include language from the BOR which already governs our tenure and promotion decisions. The following is a brief justification for each change:

#### **1.2 Committee Membership (pages 1-2)**

The position of Dean of the Graduate School will become the Associate Provost for Graduate Studies. To provide stable leadership for the chair of the UTPC and to keep the review process independent of the Provost's office, the proposal is to have the Dean of the Honors College serve as the chair of the UTPC. The Dean of the Honors College is independent of all the tenure and promotion reviews in the various academic colleges and can facilitate the work of the UTPC.

With the College of Arts and Sciences splitting into the College of Science and Mathematics as well as the College of Humanities and Social Sciences, the language at the bottom of page one and top of page 2 reflects this organizational change. Two UTPC members will serve from the College of Science and Mathematics along with two from the College of Humanities and Social Sciences. The College of Humanities and Social Sciences will have slightly more faculty than the College of Education and Human Services (COEHS). COEHS will have two UTPC members under the proposed changes to reflect the number of faculty and balance with the other colleges.

#### ***Proposed Revisions (page 1-2 of UTPC):***

### **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 Dean's Council and shall be comprised of the following:

**The Dean of the Honors College** ~~Assistant Vice President of Research and Dean of the Graduate School~~, 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.** ~~Four members from the College of Arts and Sciences: one from the area of the Natural/Physical Sciences; one from the Humanities; one from the Social Sciences; and one from any of the aforementioned areas;~~

**Two members from the College of Humanities and Social Sciences with one member from the Humanities and one from the Social Sciences.**

**Two** ~~Three~~ 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.

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.

## **Attachment D: Review of further proposed UTPC revisions**

*FSEC received from UTPC chair March 28, 2018. Decision was made to fast-track committee composition revision due to splitting of College of A&S into COSM & COHSS effective July 1, 2018 (above & below Section 1.2). All Faculty were notified of proposed revisions March 29, 2018 by the Provost as posted to Academic Affairs website (below). Justifications for further remaining substantive revisions are presented below (see all below 1.2). As stated in above agenda, these will be remanded to Faculty Affairs committee for review.*

Proposed UTPC revisions are located in the Academic Affairs Office:

<https://www.valdosta.edu/academics/academic-affairs/documents/tenure-and-promotion-policies-and-procedures-18.pdf>

### **Justifications:**

## **Proposed Changes to the University Tenure and Promotion Document Spring 2018**

The proposed changes have been approved by the University Tenure and Promotion Committee (UTPC) as well as the Deans' Council. Most of the changes simply reflect upcoming organizational changes at VSU or include language from the BOR which already governs our tenure and promotion decisions. The following is a brief justification for each change:

### **1.2 Committee Membership (pages 1-2)**

The position of Dean of the Graduate School will become the Associate Provost for Graduate Studies. To provide stable leadership for the chair of the UTPC and to keep the review process independent of the Provost's office, the proposal is to have the Dean of the Honors College serve as the chair of the UTPC. The Dean of the Honors College is independent of all the tenure and promotion reviews in the various academic colleges and can facilitate the work of the UTPC.

With the College of Arts and Sciences splitting into the College of Science and Mathematics as well as the College of Humanities and Social Sciences, the language at the bottom of page one and top of page 2 reflects this organizational change. Two UTPC members will serve from the College of Science and Mathematics along with two from the College of Humanities and Social Sciences. The College of Humanities and Social Sciences will have slightly more faculty than the College of Education and Human Services (COEHS). COEHS will have two UTPC members under the proposed changes to reflect the number of faculty and balance with the other colleges.

### **3.1.2 Table 1 (page 6)**

VSU has promoted faculty who are not in a tenure-track position. The highlighted language in the first two columns of Table 1 simply reflects what has been the institutional practice of promotion of non-tenure track faculty to various ranks. These cells are currently blank in our document.

"Completed" has been added to Table 1 to clarify the minimum number of years required in rank prior to promotion to the next rank.

### **3.2.2 C General Guidelines for Dossier Documents (page 11)**

Some academic colleges at VSU prohibit any additional materials from being added to the dossier by the candidate once it is submitted to the department at the beginning of the process. Other academic colleges allow materials to be added by the candidate after review by the departmental committee or even after review by the college committee.

The UTPC has suggested consistency across our colleges and the language proposed in this section attempts to address this inconsistency and potential procedural due process error in how we review dossiers.

### **3.4 Extension of the Tenure Probationary Period Due to Family Medical Event (pages 11-12)**

VSU faculty have requested to go “off the tenure clock” but we have no language in our university document to address such requests. The language at the bottom of page 11 comes from the University System of Georgia. The language at the top of page 12 addresses those cases where a faculty member has gone “off the tenure clock” but subsequently requests to have that time counted as years of service towards a tenure action. The practice at VSU has been to deny such requests which would be codified in the proposed language.

### **3.6 Maximum Time that May Be Served in Full-time Instructional Appointments (page 12)**

This language comes directly from the Board of Regents of the University System of Georgia.

**Attachment E: Approval of Student Engagement Resolution**

*FSEC received March 19, 2018 from faculty member Michael Noll. Rationale notes provide below. FSEC reviewed April 5, 2018 for inclusion on the agenda here.*

**VALDOSTA STATE UNIVERSITY  
FACULTY SENATE**

**RESOLUTION**

(APRIL 2018)

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**A STATEMENT IN SUPPORT  
OF THE RIGHT TO ENGAGE IN CIVIC AND NON-VIOLENT DISCOURSE**

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- WHEREAS, As an institution of higher learning, Valdosta State University promotes and facilitates the discovery, application, and dissemination of knowledge both inside and outside the classroom.
- WHEREAS, A dynamic understanding of intellectual, social, and cultural differences, a respectful exchange of ideas, and practice of civic engagement are important corner stones of democratic societies, and the comprehensive education of future leaders in our region, state, and country.
- WHEREAS, Valdosta State University encourages and values students who actively engage in educational experiences, in their classrooms, on their campus, and in their community.
- THEREFORE, Be it resolved that the Faculty Senate of Valdosta State University assures prospective students that their participation in peaceful, lawful protest, and that their engagement in civil, non-violent discourse will not negatively impact their admission process.

Notes:

- According to #NeverAgain Colleges, 313 colleges and universities nationwide have thus far reassured students that engaging in protest will not have any negative impacts on their college applications (<http://neveragaincolleges.com> / accessed March 19, 2018).
- As reported in the Atlanta Journal Constitution on February 26, Metro Atlanta campuses will not withhold admission to students in gun protests (<https://www.ajc.com/news/local-education/metro-atlanta-campuses-will-not-withhold-admission-students-gun-protests/MMysdQKXj5cPE9NoKQBpPI/>)
- "Emory Admissions: We Won't Penalize Peaceful Gun Control Protesters" (<https://emorywheel.com/emory-applicants-can-protest-gun-control-without-worry/>)

**Attachment F: Example End-of-Year FS committee report**

**Faculty Senate Committee  
Reporting Instructions**

**Adopted by VSU Faculty Senate, 2/16/2017**

1. Each Standing Committee chair will submit an annual report to the Senate Executive Committee two weeks prior to the final Senate meeting of the academic year. Sub-committee reports will be included as part of its Standing Committee Report.
2. The Standing Committee annual report will include a completed Reporting Form. The Reporting Form will summarize all activities undertaken by the Committee and its Sub-committee(s) during the academic year. If no activities were undertaken, the chair must submit the report and record “No activities” in the Issue/Topics column and a recommendation to maintain or dissolve the committee in the Committee Recommendation column. Recommendation should include a supporting reason.

**Faculty Senate Committee Reporting Form**

**Committee :**  Educational Policies Committee  **Academic Year:**  2005-2006

**Committee Members:**

John Doe: Chair  
Jane Doe: Chair Elect  
James Doe: Past Chair  
Member 1  
Member 2  
Meber 3 etc....

<b>Issue/Topic<sup>1,2</sup></b>	<b>Committee Recommendation<sup>3</sup></b>	<b>Action Taken</b>	<b>Senate Decision (if applicable)</b>
New policy/procedure for “Banner on-line withdrawal” (remanded by the Senate, Fall '05))	The EPC endorsed this change and altered the current policy on course withdrawals from paper requiring signatures to Banner/Web withdrawal.	Action was taken in the Faculty Senate meeting, October, 2005.	Approved and signed October 20, 2005
Request from the Educational Policies Committee to remove the phrase “No change in a student’s major program may be made during registration” from the Change in Major Program section of the under-graduate catalog. (Committee generated, Fall '05)	Remove the phrase “No change in a student’s major program may be made during registration” from the Change in Major Program section of the under-graduate catalog. (Note: In the 2005-2006 undergraduate catalog this phrase may be found on page 79.)	A motion was made and seconded to remove the statement as requested by the Educational Policies Committee.	Approved and signed November 17, 2005
Academic Probation and Suspension Document. (remanded by the Senate, Spring '06)	A vote was conducted to accept the document, and move it forward to the Senate: 11 yes, 0 no, 1 abstain.	Ongoing, Action will be taken in the Senate Meeting, May, 2006.	

<sup>1</sup> Indicate whether the Issue/Topic was remanded by the Senate or Committee generated.

<sup>2</sup> If a Sub-committee indicates “No Activity,” the Standing Committee must recommend to maintain or dissolve the Sub-committee.

<sup>3</sup> If the committee is not ready to make a recommendation, indicate “In progress” and discuss the stage of review.



## Faculty Senate Standing Committee Reporting Form—p. 2

Committee:     Educational Policies Committee     Academic Year:     2005-2006    

Issue/Topic <sup>1,2</sup>	Committee Recommendation <sup>3</sup>	Action Taken	Senate Decision (if applicable)
Investigate the University Plagiarism Policy. (remanded by the Senate, Fall '05)	In Progress...		
Registration Priority for "Good Students." (remanded by the Senate, Fall '05)	The EPC discussed this topic, the committee agreed that there is already a mechanism in place for "good students" to receive these benefits: <b>The University Honors Program</b> . For additional information see the director of UHP at 2 Brookwood Circle / 249.4894 / <a href="http://valdosta.edu/honors/">http://valdosta.edu/honors/</a>	The EPC has decided to take no action on this item.	
Implementation of a University Cell Phone Policy. (remanded by the Senate, Fall '05)	It is our recommendation that a dialogue occurs between area faculty, within departments and Colleges in regard to this item. A departmental or individual College wide policy may be in order.	The EPC has decided to take no action on this item.	
Non-credit courses concerns. (remanded by the Senate, Fall '05)	The EPC discussed this item briefly. We were unsure if our committee could do anything in regard to this item. In reference to the making non-credit courses part of criteria for Service, this would fall under individual College guidelines, perhaps under guidelines for Promotion and Tenure, which of course, vary from College to College. I am not sure the EPC can act on this item.	The EPC has decided to take no action on this item.	
Absent notification to faculty from VSU infirmary. (remanded by the Senate, Spring '06)	The EPC would like to remand this to another committee for review. *Consult Michael Noll for information.	The EPC recommends the Student Services Committee.	

<sup>1</sup> Indicate whether the Issue/Topic was remanded by the Senate or Committee generated.

<sup>2</sup> If a Sub-committee indicates "No Activity," the Standing Committee must recommend to maintain or dissolve the Sub-committee.

<sup>3</sup> If the committee is not ready to make a recommendation, indicate "In progress" and discuss the stage of review.

Date: 4/19

**Faculty Senate Attendance:** Please **initial** to the **right of your name**. If you are a proxy for someone, write **proxy** to the **right of their name**.

College of the Arts	Initials
Abigail Heuss	XX
Karl Wildman	
Colin Walker	proxy
Sarah Arnett	proxy
Stephanie Neeman	
Tamara Hardesty	
Tommy Crane	XX
Jacque Wheeler	proxy

College of Arts and Sciences	Initials
Ligia Focsan	XX
Marty Williams	proxy
Jemal Mohammed-Awel	XX
Sudip Chakraborty	
Dereth Drake	
Theresa Grove	XX
John Crowley	XX
Ubaraj Katawal	XX
Brian Ring	XX
Rebecca Gaskins	XX
Babacar Mboup	
Mitch Lockhart	XX
Napoleon Bamfo	XX
Mary Block	XX
Kelly Davidson Devall	
Donald Thieme	XX
Anurag Dasgupta	XX
Deborah Hall	XX
Roger McIntyre	XX
Gabrielle Stellmacher	XX
Kendric Coleman	XX
Neena Banerjee	XX
Bobbie Ticknor	XX
Daniel Baracskey	proxy
Marc G. Pufong	

College of Business Administration	Initials
Luis Gonzalez	XX
Eric Howington	XX
Cindi Tori	XX
S. Andrew "Andy" Ostapski	XX
Gary Futrell	

College of Education & Human Services	Initials
Jessica Graves	XX
Shaunita Strozier	
Regina Suriel	XX
Nancy Sartin	XX
David Bruno	XX
Debbie Paine	XX
Blaine Brown	XX
Diane Wright	XX
Jennifer Branscome	
Alicja Rieger	XX
Lucia Lu	XX
Jennifer Beal-Alvarez	XX
Crystal Randolph	XX
Robert (Bob) Spires	proxy
Jamie Workman	XX
Han Chen	XX

College of Nursing & Health Sciences	Initials
Michelle Ritter	XX
Serina McEntire	
Dee Ott	XX
Heidi Gonzalez	proxy

Odum Library	Initials
Catherine Bowers	XX
Mike Holt	XX
Deborah Davis	XX

Retirees Association Representative	Initials
David Boyd	

Council on Staff Affairs (non-voting):	Initials
Brandon Mainer	
Terence Sullivan	

Student Senators (non-voting)	Initials
Maya Mapp	
Adam Slaton	

Visitors (Please PRINT)	Initials
Michael Noll	
Shamiece Banks	
<b>Luke Ellison</b>	
Kennedy Robinson	
Chatan Humphrey	

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Frank Sanabrice	
Noah Valentine	
Ebrashia Sadak	