



FACULTY SENATE Est. 1991

Chairperson
Patrick J. Schloss

Vice Chairperson
Philip Gunter

Executive Secretary
Barney "Jay" Rickman

Parliamentarian
Vesta Whisler

Minutes April 15, 2010

The Valdosta State University Faculty Senate meeting convened at 3:35 p.m. in Ballroom 1 & 2, Student Union.

1. Call to Order by Dr. Patrick J. Schloss

- Discussed the budget. The budget cut has changed from 46% to 36%, about a 3 million dollar reduction.
- Discussed the SACS visit. There were no recommendations for corrective action. Very complimentary of how we are holding up during the economy.
- The Gala raised \$110,000.
- The 12 city tour for student recruiting and alumni is underway. The last stop exceeded the number that was planned for.
- Discussed the conversion of fulltime temporary faculty to tenure track faculty. Will be adding another 13 conversions in 2010-2011. VSU currently has about 75% tenured or tenure-track faculty.
- The PBC will look at an enrollment projection at the April 16th meeting. With the enrollment projection, the PBC should be able to release at least 15 faculty positions to meet expected enrollment growth. Predicting around 40 new staff positions to be released in the fall.
- Two Provost candidates will be on campus the week of April 19-22, 2010. Encourages everyone to participate in activities.
- Sage Archer showed the Faculty Senate the new, larger banners for commencement. There will be a separate ceremony for graduates on Friday, May 7th and three ceremonies on May 8th for undergraduates.

2. Approval of the minutes of the March 25, 2010 meeting of the Faculty Senate.

http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2010-03-25.pdf

- The minutes were approved with the change: "After further discussion, there was a motion to end debate that received the necessary two-thirds vote for approval".

3. New business

a. Report from the Academic Committee – Philip Gunter pgunter@valdosta.edu

The Senate will review the Minutes from the April 12, 2010 Academic Committee meeting at the May 20, 2010 Senate meeting.

- There were no minutes to discuss.
 - Dr. Gunter stated that he was very proud of Valdosta State University for such a good SACS review and thanked all those who helped.
- b. Report from the Committee on Committees – Peggy Moch plmoch@valdosta.edu
- Today (April 15th) is the last day to submit preferences for statutory committees.
 - All senator elections are complete.
- c. Report from the Institutional Planning Committee – Danielle Harmon dharmon@valdosta.edu
- No report.
- d. Report from the Faculty Affairs Committee – Paul Neal paneal@valdosta.edu

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

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

- Paul Neal discussed the proposed policy on Senior Lecturers. There was discussion regarding the need for further clarification. A motion was passed to send the proposed policy back to the Faculty Affairs Committee to work with the President and the Provost to further clarify issues relating to Instructors, Lecturers, and the proposed policy on Senior Lecturers.
- e. Report from the Faculty Grievance Committee – Theresa Thompson tthompson@valdosta.edu
- No report.
- f. Report from the Senate Executive Secretary – Jay Rickman bjrickma@valdosta.edu

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

- There was discussion on how to enforce the consequences of breaking the policy. An SGA representative suggested that student volunteers form a group to enforce the policy.
- The Faculty Senate voted to suspend the normal Policy on Policies procedural rules that a proposed policy must be reviewed by the Cabinet prior to coming to

Faculty Senate because the April 8, 2010 Cabinet meeting was cancelled so that Cabinet personnel could meet with the visiting SACS team. The Senate voted to consider the proposed policy during its April 15 meeting.

- The Faculty Senate approved the policy with the following changes:
 - Second line changed to “Therefore, smoking and other forms of tobacco use are prohibited”.
 - Fourth bullet wording changed from “Smoke-Free” to “Tobacco-Free”.
 - Under “Responsibilities”, first bullet wording changed from “other smoking litter appliances” to “other tobacco litter appliances”.

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

ABSENCE REGULATIONS (p. 90 in 2009-2010 Undergraduate Catalogue)
<http://www.valdosta.edu/catalog/0910/ugrad/>

Paragraph 5 (underlined sentence is the proposed addition):

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Old Business

5. Discussion

6. Adjournment

- The meeting adjourned at 4:48 p.m.

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

A. General Criteria

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

B. Lecturer Ranks

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

8.3.8.01 EMPLOYMENT OF FULL-TIME LECTURERS

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

8.3.8.2 SENIOR LECTURERS

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

C. Appointment of Lecturers

1. Initial Appointment

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

2. Ceiling on Appointments

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

D. Reappointment of Lecturers and Senior Lecturers

Reappointment of these positions is completed on an annual basis.

As stated in USG Board of Regents Policy 8.3.4.3:

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

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

E. Evaluation of Lecturers and Senior Lecturers

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

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

F. Procedures for promotion to senior lecturer:

- Promotion is based on merit and is not automatic.
- Lecturers are eligible to apply for promotion to senior lecturer during their sixth year of consecutive service.
- Colleges and Departments may appoint a committee to make recommendations regarding promotion, or they may use their standing Promotion/Tenure Committees.

- Lecturers' applications for promotion must be approved by the each college's Promotion and Tenure Advisory Committee.

G. Appeal Process

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

H. Promotion Timeline

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

I. Promotion Criteria

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

ATTACHMENT B:

POLICY ON TOBACCO USAGE **With Revisions from April 15, 2010 Senate Meeting**

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

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

RESPONSIBILITIES:

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

Members and Visitors Present:

P. Schloss, President
P. Gunter, Interim Provost/Vice President, Academic Affairs
J. Rickman, Executive Secretary
V. Whisler, Parliamentarian

* Indicates the individual assigned a proxy

Ex-Officio Senators:

N. Argyle	J. Crawford(absent)
G. Gaumond(absent)	J. Gaston(absent)
M. Giddings	K. Hull(absent)
A. Hufft(absent)	*J. Lee
T. Martin	R. Mast
W. Plumly	C. Richards(absent)

College of Arts:

M. Elliott(absent)	B. Finson	D. Harmon
P. Neal	*E. Nielson	*L. Orenduff
M. Savoie	K. Sodowsky(absent)	

College of Arts & Sciences:

J. Allard	*D. BaracsKay	S. Barron
L. Bejarano(absent)	B. Bergstrom	R. Carpenter
*M. Davey	J. Elder(absent)	*N. Elliott
S. Fares	R. Gladwin(absent)	S. Gray
J. Kassel(absent)	A. Kumar	J. Lambert-Shute(absent)
J. Merwin	P. Moch	*O. Nikolova
C. Serran-Pagan	M. Smith	T. Thompson

College of Business Administration:

B. Caster	A. Cseh	*C. Lipscomb
F. Ware	E. Walker	

College of Education:

K. Adams	C. Conner	*B. Dixey
G. Doepker	M. Gorham-Rowan	R. Hannibal(absent)
*S. Kohn	L. Leader(absent)	L. Lu(absent)
Y. Mat Som	C. Prater	S. Raab
A. Rieger	N. Scheetz	C. Talor
V. Whisler		

College of Nursing:

A. Haddon	D. Weaver
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Division of Social Work:

D. Holliman(absent)

Odum Library:

A.Ondrusek(absent)

L. Wright

Student Government Association (Non-Voting):

Kelli Cody

Proxies:

Jay Rickman for Brenda Dixey

Gina Doepker for Ofelia Nikolova

Bruce Caster for Cliff Lipscomb

Mike Savoie for Eric Nielsen

Jerry Merwin for Daniel BaracsKay

Charles Talor for Steven Kohn

Susan Barron for Nathan Elliott

Wayne Plumly for Julie Lee

Danielle Harmon for Lai Orenduff

Theresa Thompson for Michael Davey

Visitors:

Stanley Jones, Registrar

Joe Newton, IT

Jon Sizemore, Distance Learning

Maggie Roberts, College of Education

Sheri Gravett, Academic Affairs

Walter Peacock, Admissions

Desiree Thompson, Spectator

Honey Coppage, Academic Affairs