

FACULTY HANDBOOK ISSUES AND RECOMMENDATIONS

| Comments | ISSUES | RECOMMENDATIONS & NOTES |
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| Sections Section 1: University System of Georgia | 1.02: | |

January 2013
Board of Regents meeting, and shall be for the sole purpose of organization. The Officers of the Senate shall be elected at a subsequent meeting within two weeks of the election of Senators.

B. Except for the first meeting of the Senate noted in A, Regular Meetings shall be called by the Chair of the Senate at least twice each semester. An agenda for a Regular Meeting of the Senate shall be distributed to each member of the Senate no less than ten business days prior to that meeting. Items presented for a vote must be made available to members of the Senate no less than five business days prior to a Senate meeting.

3.02.04.5 Standing Committees of the Senate (p. 39)

E. Faculty members are appointed or elected to Standing Committees and will serve until June 30, 2014.

H. For all Standing Committees, with the exception of the Student Affairs Committee, the Academic Affairs Committee, and the Promotion, Tenure and Post-Tenure Review College Committee (See

~~Board of Regents meeting, and shall be for the sole purpose of organization. The Officers of the Senate shall be elected at a subsequent meeting within two weeks of the election of Senators.~~

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E. Faculty members are appointed or elected to Standing Committees and will serve through June 30, 2014. **of each academic year.**

H. For all Standing Committees, with the exception of the Student Affairs Committee, the Academic Affairs Committee, and the Promotion, Tenure and Post-Tenure Review College Committee

committee composition descriptions below), faculty representation shall consist of one representative from each department or department group, as identified in Article III.B., who shall serve as a member until June 30, 2014.

J. The procedures of a Standing Committee are as follows:

3. The Chair-Elect of the committee shall assist the Chair of the committee until June 30, 2014.

K. The Standing Committees of the Senate are as follows:

1. Executive Committee of the Senate

e. Function:

xi. review the Statutes with Faculty Senate during spring semester 2014; thereafter, every two years.

3.02.04.5 (p. 44):

7. Promotion, Tenure, and Post-Tenure Review College-wide Committee

b. "Election: Representatives of the Promotion, Tenure, and Post-Tenure Review College-wide Committee shall be elected from the Middle Georgia State College Academic Roster during spring 2013. The Chair of the College-

shall serve as a member through June 30, 2014. of each academic year.

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3. The Chair-Elect of the committee shall assist the Chair of the committee through June 30, 2014. of each academic year.

K. The Standing Committees of the Senate are as follows:

1. Executive Committee of the Senate

e. Function:

xi. review the Statutes with Faculty Senate during ~~spring semester 2014; thereafter,~~ every two years.

committee will be elected from this group's members by a secret ballot.”

3.02.04.6 Boards of the Senate (p. 49)

C. The Boards of the MGSC Faculty Senate are as follows:

5. Student Media Advisory Board

a. Membership: Dean of Liberal Arts or Designee, Chair (ex officio, non-voting);

Faculty and Administrators terms of service on the Student Media Advisory Board will be for eighteen months, and up for renegotiation by Spring 2014.

6. Intercollegiate Athletics Board

a. Membership: Director of Student Recreation and Athletics (Chair), the head coach from each major intercollegiate sport, one representative from Facilities Management, one representative from committee determining athletic scholarships, one representative of the core curriculum, one representative from Residence Life, one representative from Student Affairs, and two at-large faculty members (delineated in 3.02.03 above).

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| | <p>3.05: Decision Making Policy Formation: “The Faculty Senate, the Academic Assembly or the Administrative Council, after acting favorably on a policy proposal pertaining to internal operations, shall submit its recommendation to the President. Recommendations of the Faculty Senate, the Academic Assembly, or the Administrative Council become College policy or College practice only upon approval of the President or Board of Regents, as appropriate.” But BOR’s revised 3.2.4 says: “...subject to the approval of the president of the institution.”</p> | <p>“The Faculty Senate, the Academic Assembly or the Administrative Council, after acting favorably on a policy proposal pertaining to internal operations, shall submit its recommendation to the President. Recommendations of the Faculty Senate, the Academic Assembly, or the Administrative Council become College policy or College practice only upon approval of the President or Board of Regents, as appropriate.”</p> |
| <p>Section 4: Faculty Employment Policies</p> | <p>4.01.01: 1. Inconsistent use of the faculty titles: instructor, lecturer, and senior lectures. In some instances non-tenure track faculty are classified as instructors, lecturers, and senior lectures. In other instances only lecturer and senior lecturer are used in reference to non-tenure track faculty. 2. In the last paragraph, lecturers are included as tenure-track faculty – in the same sentence, they are classified as non-tenure track: “Full-time faculty at Middle Georgia State College are employed as tenure track faculty at the ranks of lecturer,</p> | <p>Consistency with BOR’s terminology necessary. What is the difference between the lecturer and instructor rank? “Full-time faculty at Middle Georgia State College are employed as tenure track faculty at the ranks of lecturer, assistant professor, associate professor, or professor or as non-tenure track faculty as</p> |

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| | <p>assistant professor, associate professor, or professor or as non-tenure track faculty as lecturers or senior lecturers.”</p> <p>3. The Chief Information Officer</p> <p>P. 53, in the first sentence of section 4.01.01 DEFINITION OF FACULTY, it should read:</p> | <p>lecturers or senior lecturers.”</p> <p>should be Vice President for Technology Resources. The Vice President for Technology Resources has been changed back into Chief Information Officer (if we are reading the memo from Dr. Blake correctly). This is presently a “non-issue” as administration is being restructured.</p> <p>“The faculty shall consist of the corps of instruction and the administrative officers as defined in section 300 3 of the Policy Manual of the Board of Regents....” The reasoning is the BOR changed its numbering system in the Policy Manual.</p> |
| | <p>4.02.01 (p. 54): Regarding “Minimum Qualifications for Employment,”</p> | <p>it may be a good idea to include a reference to “BOR 8.3.1.2.” “In accordance with Section 8.3.1.2 of the Policy Manual of the policy established by the Board of Regents, “</p> |

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| | <p>4.02.02: In part 3B: Non-tenure track faculty is identified as Instructor and Lecturer.</p> <p>4.04: No employment and resignation process is provided for the Instructor position.</p> <p>4.08: The Instructor rank is not included. This inconsistency occurs in later sections as well.</p> <p>Pp. 45, 60-78: Throughout the Handbook there are various mentions of a Faculty Portfolio with reference to faculty evaluations, Promotion and Tenure, and a Post Tenure</p> | <p>What about senior lecturers? Is instructor still a rank? “The initial appointment of non-tenure track faculty shall be as Instructor or Lecturer.”</p> |
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4.05.02.6, Item 1 (p. 62):

1. For a faculty member who is not going up for promotion, there is no need for some sections of the portfolio such as Section A: Candidate letter of intent to apply for Promotion/Tenure.

2. (p. 63):

The first full paragraph beginning with "The portfolio shall be submitted to a secure, password protected site," and ending with "Academic Affairs."

~~Is this information correct? Has the website been designed? Has the summary of student evaluations link actually been prepared by the Office of Vice President for Academic Affairs? A link to the website should be provided.~~

~~The sentence on the left may be replaced with: "The portfolio shall be submitted according to the guidelines provided by PTPTR Committee."~~

~~"The portfolio shall be submitted to a secure, password protected site, which is designed by the Library and Technology Resources Committee and whose maintenance is verified by the Promotion, Tenure, and Post Tenure Review Committee; access to portfolios shall be managed by the Promotion, Tenure, and Post Tenure Review Committee with the assistance of the Office of Technology Resources. IN addition to the summary of student evaluations (see b. above), the portfolio site shall contain a link to all student evaluations during the previous five years; the summary shall be a compact document prepared for each faculty member by the Office of the Vice President of Academic Affairs."~~ **"The portfolio shall be submitted according to the guidelines provided by Promotion,**

4.07. 03 (pp. 74-77):

5.04.07, 5.04.09, 5.04.10, 5.04.14 (pp. 99-101, 103):

There are numerous references to Banner/Banner Web, which is now SWORDS or BannerWeb/Swords.

The references need to be updated.

Section 5.04.07 – the references to Banner Web updated (p. 99)

All class rolls are available to faculty via ~~Banner Web~~ **SWORDS**. It is recommended that faculty members consult their class rolls on ~~Banner Web~~ **SWORDS** frequently to monitor enrollments, which are subject to many changes during the first few days of class. Any student who is not listed on a class roll shall be sent to the Registrar's Office to determine the reason for the omission. Any student who has registered after class has begun, typically during the first few days of class, shall be sent to the Registrar's Office to determine the reason for the omission.

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and 2) maintained by an educational agency or institution or by a party acting for the agency or institution. Access to ~~the Banner Student Information System~~ **SWORDS** is not tantamount to authorization to view the data. Faculty members are deemed to be “school officials” and can access data in ~~Banner or Banner Web~~ **SWORDS** if they have a “legitimate educational interest.” A legitimate educational interest exists if the faculty member needs to view the education record in order to fulfill professional responsibilities. Neither curiosity nor personal interest can be considered as a legitimate educational “need to know.”

5.04.12, 5.08 – Reference to Vice-President For Academic Affairs, VPAA is now Provost and Vice-President For Academic Affairs

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| | <p>Time Report.</p> | <p>"Accumulated unused sick leave is summarized under the Time Report tab in ADP." "Faculty members shall record these hours as accurately as possible on the monthly sick leave report (via ADP) and should check pay statements the Time Report in ADP as to the accuracy of accrued sick leave. Although it is the faculty member's responsibility to report leave, it is the academic supervisor's duty to address questions of accuracy."</p> |
| | <p>6.13 (p. 137): Parking decals are not issued at the Business Office any longer but at the Department of Public Safety on the Macon Campus.</p> | <p>Parking decals are not issued at the Business Office any longer but at the Department of Public Safety on the Macon Campus.</p> |
| | <p>6.12.02 (pp. 139-140): "Each institution of the University System shall adopt guideline governing consulting activities of faculty member which shall include the following...." (see 1., 2., 3. on top of p. 140) .</p> | <p>Does MGSC have any governing guidelines for these items, and if so should their location be referenced here? We have not received an answer to this question yet.</p> |
| <p>Section 8: Adoption of Amendments, Interpretation, & Distribution of the Handbook</p> | <p>8.02 (second paragraph): "After the Academic Personnel Policies Committee conducts its annual annually review..."</p> | <p>The word "annually" should be removed. "...conducts its annual annually review..."</p> |

Appendix 1

II.A.1:

“The Election of Senators shall be held as soon as practicable after the Board of Regents approval of Middle Georgia State College.”

This should be removed and the subsection A re-ordered.

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~~“The Election of Senators shall be held as soon as practicable after the Board of Regents approval of Middle Georgia State College.”~~

there is a clear winner identified as one vote more than other nominees. The count will not then be announced.

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| | Many missing words, misspelled words, missing punctuation, etc., have been found. | The Handbook needs to be edited. |
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Other Issues Deliberated:

1. Whether faculty needs to submit to the evaluation process after they have officially announced their intention to retire.

- **4.07.03 (p. 75):** “Faculty members who notify the College of their plans to retire within three (3) years of the date scheduled for post-tenure review are excused from the requirement for post-tenure review.”
- If the intent to retire is officially announced within three years of the date scheduled for post-tenure review, it seems reasonable to defer such review. However, annual evaluation of faculty is a standing requirement according to BOR policy. DeliberatI</MC s

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- Under 3.02.03 (p. 35) “The Faculty Senate,” Under the Members of the Faculty Senate,” there is a specific call out for a Macon Campus Librarian. Why is that? The library system of the school is very important and needs representation in the Senate, but why is it necessary to have a librarian specifically from the Macon Campus. Are Librarians from other campuses excluded from taking part in the Faculty Senate?