

**5 WUXYa JWDYfgcbbY `Dc `JWYg`7 ca a JHYY
A YYh]b[`A]bi hYg**

November 10, 2017

I. Call to order

Charlie Agnew called to order the regular meeting of the Academic Personnel Policies Committee at approximately 10:00 AM on November 10, 2017 at the Macon Campus, College of Arts and Sciences, Room 110.

II. Roll call

The following persons were present: Charlie Agnew, Francisco Lopez, Michele Scordato, Kinzie Lee, Sandra Bevill, Randy Steinmann, Randy Spaid, Tina Ashford, Andrew Reeves, Lorraine Dubuisson

III. New business

- a) Andrew Reeves was elected recorder. Lorraine Dubuisson was unanimously elected to serve as Committee Chair for the 2018-19 Academic Year.
- b) Review of Memorandum on Community Service in annual faculty self-evaluations. Member discussed whether or not volunteer work in the community counts as service for the purposes of evaluation. Randy Spaid noted that the data

about separate categories of volunteer and other service.

Randy Spaid motions that form have two categories in service (i.e., volunteer work and professional service) with guidelines to be determined by deans and chairs. Tina Ashford seconds. Motion carries unanimously.

- c) New Agenda: Involving assistant chairs in tenure and promotion. Lorraine Dubuisson noted that assistant chairs write letters for tenure portfolio but are not necessarily involved in the annual evaluation of faculty. Thus it is possible that the first time a faculty member realizes that an assistant chair has a concern with his or her performance is at the time of tenure and promotion.

Kinzie Lee suggested that perhaps whether assistant chairs are involved in T&P could be left to deans and chairs and suggested including a clause stating that Asst Chairs should only write letters for T&P if they have been involved in the annual promotion process.

Randy Spaid and Lorraine Dubuisson noted that this change would require some modest modifications to the faculty handbook.

Francisco Lopez motions that assistant chairs be removed from the tenure and promotion process except by request of the candidate. Michele Scordato seconds. Motion carries unanimously.

- d) Committee discussed a liaison to Tenure and Promotion Committee. Sandra Bevill volunteered to serve as liaison.
- e) Committee agreed to hold off on setting a date for future meeting until further word was received.

IV. Open issues

- a) New readings be pro-rated rather than faculty waiting until they had the equivalent of a full section to be paid.

V. Adjournment

Michelle Scordato (New) (a) (4) JT 12 5:28 PM 2 redacted BEATINGAN funteetito12 utu