

the Google form that was previously used. The dual login required for the Microsoft form will protect student information.

c. Faculty Handbook revision

See Appendix A

Section 2.01 does not reflect MGA's blended function. The additional language will be sent to the Faculty Senate for approval.

There was discussion of the listings in Section 2.07 of the administrative officer positions, with the suggestion that instead of listing out the positions and their responsibilities (which requires updating) in the Faculty Handbook, that a link to the Statutes (where they are listed) would suffice). Steve Wallace will ask for Senate feedback on whether links to the statutes in the Faculty Handbook will be sufficient.

Some school handbooks are in conflict with Section 4.02.02's description of workload obligations for NTT faculty. Steve Wallace will bring this issue to the Faculty Senate as well.

Javan Frazier moved that the Faculty Senate be consulted about whether the University Cabinet job descriptions be moved to the Statutes and to specify the workload requirements for NTT faculty. Duane Day seconded. The motion passed unanimously.

Discussion ensued of Section 5.04.01, which specifies that faculty office hours should be 2/3 of the credit hours being taught. There is no mention of overloads or caps. Richard Binckley moved that the Faculty Senate be consulting regarding including a cap for office hours; Duane Day seconded. The motion passed unanimously.

In addition to the changes and potential changes mentioned above, a number of minor grammatical edits were proposed and accepted throughout the entirety of the document. Substantive changes that will be sent to the MGA Senate for ratification are listed in the appendix below.

Adjourn. 10:56 a.m. First – Sabrina Wengier. Second – Javan Frazier. Approved unanimously.

Appendix A—Proposal from Executive Committee to Modify Faculty Handbook

Proposal:

The Executive Committee did a comprehensive review of the Faculty Handbook to ensure that it was in alignment with the MGA Statutes and the Board of Regents' Policy Manual. The changes that require ratification by the Senate are listed below:

1. 4.01.01 Definition of Faculty:

The faculty shall consist of the corps of instruction and the administrative officers as defined in [Section 3.2 of the Policy Manual of the Board of Regents of the University System of Georgia](#).

~~Full-time faculty at Middle Georgia State University are employed as tenure track faculty at the ranks of assistant professor, associate professor, or professor or as non-tenure track~~

promotion.

4. Also in 4.06.02, under the "Procedures for Applying for Promotion for Administrators," it appears that steps 7 through 12 of the process were deleted. We propose to copy those steps from the previous section for "Promotion of Faculty" and adding those to the end of the current steps for administrators.
5. In 4.07.01 in the "State Universities" section:
In addition to the minimum criteria above, tenure requires the **earned doctorate terminal degree in the appropriate discipline** or its equivalent in training, ability, and/or experience ([see BOR Policy Manual 8.3.7](#)).
6. In 4.07.02 part 3.C we propose to add a description of scholarship following the Boyer model.
7. In 4.07.03 part 3 we propose to add a description of scholarship following the Boyer model.
8. In 6.13:
Specific areas on campus have been **restricted designated** for faculty parking.
9. Addition of the following to Appendix 2:

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- 2.05: Updated language for nursing accreditation.
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