

# Agenda Faculty Meeting



Wednesday, March 2, 2005  
3:00 p.m., Room 170, University Hall

## Agenda Items:

I. Report of the President

II. Quorum Determination

III. Approval of the minutes from January 26, 2005

(Available at [http://www.aug.edu/faculty\\_secretary/facmin\\_01\\_26\\_2005\\_draft.pdf](http://www.aug.edu/faculty_secretary/facmin_01_26_2005_draft.pdf))

IV. Honorary Designations Committee Recommendation –

Dedication of Clinical and Professional Studies conference room to Dr. Lyle Smith

V. Faculty Policies Committee –

A. Faculty Manual - Lyceum Committee composition/responsibilities.

**(see Attachment A)**

*--Requires Faculty Action*

B. Graduation Attendance Recommendation. **(See Attachment B)**

*-- For Information Only*

C. Faculty Manual - General Revisions. **(See Attachment C)**

*– Requires Faculty Action*

D. Faculty Manual - changes to reflect the importance of teaching abroad in the Faculty Role Model. **(See Attachment D)**

*– Requires Faculty Action*

E. Faculty Manual - Tenure Policy, Section 450. **(See Attachment E)**

*– Requires Faculty Action*

VI. Announcements

## Attachments

### Attachment A.

#### 1. Lyceum Committee. Changes to the Faculty Manual

##### *204.15 The Lyceum Committee*

###### **204.15.1 Membership**

###### **EXISTING**

*The Lyceum Committee shall consist of eight students, the Grover C. Maxwell Performing Arts Theater manager (ex officio and non-voting), the Director of Student Activities (ex officio and non-voting) and eight additional faculty members.*

###### **PROPOSED**

The Lyceum Committee shall consist of six students, six faculty members, and ten *ex officio* members.

One voting faculty member each will be recommended by the Deans of the College of Business Administration and the College of Education; the Chairs of the Department of Languages, Literature, and Communications and the Department of Fine Arts; and two others at large recommended by the Committee-on-Committees. Two new faculty members will rotate on each year to serve three-year terms. It is recommended that new student members serve two-year terms, with three new students rotating on each fall.

The *ex officio*, non-voting members will be the Grover C. Maxwell Performing Arts Theater manager, the Director of the Fine Arts Center Gallery, the Director of Public Relations, the Dean of Students, the Chairs of the Cullum Committees, the Director of the Honors Program, the Director of Women's Studies, the Director of the Sand Hills Writers Conference, and the Director of Student Activities who shall serve as the committee chair.

###### **204.15.2 Responsibilities**

###### **EXISTING**

*The committee shall arrange the cultural activities of the Lyceum Series and the lectures financed by the Lyceum Series, such as the Lyceum Change Program. It strives to promote the individual growth and development of Augusta State University students by providing intellectual and cultural programming to enhance the academic environment. Specifically, the committee: designs the Lyceum Series for the next academic year; manages the Lyceum Series of the current academic year; allocates funds to support the Fine Arts Center Gallery; designs and produces a brochure that publicizes the next session's program.*

###### **PROPOSED**

The committee is the primary advisory organization in matters of cultural programming on campus and is responsible for organizing, implementing, and publicizing the Lyceum Series of events. Such events should be intellectually and culturally stimulating, support the academic curriculum, and not be otherwise available in the CSRA. Events should represent a variety of cultural areas such as art, music, dance, theater, debate, film, and literature. When feasible the programming should support established ASU cultural organizations such as Cullum, Women's

Studies, Fine Arts Center Gallery, Sand Hills Writers Conference, Black Student Union/Minority Advising Program, Drama, Jazz Band, and the Film Series.

During a particular year the committee will implement the Series organized in the prior year and plan the Series for the next year. The committee shall seek expertise from the academic units on campus to ensure quality programming and publicity. The committee shall provide a procedure for individuals or groups on campus to request particular programming for consideration. The committee will work with staff from the Offices of Public Relations and Student Activities to produce materials to publicize the Lyceum Series and may include other campus cultural events. The committee shall utilize the expertise of Student Activities staff for contracts and final arrangements. The committee shall seek the support and expertise of the academic departments and appropriate campus groups in scheduling and publicizing the events.

## Attachment B.

### **2. Attendance Recommendation**

**The following statement is for information only. It does not require a vote by the faculty.**

The Faculty Policies Committee would like to recommend that all faculty attend the spring graduation ceremony. As Augusta State University moves to one graduation ceremony a year, faculty attendance becomes more critical. As you know, our students spend many years with their ASU family and form a special bond with the faculty and the university. It is imperative that we show our support through our presence at this significant ceremony.

## Attachment C.

### **3. General Revisions to the Faculty Manual**

**The Faculty Policies Committee is currently revising the Faculty Manual for consistency and errors. Therefore, we recommend the following changes to the faculty manual. None of the changes are meant to be substantive changes.**

#### **Miscellaneous Changes to the Faculty Manual**

The Faculty Policies Committee has reviewed the Faculty Manual and recommends the following changes to the manual. These changes are being made for consistency and other typographic errors.

1030.2 Student E-Mail This section cautions students to read their email” in a timely fashion” while a later section on the next page indicates that they should read official email “no less than twice per week”. These sections should be consistent with the twice per week language.

107.1.2.5 Appointing University Chartered Groups There is no discussion here and this heading does not have any explanatory information. Remove the heading.

#### **General Global Changes**

Department of History to be changed to Department of History, Anthropology, and Philosophy

Change all references to PEAC to George A. Christenberry Field House.

Change all references from Peach Belt Athletic Conference to Peach Belt Conference.

Delete the Semester Conversion Steering Committee, the Semester Conversion Transition Committee, and the Year 2000 (Y2K) Steering Committee.

Delete references to book store hours as they frequently change.

Change references to Media Center to indicate the move to University Hall.

Roxanne Bustos has retired. Replace her name with the name of a position at the library, so the document will not be tied to an individual staff member.

Change references to Office of Computer Services to Office of Information Technology Services.

Developmental Studies should be changed to Learning Support.

The College Placement Exam (CPE) should be changed to COMPASS.

## Numbering Scheme

In order to achieve consistency in the numbering of the faculty policy section, recommend the following changes:

### Change Section 400 to the following:

400	0	The Faculty
400	1	Ranks
400	1.1	Instructor
400	1.2	Assistant Professor
400	1.3	Associate Professor
400	1.4	Professor
401	0	Faculty Development
401	1	Faculty Evaluation And Development System
401	1.1	Continue Numbering below

### Change Section 440 to reflect subnumbering.

440		PRE-APPLICATION REVIEW OF TENURE-TRACK FACULTY
440	1	Timing of Review
440	2	The Review Process
440	3	The Basis of Review
440	4	Reporting and Follow-up
440	5	TENURE POLICY
440	6	Regulations

### Change Section 460 to reflect subnumbering.

460		POST-TENURE REVIEW (460)
460	1	Post Tenure Review: Scope and Purpose (461)
460	2	Post Tenure Review: Procedure (462)
460	3	Post Tenure Review: Appeal Process (463)
460	4	Post Tenure Review: Institution of the Process (464)
464	1	Procedural Explanations
464	1.1	
464	1.2	
464	1.3	
464	1.4	
464	1.5	

## Attachment D.

### **5. Teaching Abroad Changes to Faculty Role Model**

The following changes to Faculty Role Model are meant to reflect the importance of Teaching Abroad. The changes are underlined and highlighted.

#### Rationale:

In the past five years, the University System of Georgia has encouraged faculty to direct study abroad programs, to create new study abroad programs, to teach abroad, to facilitate faculty and student exchanges, to coordinate internships abroad and to send their students on study abroad programs. Several years ago, the Board of Regents set a goal for all institutions to send 2% of their student population on study abroad programs. In 2004, that goal was increased to 4%. In order for ASU to meet this goal and to increase faculty and student participation in teaching and studying abroad, these activities should be incorporated into the Faculty Role Model. The additions are underlined in the sections below.

#### ***421 AUGUSTA STATE UNIVERSITY FACULTY ROLE MODEL***

##### ***421.1 ROLE I: TEACHING (45% - 70%)***

Teaching involves those activities associated with the design and delivery of course material to the student. It is a process designed to advance the student's learning experience. For purposes of evaluation, the teaching role may include the following components.

***421.1.1 Instructional Delivery*** Examples include, but are not limited to:

1. Teaching classes on campus and abroad
2. Explaining concepts and procedures and demonstrating skills
3. Supervising labs/problem sessions
4. Conducting help/problem sessions
5. Communicating with students
6. Establishing good relationships with students
7. Encouraging student participation
8. Directing research projects
9. Participating in field trips
10. Conducting tutorials/independent studies
11. Helping students with academic problems
12. Mentoring outside the classroom

##### ***421.2 ROLE II: SERVICE (10% - 40%)***

The service role constitutes all faculty activities linked to academic specialty, faculty status, or professional/personal skills which promote the mission of the institution at the department, college, university, system or larger community levels. (In general, compensated activities will be considered service if department chair or other administrator determines that these activities do not interfere with the faculty member's primary duties or constitute second employment). For purposes of evaluation, the service role may include:

**421.2.1 Service to Students** Examples include, but are not limited to:

1. Advising students
2. Advising student organizations
3. Participation in student programs
4. Recruitment
5. Placement
6. Writing letters of recommendation
7. Tutoring
8. Selecting students for awards
9. Registering students
10. Assisting students while teaching or directing study abroad programs

**421.2.4 Service to Augusta State University (university-wide)** Examples include, but are not limited to:

1. Active work and service on university committees, standing and ad hoc (including search committees)
2. Serving actively as an officer on a committee
3. Special projects or consultation for university (e.g., archaeological digs)
4. Participation/attendance at university functions including faculty meetings, graduations, honors ceremonies, Lyceum, Cullum, library programs, faculty presentations such as recitals, sporting events, alumni events
5. Teaching or directing study abroad programs, internships and student or faculty exchanges.

**421.2.5 Service to the University System** Examples include, but are not limited to:

1. Serving on Regents' Committee
2. Participation in a Regents' workshop, program
3. Planning/conducting a statewide program
4. Teaching or directing study abroad programs, internships and student or faculty exchanges.

**421.3 ROLE III: PROFESSIONAL DEVELOPMENT AND ACHIEVEMENT (10% - 40%)**

The professional development and achievement role encompasses original contributions to knowledge or understanding; creative work in the arts; efforts which advance scholarship and/or improve professional competence; and endeavors which contribute to the teaching/learning process of college education. For purposes of evaluation, the professional development and achievement role may include:

**421.3.6 Service to the profession** Examples include, but are not limited to:

1. Participation in professional organizations (officer, committee member, member, etc.)
2. Editor (newsletters, journals, proceedings, etc.)
3. Reviewer (books, manuscripts, grant proposals, articles, etc.)
4. Participation in professional organizations related to study abroad programs.

## Attachment E.

### Augusta State University Faculty Manual Section 450 Tenure Policy

Background: Passed by the FPC in Spring 2004 but not brought to the UC. In researching the BOR policy for professional leave, Katherine Sweeney unearthed this change in BOR policy for all probationary credit. FPC then adopted this change in language (indicated by the bold type) which we believe brings the ASU Faculty Manual into agreement with BOR policy.

Currently in the *ASU Faculty Manual*

#### Section 451.5

Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher. The five year period must be continuous except that a maximum of two years interruption because of a leave of absence or part-time service may be permitted. However, no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of assistant professor or higher.

Proposed replacement in the *ASU Faculty Manual* (*CHANGES IN BOLD*)

#### Section 451.5

Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher. The five year period must be continuous except that a maximum of two years interruption because of a leave of absence or part-time service may be permitted. **An award of credit for the probationary period of an interruption shall be at the discretion of the President.** A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of assistant professor or higher.