

Agenda

Faculty Meeting



Tuesday, November 10, 2009

2:30 p.m., **JSAC Ballroom** (please note the change in venue from last year's meetings.)

I. **Approval of the Minutes** from October 13, 2009, available at:

http://www.aug.edu/faculty_secretary/facmin_10_13_2009_draft_amended.pdf

II. **Report** of the President

III. **Faculty Policies Committee** – Dr. Walter Evans

1. Change *Recycling Committee* to *Green Campus Committee*– **See Attachment A**
2. Standing Committees Memberships – **See Attachment B**
3. Promotion and Tenure Guideline changes – **See Attachment C**

IV. **Announcements**

Attachments

Attachment A - from the Faculty Policies Committee
Change to Faculty Manual. This item requires a vote.

The Recycling Committee requests a change in its focus and to be renamed as the Green Campus Committee. The FPC accepted this request unanimously.

Currently in Faculty Manual:

204.20 Recycling Committee

204.20.1 Membership

This committee shall consist of six faculty members, four staff (including two representatives from the Physical Plant), four students (including three from clubs such as the Chemistry Club, The Biology Club, and the Sociology Club), the Vice President for Business and Student Services, and the Director of Student Activities (ex officio and non-voting).

204.20.2 Responsibilities

This committee shall recommend policies concerning recycling on campus, including the use of recycled and recyclable products. This committee shall also monitor and report on campus recycling; and explore means by which ASU can become more environmentally

Proposed:

204.20 Green Campus Committee

204.20.1 Membership

All committee members should have an expressed interest in environmental responsibility and will include four faculty members of which at least one is a scientist recommended by the chair of either the Chemistry & Physics or Biology Department, a representative of the Physical Plant, a representative of Public Relations, a representative of the Grants Office, and two students.

204.20.2 Responsibilities

This committee shall recommend policies concerning recycling, water conservation, improving energy efficiency, reduction of carbon footprint, and other activities associated with creating a sustainable green campus. This committee shall also be active in educational outreach in the education of students and the public on environmental issues as well as being a source of information to the community for making Augusta and Georgia a sustainable community.

Attachment B - from the Faculty Policies Committee
Changes to Faculty Manual. This item requires a vote.

~~Struck Through~~ words are to be deleted; **Highlighted** text is to replace deleted words or to add information.

Current:

204.8 The Faculty Research and Faculty Development Committee

204.8.1 Membership

The Faculty Research and Faculty Development Committee shall consist of one representative (ex officio and non-voting) of the Augusta State University Research Center, the Director of Grants and Sponsored Programs (ex-officio and non-voting), and six additional faculty members (one from the Hull College of Business, one from the College of Education, and four from the Pamplin College of Arts and Sciences).

Proposed:

204.8 The Faculty Research and Faculty Development Committee

204.8.1 Membership

The Faculty Research and Faculty Development Committee shall consist of one representative (ex officio and non-voting) of the Augusta State University Research Center, the Director of Grants and Sponsored Programs (ex-officio and non-voting), and ~~six additional faculty members (one from the Hull College of Business, one from the College of Education, and four from the Pamplin College of Arts and Sciences).~~ **six additional faculty members (one from the Hull College of Business, one from the College of Education, three from the Pamplin College of Arts and Sciences, and one at large faculty member).**

Current:

204.9 The Faculty-Student Judiciary

204.9.1 Membership

The committee shall consist of four faculty members and three students.

Proposed:

204.9 The Faculty-Student Judiciary

204.9.1 Membership

~~The committee shall consist of four faculty members and three students.~~

The committee shall consist of four faculty members with at least one representative from each college and three students.

Current:

204.16 The Physical Facilities and Safety Committee

204.16.1 Membership

The committee shall consist of two non-academic personnel, three students, the Director of Public Safety (ex officio and non-voting), the Vice President for Business and Student Services (ex officio and non-voting), the Director of the Physical Plant (ex-officio and non-voting), and four additional faculty members (one from the Hull College of Business, one from the College of Education, and two from the Pamplin College of Arts and Sciences).

Proposed:

204.16 The Physical Facilities and Safety Committee

204.16.1 Membership

The committee shall consist of two non-academic personnel, three students, the Director of Public Safety (ex officio and non-voting), the ~~Vice President for Business and Student Services (ex officio and non-voting)~~, *Vice President for Business Operations (ex officio and non-voting)*, *Vice President for Student Services and Dean of Students (ex officio and non-voting)*, the Director of the Physical Plant (ex-officio and non-voting), and ~~four additional faculty members (one from the Hull College of Business, one from the College of Education, and two from the Pamplin College of Arts and Sciences)~~. *five additional faculty members (one from the Hull College of Business, one from the College of Education, two from the Pamplin College of Arts and Sciences, and one faculty member at large)*.

Current:

204.25 The Student Honors Convocation Committee

204.25.1 Membership

The committee shall consist of four faculty members (one from the Hull College of Business, one from the College of Education, and two from the Pamplin College of Arts and Sciences), four students, the Director of Student Activities, and the Registrar and Director of Admissions. The Vice President for Development and Alumni Relations shall be an ex officio and non-voting member of this committee.

Proposed:

204.25 The Student Honors Convocation Committee

204.25.1 Membership

The committee shall consist of ~~four faculty members (one from the Hull College of Business, one from the College of Education, and two from the Pamplin College of Arts and Sciences)~~, *five faculty members (one from the Hull College of Business, one from the College of Education, two from the Pamplin College of Arts and Sciences, and one faculty member at large)*, four students, the Director of Student Activities, and the Registrar and Director of Admissions. The Vice President for Development and Alumni Relations shall be an ex officio and non-voting member of this committee.

Attachment C- from the Faculty Policies Committee
Changes to Faculty Manual. This item requires a vote.

Currently in Faculty Manual:

431 CRITERIA

Four ranks may be considered as promotion categories at Augusta State University. These are senior lecturer, assistant professor, associate professor, and professor. Applications, recommendations and supporting evidence from individual faculty, promotion/tenure committees, chairs, and deans should address all relevant areas listed below. Sections 431.1, 431.2, and 431.3 set out the levels of performance requisite in areas one (Teaching), two (Service), and three (Professional Development and Achievement). Noteworthy achievement in area one is expected of all applicants for promotion. For promotion to the rank of Senior Lecturer, applicants must demonstrate exceptional teaching ability, extraordinary value to the institution, and substantial achievement in either of areas two or three. For promotion to the rank of Associate Professor, substantial achievement is expected in areas two and three, with noteworthy achievement in one of these two areas.* For promotion to the rank of Professor, significant achievement beyond that for Associate Professor should be demonstrated in areas two and three, with noteworthy achievement beyond the level for Associate Professor expected in one of these two areas. Appropriate Academic Achievement, area four, and Length of Service, area five, should be demonstrated as well. The Chancellor's office has established guidelines that require special justification in certain situations or that clarify their interpretation of Board of Regents policy. Those guidelines are contained in the Information Section of this manual. Assessment of faculty achievement levels will be based on the Augusta State University Faculty Evaluation and Development System (Section 401.1), incorporated herein by reference, and the agreements between faculty members and supervisors required by the abovementioned Role Model (Section 421). Faculty members and supervisors should carefully consider the criteria set forth in this manual for promotion to the various ranks.

*Note that in the use of terms noteworthy and substantial, noteworthy indicates a higher level of achievement than substantial.

[Section 431 changed April 14, 2009.](#)

432 PROCEDURE

These procedures were approved by the faculty of Augusta State University on May 22, 1974, and amended by the faculty on November 16, 1983, February 28, 1996, and April 11, 2001.

432.1 Departmental Level

432.1.1 Application

Application for promotion and tenure may be made either by the individual or the individual's immediate supervisor. Each academic unit (department/ college/library) shall make its guidelines consistent with the Augusta State University Faculty Evaluation and Development System. Each department and college and the library shall make clear to its members what the unit's expectations are regarding the criteria established in Section 431. This clarity is likely to be maximized when candidates for promotion and tenure use an example of previous applicant packets from the unit. The expectations of each academic unit shall be made explicit via annual

agreements between faculty members and supervisors as required by the Augusta State University Faculty Evaluation and Development System.

432.1.2 Supporting Documentation

The person being considered for promotion, tenure, or both shall prepare for consideration the following documents. The following items should be included in the application, in the order specified (do not place these in plastic sheet protectors). If the applicant chooses to submit documentation other than text, then the applicant should assure that it can be examined without the use of any audiovisual devices (e.g., examples of art should be represented as hard copies, not slides). Less portable documentation (e.g., musical productions, websites) should be submitted normally in the form of peer reviews. Optional items are so noted. Applicants should be aware that reviewers may request additional information or use other information in their files, provided that this information is made known to the applicant. While the applicant should consider for inclusion in the curriculum vitae all items suggested by Appendix D, materials submitted as documentation in support of an application for promotion, tenure, or both are to conform to the following limitations.

Use single spacing, one inch margins, and a 10 point or greater font size.

- I. A one page summary, which highlights accomplishments in teaching, service, and professional development and achievement.

- II. The applicant's curriculum vitae.

- III. The most recent departmental chair's annual evaluation for the applicant and two additional annual evaluations since the last promotion.

Optional: Departmental guidelines for implementing the Faculty Role Model

IV. Documentation

A. Teaching

1. Narrative (1 - 4 pages)
2. Supporting documentation
 - a. For teaching faculty, summary sheets for student evaluations for all courses taught in the past 4 academic years. For faculty who elicit additional student responses on the ASU evaluations for items 36 – 50 or for departments who use non-institutional student evaluation instruments, it is incumbent upon the candidate to provide the student evaluation stimuli employed in the supporting documentation.
 - b. Optional supporting documents, such as student comments, peer review of your courses, or other letters of support.*

B. Service

1. Narrative (1 - 4 pages)
2. Optional: Supporting documentation*

C. Professional Development and Achievement

1. Narrative (1 - 4 pages)

2. Supporting documentation

a. Two entire samples of scholarly activities (for example, a chapter of a book, a journal article, or a portfolio containing the equivalent of an art exhibit or performance) completed since the last review or in the last five years, whichever is longer.

b. Cover sheets (or first page) for all other scholarly activities completed since the last review or in the last five years whichever is longer.

c. Optional: Other supporting documentation.*

*These optional items should sum to 20 pages or less.

Once the initial application has been made, supplementary or rebuttal documents ordinarily will not be considered unless requested by reviewers.

Section 432.1.2 changed: [March 7, 2001](#). Text of the changes [here](#).

Section 432.1.2 changed: [April 11, 2001](#). Text of the changes [here](#).

Section 432.1.2 changed: [April 16, 2003](#). Text of the changes [here](#).

Proposed:

~~Struck Through~~ words are to be deleted; **Highlighted** text is to replace deleted words or to add information.

431 CRITERIA

Four ranks may be considered as promotion categories at Augusta State University. These are senior lecturer, assistant professor, associate professor, and professor. Applications, recommendations and supporting evidence from individual faculty, promotion/tenure committees, chairs, and deans should address all relevant areas listed below. Sections 431.1, 431.2, and 431.3 set out the levels of performance requisite in areas one (Teaching), two (Service), and three (Professional Development and Achievement). Noteworthy achievement in area one is expected of all applicants for promotion. For promotion to the rank of Senior Lecturer, applicants must demonstrate exceptional teaching ability, extraordinary value to the institution, and substantial achievement in either of areas two or three. For promotion to the rank of Associate Professor, substantial achievement is expected in areas two and three, with noteworthy achievement in one of these two areas.* For promotion to the rank of Professor, significant achievement beyond that for Associate Professor should be demonstrated in areas two and three, with noteworthy achievement beyond the level for Associate Professor expected in one of these two areas. Appropriate Academic Achievement, area four, and Length of Service, area five, should be demonstrated as well. The Chancellor's office has established guidelines that require special justification in certain situations or that clarify their interpretation of Board of Regents policy. Those guidelines are contained in the Information Section of this manual. Assessment of faculty achievement levels will be based on the Augusta State University Faculty Evaluation and Development System (Section 401.1), incorporated herein by reference, and the agreements between faculty members and supervisors required by the abovementioned Role Model (Section 421). Faculty members and supervisors should carefully consider the criteria set forth in this manual for promotion to the various ranks. **The USG requires that promotion applicants complete a Background Clearance Form; applicants must deliver this form to Academic Affairs.**

*Note that in the use of terms noteworthy and substantial, noteworthy indicates a higher level of achievement than substantial.

[Section 431 changed April 14, 2009.](#)

432 PROCEDURE

These procedures were approved by the faculty of Augusta State University on May 22, 1974, and amended by the faculty on November 16, 1983, February 28, 1996, April 11, 2001, **and April 2003.**

Applicants must follow the instructions as printed here.

432.1 Departmental Level

432.1.2 Supporting Documentation

The person being considered for promotion, tenure, or both shall prepare for consideration the following documents. The following items should be included in the application, in the order

specified (do not place these in plastic sheet protectors). If the applicant chooses to submit documentation other than text, then the applicant should assure that it can be examined without the use of any audiovisual devices (e.g., examples of art should be represented as hard copies, not slides). Less portable documentation (e.g., musical productions, websites) should be submitted normally in the form of peer reviews. Optional items are so noted. Applicants should be aware that reviewers may request additional information or use other information in their files, provided that this information is made known to the applicant. While the applicant should consider for inclusion in the curriculum vitae all items suggested by Appendix D (*Master Matrix*), materials submitted as documentation in support of an application for promotion, tenure, or both are to conform to the following limitations.

Use single spacing, one inch margins, and a 10 point or greater font size.

I. A one page summary, which highlights accomplishments in teaching, service, and professional development and achievement.

II. The applicant's curriculum vitae. (*both a printed copy and an electronic copy saved on a cd*)

III. The most recent departmental chair's annual evaluation for the applicant and two additional annual evaluations since the last promotion.

Optional: Departmental guidelines for implementing the Faculty Role Model

IV. Documentation

A. Teaching

1. Narrative (1 - 4 pages)

2. Supporting documentation

a. For teaching faculty, summary sheets for student evaluations for all courses taught *and evaluated* in the past 4 academic years. For faculty who elicit additional student responses on the ASU evaluations for items 36 – 50 or for departments who use non-institutional student evaluation instruments, it is incumbent upon the candidate to provide the student evaluation stimuli employed in the supporting documentation.

b. Optional supporting documents, such as student comments, peer review of your courses, or other letters of support *should be placed in Section D*.*

B. Service

1. Narrative (1 - 4 pages)

2. Optional: Supporting documentation *should be placed in Section D*.*

C. Professional Development and Achievement

1. Narrative (1 - 4 pages)

2. Supporting documentation

a. Two entire samples of scholarly activities (for example, a chapter of a book, a journal article, or a portfolio containing the

equivalent of an art exhibit or performance) completed since the last review or in the last five years, whichever is longer.

b. Cover sheets (or first page) for all other scholarly activities completed since the last review or in the last five years whichever is longer.

c. Optional: Other supporting documentation *should be placed in Section D.**

~~*These optional items should sum to 20 pages or less.~~

D. Supporting Documentation from Sections A, B, C

**No more than 20 additional pages total of supporting documentation from Sections A, B, C should be submitted for the entire application.*

Once the initial application has been made, supplementary or rebuttal documents ordinarily will not be considered unless requested by reviewers.

For a historical record of changes

Section 432.1.2 changed: March 7, 2001. Text of the changes here.

Section 432.1.2 changed: April 11, 2001. Text of the changes here.

Section 432.1.2 changed: April 16, 2003. Text of the changes here.