

# Agenda

## University Council



Thursday, February 17, 2005  
3 p.m., W1012 Science Bldg.

In preparation for the Faculty Meeting March 2, 2005

### **Agenda Items:**

- I. Approval of the minutes from January 13, 2005  
(Available at [http://www.aug.edu/faculty\\_secretary/ucmin\\_01\\_13\\_2005\\_draft.pdf](http://www.aug.edu/faculty_secretary/ucmin_01_13_2005_draft.pdf) )
- II. Report of the President
- III. Honorary Designations Committee Recommendation - President William Bloodworth
- IV. Fall Break - Vice-President for Academic Affairs Samuel Sullivan
- V. Faculty Policies Committee – Dr. Marc Miller
  - A. Changes to the Faculty Manual reflecting the Lyceum Committee composition and responsibilities. (**See Attachment A**)  
– *will require vote*
  - B. Graduation Attendance Recommendation. (**See Attachment B**)  
– *for information only*
  - C. General Revisions to the Faculty Manual (**See Attachment C**)  
– *will require vote*
  - D. Statement on the Evaluation of Department Heads (**See Attachment D**)  
– *for information only*
  - E. Changes to the Faculty Manual to reflect importance of teaching abroad in the Faculty Role Model. (**See Attachment E**)  
– *will require vote*
  - F. Tenure Policy, Section 450 of the Faculty Manual (**See Attachment F**)  
– *will require vote*
  - G. Professional Leave, Section 560 of the Faculty Manual (**See Attachment G**)  
– *will require vote*
- 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 C. 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.

#### **4. Department Head Evaluation**

**The faculty policies committee offers the following statement as a matter of information. This does not require a vote.**

##### **Department Head Evaluation Statement of Principles**

The Academic Department of a University is the basic unit of faculty governance. In general, the faculty should have a meaningful role in decision-making in the department as it has a significant impact on the educational and scholarly enterprise. The faculty should share with the administration of the College the responsibility of selecting and evaluating the Department Head.

Therefore, we present the following statement of principles that will help ensure a favorable environment of departmental governance.

The department should:

- Support a diversity of opinions, schools of thought, perspectives, and personal styles.
- Allow departmental faculty committees to largely determine standards and criteria for departmental direction and strategic priorities for the department.
- Have formal procedures to give peers a voice in decisions on the appointment, retention, tenure, dismissal, and promotion of departmental colleagues including department heads.

**To this end, we support the annual review of department heads to include an evaluation of the department head's performance by members of the individual department. The results of this review should be shared with members of the department by the dean of the college before the department meets to establish the priority objectives for the annual unit plan. As the College of Business Administration is not divided into departments, the Dean of the College of Business Administration will be evaluated as the head of that academic unit.**

## Attachment E.

### **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. Teaching

## Attachment F.

### 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.

## Attachment G.

Background: Passed by FPC in Spring 2004 but not brought to the UC. The intent is to replace Section 560 in its entirety, to bring the section in line with BOR policy.

### 560 PROFESSIONAL LEAVE

Requests for leaves, except for emergency reasons, are to be submitted not later than February 1 of each year for leave in the following year.

The President may, with the approval of the Chancellor and the Board, grant a professional leave, with or without pay, to members of the university faculty or administrative staff.

Recommendations for professional leaves shall be granted only for the purpose of promoting scholarly work or encouraging professional development. (Other types of leave are described in the Information Section of this manual.) The President will examine the program or project on which the applicant for a leave proposes to work, and will also consider the applicant's ability to accomplish the purposes for which the leave is requested. In considering a request for a leave, the President will take into consideration the effect that the granting of the leave will have on the university, the college, and the department or unit of which the applicant is a member.

If, after careful consideration, the President feels that the interest of the university and the faculty member will be served by the granting of the professional leave requested, s/he will submit a recommendation through the Chancellor to the Board of Regents to this effect, together with a statement of the reasons supporting his/her recommendation.

A faculty or staff member who returns from an authorized leave, with or without pay, which enhances professional study and development, shall be entitled to a salary that will include, as a minimum, any mandated across-the-board salary raises that occurred during the period of leave. Faculty, while on authorized professional leave, shall accrue normal length of service credit with prior approval of the president.

Augusta State University recognizes that professional leaves are not only beneficial to the individual faculty member, but further the missions of the department, the college, and the university.

#### 560.1 Professional Leaves With Pay

In considering a request for a professional leave with pay, the president should bear in mind that it is the policy of the Board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The president should examine carefully the program or project on which the employee proposes to work, and he/she should also consider the likelihood of the employee's being able to accomplish the purposes for which leave is requested

In considering a request for a professional leave, the president should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the employee is a member. If the employee's work cannot be handled by other employees and if funds are not available for the employment of a

substitute, the president will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave. The applicant is, therefore, encouraged to seek external funding for a substitute and to work with his/her chair and the administration in finding a substitute for the period of his/her proposed leave.

The normal rate of professional leave pay may be for one semester at full regular salary and benefits, or two sequential semesters (not to include summers) at one-half regular salary and benefits, to the faculty member during the period of leave. The amount of any external stipend or any other external remuneration to be received by the faculty member for his/her activities during the period of leave shall be taken into account in the determination of institutional leave pay recommended. The recommendation for leave must indicate the source and the amount of applicable external remuneration.

Any faculty member who has been granted a professional leave with pay shall be required before beginning his/her leave to sign an agreement that s/he will return the full amount of compensation s/he received while on leave in the event that s/he should not return to the university for at least two years of service after the termination of his/her leave.

The Board will ordinarily not approve a request for a leave with pay if the applicant has been employed at the institution for a period of less than three years, nor will it ordinarily approve a leave with pay for a person in an academic position who has not already completed the requirements for a master's degree.

No professional leaves will be granted to persons in the University System who are retired from active duty and who are drawing retirement benefits from the Teachers Retirement System of Georgia or from the University System.

#### 560.2 Professional Leaves Without Pay

It is expected that professional leaves shall be granted without pay where the leave is supported by an external grant or stipend.

In considering a request for a professional leave without pay, the president will take into consideration the effect that the granting of the leave will have on the institution or on the department of which the employee is a member. If the employee's work cannot be handled by other employees and if funds are not available for the employment of a substitute, the president will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave. Employees are, therefore, encouraged to seek external funding for a substitute and to assist their chairs and the administration in finding substitutes for the period of their proposed leave.

Each recommendation for professional leave without pay must include a statement that the faculty member's absence will not adversely affect institutional programming. Recommendations by the president for leave without pay will, as a rule, be approved by the Board whenever it appears that the granting of such leave will not be prejudicial to the interests of the institution.

No professional leaves will be granted to persons in the University System who are retired from active duty and who are drawing retirement benefits from the Teachers Retirement System of Georgia or from the University System.