

Approved on 11/27/2018

**Rules Committee  
Minutes for 10/23/18 meeting at 8:45am (SON Room #200)**

**1. Rules Members present:** *Angela Branyon, Anja Remshagen, Shannon Finck, Yun Cheng, Brent Gilles, Delene Volkert, Charlie Sicignano, and Susana Velez-Castrillon (chair).*

**2. Regular Agenda Items:**

- a. UWG Institutional Procedures, Section 2. Academic Affairs. Rules committee members will revise/reformat the UWG [Procedures](#) within each area of Section 2.0 using the [UWG Procedure form](#). Review the Faculty Handbook for the rules/regulations offered and offer revisions as necessary. The “assignments” are listed below (Rules committee member listed, new Policy name, and old [UWG Faculty Handbook](#) number):

Susana: [Time Limits for Tenure 103.0402](#)

We discussed KSU’s Leave of Absence 4.2.5 that provides stoppage of all the clocks. <http://handbooks.kennesaw.edu/docs/facultyhandbook/2017-2018%20Faculty%20Handbook.pdf>

Time limits for full-time instructors: the committee discussed the rule regarding time limits for full time instructors. We decided to ask the department chairs about this rule, to consult the executive committee of the faculty senate and to try to find out if instructors get raises tied to the CUPA study, how do colleges feel about converting to lecturers or permanent instructors, and would we need a procedure for the extension.

For further information, please review the Policy website at <https://www.westga.edu/policy>. You will find the “Policy Index” listed under the “UWG Policies” dropdown menu. In addition, there are policies for review listed under the “Policies for Comment” section.

**3. Additional Agenda Items:**

- a. Election of the committee chair elect:  
Anja Remshagen will serve as chair for 2019-2020.

**4. Informational Items:**

**A. Senate – Rules Committee... 2018-2019 Members List**

<b>Senate Members</b>		
Velez-Castrillon, Susana ( <b>Chair</b> )	<a href="mailto:svelez@westga.edu">svelez@westga.edu</a>	Senate-RCOB (2019)
Branyon, Angela	<a href="mailto:abranyon@westga.edu">abranyon@westga.edu</a>	Senate - COE, 2021
Miller, Laura	<a href="mailto:lmiller@westga.edu">lmiller@westga.edu</a>	Senate – COAH (2020)
Remshagen, Anja	<a href="mailto:anja@westga.edu">anja@westga.edu</a>	Senate- COSM (2020)
<b>Faculty Members</b>		
DeWeese, Georgina	<a href="mailto:gdeweese@westga.edu">gdeweese@westga.edu</a>	Faculty – COSM (2019)
Vito, Anthony	<a href="mailto:avito@westga.edu">avito@westga.edu</a>	Faculty- COSS (2019)
Finck, Shannon	<a href="mailto:sfinck@westga.edu">sfinck@westga.edu</a>	Faculty - COAH (2020)
Cheng, Yun	<a href="mailto:ycheng@westga.edu">ycheng@westga.edu</a>	Faculty – RCOB (2020)
Gilles, Brent	<a href="mailto:bgilles@westga.edu">bgilles@westga.edu</a>	Faculty - COE (2020)
Volkert, Delene	<a href="mailto:dvolkert@westga.edu">dvolkert@westga.edu</a>	Faculty - TSON (2019)
Sicignano, Charlie	<a href="mailto:charlie@westga.edu">charlie@westga.edu</a>	Faculty- Library (2020)
<b>Administrators</b>		
Jenks, David	<a href="mailto:djenks@westga.edu">djenks@westga.edu</a>	Administrator - Associate VP for Academic Affairs
Simpson, Jane	<a href="mailto:jsimpson@westga.edu">jsimpson@westga.edu</a>	University General Counsel
<p><b>Rules Email list:</b> <a href="mailto:svelez@westga.edu">svelez@westga.edu</a>, <a href="mailto:abranyon@westga.edu">abranyon@westga.edu</a>, <a href="mailto:lmiller@westga.edu">lmiller@westga.edu</a>, <a href="mailto:anja@westga.edu">anja@westga.edu</a>, <a href="mailto:gdeweese@westga.edu">gdeweese@westga.edu</a>, <a href="mailto:avito@westga.edu">avito@westga.edu</a>, <a href="mailto:sfinck@westga.edu">sfinck@westga.edu</a>, <a href="mailto:ycheng@westga.edu">ycheng@westga.edu</a>, <a href="mailto:bgilles@westga.edu">bgilles@westga.edu</a>, <a href="mailto:dvolkert@westga.edu">dvolkert@westga.edu</a>, <a href="mailto:charlie@westga.edu">charlie@westga.edu</a>, <a href="mailto:djenks@westga.edu">djenks@westga.edu</a>, <a href="mailto:jsimpson@westga.edu">jsimpson@westga.edu</a></p>		

## **B. Rules/Senate Agenda Meeting Schedule 2018-2019**

<b>Rules Meetings (Tuesdays)</b>	<b>Rules TSON room/ Time</b>	<b>Senate Agenda Deadline</b>	<b>Senate &amp; Exec. Committee Meetings</b>	<b>Senate Meetings Location/Time</b>	<b>Executive Committee Location/Time</b>
<b>Dates</b>	<b>TSON #200</b>	<b>Dates</b>	<b>Dates</b>	<b>Location TSON 106</b>	<b>Location TSON 200</b>
<b>9/25/18</b>	8:45 – 10:45	10/5/18	<b>10/12/18</b>	3:00pm	2:00pm/
<b>10/23/18</b>	8:45 – 10:45	11/2/18	<b>11/09/17</b>	3:00pm	2:00pm/
<b>11/27/18</b>	8:45 – 10:45	11/30/18	<b>12/07/18</b>	3:00pm	2:00pm/

<b>1/22/19</b>	8:45 – 10:45	2/15/19	<b>2/22/19</b>	3:00pm	2:00pm/
<b>2/26/19</b>	8:45 – 10:45	3/23/19	<b>3/29/19</b>	3:00pm	2:00pm/
<b>3/26/19</b>	8:45 – 10:45	4/20/19	<b>4/19/19</b>	3:00pm	2:00pm/
<b>4/30/19</b>	8:45 – 10:45			3:00pm	2:00pm/
<b>*5/28/19</b>	8:45 – 10:45				
<b>*6/25/19</b>	8:45 – 10:45	6/7/19	<b>6/14/19</b>	3:00pm	2:00pm/
<b>*7/23/19</b>	8:45 – 10:45	7/12/19	<b>7/19/19</b>	3:00pm	2:00pm/
* these meetings will be scheduled if there are pending agenda items					

**C. Rules Committee purpose per [UWG Policy and Procedures](#):**

Purpose: to review and make recommendations to the Faculty Senate regarding the structures, composition and organizational aspects of the Faculty Senate and its committees and the rules under which they operate; to resolve disputes between Senate committees, to recommend clear, transparent, efficient, and effective rules for faculty participation in shared university governance; to consider appeals for cases of alleged violations to the rules; to recommend and to coordinate revisions and updates to the [UWG Faculty Handbook](#), [Statutes](#), [Bylaws](#), [Policies and Procedures](#), and any operating protocols the Senate establishes.

Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the University General Counsel; and one appointed by the Provost. (Total: 13)