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## March 8, 2010 AASU Faculty Senate Minutes

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Armstrong Atlantic State University  
Faculty Senate Meeting  
Minutes of March 8, 2010  
University Hall, room 156, 3:00 p.m.

I. Call to Order

3:01 – for a list of attendees please see Appendix A

II. Approval of the Minutes from the February 8<sup>th</sup> Faculty Senate Meeting  
Approved

III. University Curriculum Items, February 17, (linked at App B)  
Motion to approve by college: approved

Committee Chair, Dr. Ogletree, submitted the following addendum to Item C:

Early Childhood Education

**Change the course description and the hours of the following course:**

EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts

~~3-1-3~~ 3-V-3

Prerequisites: None

**Description:** Exploration of the fundamental knowledge for understanding the culture and teaching of children to the enhancement of learning from diverse backgrounds **in a variety of educational settings and contexts. Ten hours of A directed field experience is required. This course is approved for study abroad experiences that must include field work in schools and/or other educational settings.**

**Effective: Fall 2010**

Rationale: The change in hours will provide the time flexibility required for field work. Designating this course for study abroad will allow students in College of Education' s approved study abroad programs to receive the appropriate instruction, evaluation, and transcript credit.

COE: approved

COHP: approved

COLA: approved

COST: approved

Motion to take 5000 levels as a block: approved

5000 levels: approved

IV Graduate Curriculum Items, January 29, (linked at App C)  
Section II, A Items 1-5: remanded.

Approved

## V. Old Business

### 1. Ad Hoc Committee: Furlough Resolution (App D)

General Discussion: this is an imperfect document but we cannot afford to delay issuing it.

Senator Price: friendly amendment to change “please forward” to “please advise”

Sen. Hollinger: what’s the difference?

Sen. Price: [President Bleicken] gets wiggle room with “advise”

Vote to approve friendly amendment: approved 20 to 12.

Sen. Nivens called the question to approve the furlough resolution.

Approved 33 to 0.

### 2. University Curriculum Committee: Policy Reports (App E)

From the February UCC Minutes:

Sen. Scott: who decides what the “extenuating circumstances” are? The professor or...?

Chair Ogletree: these are just recommendations.

Sen. Craven: how does this match with current withdraw policy in that you can only withdraw from the entire semester and not a single class?

Chair Ogletree: we didn’t discuss that.

Sen. McGrath: this policy should be parallel with extant university withdraw policy.

Chair Ogletree: this is all just recommendations – work will continue on this.

President Hampton: motion to remand this back to UCC to work: approved.

Chair Ogletree: the committee thought they did their job - there’s some confusion.

General Discussion: just because Georgia Southern provides five chances doesn’t mean we should.

Sen. Nivens: I agree with that point, however, the whole re-mand thing happened so quick we didn’t get to discuss. I hate to see this go back with a vague remand.

More Discussion: AASU student body’s evolving norms re: residential vs. commuter students.

Sen. Scott: just this semester, had a few students trying to withdraw and they had tried nothing to stay in it. Once it became clear that they would be getting a WF they decided to stick around.

Sen. Moore: the demographics of our campus are unique. Most of my advisees are working full time

Chair Ogletree: these are the recommendations based on Georgia Southern, that [the committee] thought would be tweaked.

Sen. Hollinger: actual numbers, how many are withdrawing? I agree there are a number of students who withdraw a few times then they pass. Also, how fair is this policy to transfer students?

Sen. Hoffman: one-third of people in a college algebra class are there for the second time.

Pres. Hampton to Chair Ogletree: is April reasonable due date?

Sen. Carpenter: appreciate what the committee brought together but need more details including proposed implementation – what can we realistically do immediately.

Sen. McGrath: regarding the charge, for many of our committees we're asking for proposals of exact catalog-ready text.

Sen. Logan: Judy Ginter is very informative regarding withdraws. She is very instructive.

3. Elections Committee: update on elections for senators and process for electing the new officer core for 2010 – 2012.

Chair Scott indicates hope that discussion of this can begin pre-spring break

4. Constitution & Bylaws Committee: update on voting process for amending the Constitution and Bylaws: all three passed.

5. Information only – prerequisites and transcript analysis charge to Student Success Committee

6. Information only – Grievance Process charge to Faculty Welfare Committee (App E)

## VI. New Business

1. Ad Hoc Committee: Budget Crisis Resolution (App F)  
Motion to approve resolution

Sen. Craven: correct 17% to read 17% of state appropriation.

General Discussion: regarding the vagaries of the resolution, what a resolution directly to President Beicken regarding local impact of furloughs may accomplish instead, concern that the senate is communicating neither to the right people nor in the right way. Additional discussion surrounded the inclusion of faculty pay cuts in the resolution, and what the point of the resolution actually was.

Approved 26 to 2, 4 abstentions.

## 2. Faculty Welfare Committee Reports

i. Emeritus Faculty Recommendations

Approved

i. Part-time Faculty Recommendations

Approved

Sen. Carpenter: what's the fate of these now?

Vice President Craven: these'll be forwarded to administration.

General Discussion: The grievance policy will be in the new faculty handbook.

Sen. Scott: will the senate have any role in editing the faculty hand book?

Dr. Whitford: the BOR is changing its policy. Ours will come to the faculty senate for review.

### 3. Graduate Affairs Committee – Graduate Faculty Status (App F)

Remanded

Sen. Knozczynski: what happens to assistant graduate faculty status?

Additional questions will be submitted to the Graduate Affairs Committee.

### 4. Committee Charge: Impact of eFace

Pres Hampton: Faculty Welfare Committee is charged with collecting the data following three semesters of eFACE and assess its impact. This will be business carried over to the next senate term.

Sen. Mateer: “impact” being response rates?

Pres. Hampton: yes

Sen. Mateer: what about evaluating the questions themselves?

Pres. Hampton: that would be appropriate

Sen. LeFavi: do we have any information on Fall returns?

Dr. Whitford: [the returns] are better than it had been. Depends on the faculty member.

Sen. McGrath: suggests committee additionally suggest promotional options.

Sen. Scott: additional suggestion for increasing response rates re: sending e-mails to students.

### 5. Clarification of Practice re: W/WF Grades – Registrar Judy Ginter

Dr. Whitford is acting on behalf of Registrar Ginter: we do not support faculty being removed from the grading process. Students though, do have to withdraw themselves.

Sen. McGrath: there are some faculty that may have an attendance policy that indicates withdraw at mid term for lack of attendance.

Dr. Whitford: fail the student instead.

Sen. Scott: in the catalog faculty are given the right to withdraw per attendance.

Dr. Whitford: we need to change that language.

Sen. Price: so we are changing the policy?

Dr. Whitford: no we’re changing the catalog that reflects the policy.

Sen. LeFavi: after midterm a student drops, it’s a WF no questions. Let’s say it’s just before midterm, is it a W or a WF?

Dr. Whitford: either, according to the Registrar’s e-mail.

Sen. LeFavi: is the policy fair despite the seeming ambiguity?

Dr. Whitford: that’s within your purview.

Sen. LeFavi: so we can have a departmental policy that it can be a WF before mid-term?

Sen. Scott: a policy is unnecessary.

Sen. McGrath: academic freedom goes to an individual academic – not a department.

Sen LeFavi: faculty wanted the WF to be the default.

Sen. Price: concerned about this being expressed to the students.

## VII. Announcements

1. Reminder to all committee chairs that Final Reports for 2009 – 2010 are due at the April 12, 2010 senate meeting. Please bring a hard copy report to the meeting and send an electronic copy to Jewell.

2. Reminder to the Student Success and Graduate Affairs Committees that the list of candidates for May graduation will need to be approved at the April 12, 2010 meeting

3. The Faculty Council of the University System of Georgia has received endorsement from the presidents of all system schools. The chair of the committee, Dr. Elizabeth Combier, will

present this to Dr. Susan Herbst in April, asking the Board of Regents to formally recognize the USG Faculty Council.

Sen. LeFavi: tell me more

Pres. Hampton: each school has representation based on size. Whomever the faculty governance chair is at each campus represents at the council. It's advisory.

Sen. Price: how frequent are you meeting?

Pres. Hampton: all e-mail so far...

#### 4. Additional announcements from the floor

Sen. Nivens: Technology Fee Committee – what is this?

Pres. Hampton: John McGuthrie sent a request to the VP's office, she expressed that to me, I went to the Educational Technology committee first.

Sen. Nivens: what is the future of this committee?

Dr. Whitford: the committee is designed to get faculty in-put on the technology fee.

Pres. Hampton: Ed Tech is going to get a charge from us to follow this with specific questions to the process.

Sen. Carpenter: any idea who's on this committee?

Pres. Hampton: Linda Right, Wendy Marshall...

Senator: Why do we have a presidential and senate committee both dedicated to this?

Sen. Knofczynski: what happened to the full faculty senate meeting resolution we passed? And, what happened to the "presidential response" we're supposed to have access to according to the bylaws. And what about our "discussion board?"

Sec'y Anderson: I wasn't really sure if senators would be willing and able to utilize this type of mechanism, but if you all want to use a discussion board I can work on that.

Sen. Knoszcynski: but we're already nearly done with the meetings – there's only one left, right?

Sec'y Anderson: there sure is. But I'll see what I can do.

#### VIII. Adjournment

4:56

Respectfully submitted,  
Jewell Anderson

## Appendix A

Senators Present	Senators Absent
<u>College of Education</u> Linda Ann McCall Marsha Moore Greg Wimer Mike Mahan Beth Childress	<u>College of Science and Technology</u> Frank Katz, Alt. Azita Baharami
<u>College of Health Professions</u> April Garrity Rod McAdams Bob LeFavi Laurie Bryant Hassan Aziz Helen Taggart Pam Mahan Carole Massey Andi Beth Mincer Gloria Strickland Rhonda Bevis	<b>Guest</b> Glenda Ogletree Cliff Padgett
<u>College of Liberal Arts</u> Kevin Hampton Rick McGrath Ned Rinalducci Daniel Skidmore-Hess Mike Price Barbara Fertig Karen Hollinger Jack Simmons Tony Morris Teresa Winterhalter	<b>Ex-Officio Present</b> Ellen Whitford, VPAA Russell Watjen, Assoc. VPAA Shelley Conroy, Dean COHP Patricia Wachholz, Dean COE Mark Finlay, on behalf of Dean COLA Steve Jodis, on behalf of Dean COST
<u>Library</u> Jewell Anderson Kate Wells	
<u>College of Science and Technology</u> Kathryn Craven Scott Mateer Delana Nivens Suzanne Carpenter Daniel Liang Priya Goeser Sean Eastman Greg Knofszynski Vann Scott	

## **Appendix B**

UCC February business is available [here](#)

## **Appendix C**

Graduate Affairs Committee January business is available [here](#)



## Appendix D

From the Ad Hoc Committee on Furloughs.

To President Linda M. Bleicken (please forward advise to Chancellor Errol B. Davis, Jr.)

The faculty of Armstrong Atlantic State University would like to voice the following concerns about the recent implementation of furloughs.

### RESOLUTION I:

The faculty are dismayed by the disparate financial burden which the furloughs impose on 10 and 12-month employees. Adjusted for annual salaries, the pay cut for full-time faculty on a 10-month contract is significantly larger (3.06%) than that suffered by year-round administrators and staff (2.28%). In concrete terms, a 10-month faculty member earning \$50,000 annually will lose \$1,530 over six furlough days, while a 12-month employee earning the same nominal salary will lose \$1,140, a difference of \$390. The President should be aware that the impression created by this unequal treatment has been a significant factor in the sharp deterioration of morale among AASU faculty, many of whom remain unconvinced by the oft-repeated talking point that "six days are six days." An often voiced counter is that faculty can work in the summer to make up the difference. While true that some faculty can work in the summer, this is not an option for everyone, nor is it included in the faculty contract. Also, faculty contracted for 10 months, are not eligible for unemployment in the summer and summer sessions are not an option for many. Thus, this is not an equal opportunity response.

### Proposed Action I:

Base furlough salary adjustments on percentage of total salary, not on number of furlough days.

### RESOLUTION II:

The faculty have been assured that, notwithstanding the economic and budgetary crisis, our teaching will not suffer, and that therefore there will be no furloughs on class days. Also, as more and more classes are taught by part-time faculty with no service expectations and with the increased enrollment, it is likely that the burden of committee work and advising for full-time faculty is going to increase. If neither teaching nor service will be affected, the faculty would like to know what method will be used to calculate an appropriate reduction in faculty workload relative to the percentage reduction in salaries. As salaried employees, we are expected to complete tasks and are paid for completing these tasks; few of us work just nine to five to get our jobs done. As a result, furloughs currently force us to do more work at home or on the weekends, and are nothing more than pay-cuts with a new name. This culminates in the faculty being asked to do MORE for less money. Furthermore, it is patently unjust to increase tenure and promotion expectations during a furlough and travel expense reduction. Thus, it would seem contradictory to increase tenure and promotion expectations when furlough implementation is designed to reduce work load in order to address budget constraints. The administration should officially charge the tenure and promotion committees for the colleges to reduce the research and service expectations by a commensurate amount, given the furloughs and reduction in travel support for presentations.

The faculty are aware that furlough days can not be on teaching days (or risk university accreditation) and there must be some showing of a reduction of work (real or otherwise) in order to enact the furlough. Many faculty feel that the state government will consider the use of furloughs an acceptable operating practice if the students are not impacted. The senate encourages the administration at AASU to be creative in dealing with these situations.

### Proposed Action II:

The following suggest creative reduction of faculty workload without impacting instruction

- Reduce expected office hours
- Reduce advising time period
- Add an extra reading day (for a furlough day) and compact the final exam schedule (i.e. students can take two exams per day)
- Make commencement exercises optional for faculty
- Normal scholarship expectations are modified accordingly while furloughs are imposed

### Conclusion:

The statement that “teaching will not be affected” is inaccurate at best. Faculty use those non-class days to prepare for lectures, grade papers and tests, advise students, and perform other work directly related to instruction. With the loss of six days combined with increases in service work and class sizes, the time available for class preparation will be diminished, resulting in an unavoidable decrease in teaching quality.

Also, the faculty is interested to learn whether the language allowing for furloughs will be included in faculty contracts beyond the current academic year, and if so, when we can expect the cessation of a budget-reducing method so unsuitable to academic work. There is also some concern that the Governor is the one who decides that we need furloughs when our contracts state that the decision is to be made by the President. We urge the President to involve the faculty and prepare wisely for any future contingency and would like to impress upon her awareness the devastating effects that furloughs have on the faculty's morale.

## **Appendix E**

### **Proposed Withdrawal Policy**

The University Curriculum Committee subcommittee recommends using the new withdrawal policy recently implemented by Georgia Southern University.

See <http://students.georgiasouthern.edu/registrar/AttendancePolicy.htm>

Undergraduate students may have a maximum of five course withdrawals for their entire tenure at Armstrong Atlantic State University. Beyond that maximum, any withdrawal will be recorded as a "withdrawal-failing" (WF or F) grade in the course. Courses transferred from other institutions will not be considered in that maximum and transfer students will be allowed five withdrawals from Armstrong courses.

Students can petition to withdraw from courses without penalty for extenuating circumstances beyond their control. In addition, hardship and military withdrawals will be exempted from the maximum allowed amount.

### **Proposed Grade Point Average Policy**

The subcommittee feels that Armstrong students have the false impression that repeating a course comes without penalty. Students might retake courses in the hopes of replacing a passing grade (such as a C) with an A to inflate their overall GPA. Students seeking to get into graduate or professional programs assume that AASU's current grade replacement policy is universal. When in reality, most institutions (and financial aid) use all attempted hours to calculate GPA. The subcommittee recommends that all grades earned should be used to compute student GPA. Changing this policy may help ameliorate the problem of Armstrong students unnecessarily repeating courses.

### **Proposed Course Repeat Policy**

The subcommittee also recommends implementing "advance registration blocks" on courses with high repeat rates and limited seat availability. Classes that fill during advanced registration and have a high (>10%) percentage of student repeats should qualify as a course flagged with an "advanced registration block." In these flagged courses, students are limited to one graded (A, B, C, D, F, W, WF) attempt. A second attempt may be possible, on a space available basis, during the Regular and Late Registration periods. Academic departments will determine courses for which this policy will be applicable. It is understood by the subcommittee that this type of block is not currently possible through Banner; however, our recommendation stands.

### **Proposed Implementation**

Fall 2010

## **Appendix F**

### **The Faculty Welfare Committee report on the status of the grievance policy at Armstrong Atlantic State University**

The grievance policy at Armstrong Atlantic State University is currently being rewritten by Dr. John Kraft, and a rough draft should be completed by the end of spring break. Dr. Kraft is planning on presenting the new policy to the senate, possibly during the April meeting. The new policy is being driven by the upcoming SACS accreditation. The Faculty Handbook will be updated sometime after the new policy is in place, (there are several other things being updated in the Faculty Handbook that must also be completed before an update).

## Appendix G

March 9, 2010

The Honorable Seth Harp  
Chairman  
Senate Appropriations Subcommittee on Higher Education  
121-D State Capitol  
Atlanta, GA 30334

The Honorable Earl Ehrhart  
Chair  
House Appropriations Subcommittee on Higher Education  
245 State Capitol  
Atlanta, GA 30334

Dear Chairman Harp and Chairman Ehrhart:

The Faculty Senate of Armstrong Atlantic State University strongly opposes the proposed budget cuts by the House Appropriations Subcommittee on Higher Education. It is our belief that these proposed cuts will have far greater ramifications than may be immediately apparent. Were they to be enacted, these reductions—amounting to approximately 17% of the ~~operating budget~~ **state appropriation** at Armstrong Atlantic State University—will have the following deleterious and far-reaching effects:

- programs of study will be cut
  - o this may include the elimination of majors, minors and departments on our campus
  - o this may include the elimination of the Liberty Center and Brunswick Center (outreach initiatives), designed to reach populations throughout the region
  - o this may include the elimination of our Continuing Education program, which supplements and augments the work force in our state by providing opportunities for professional development, certification, and life-long learning
  - o this may cause students to transfer to other campuses, uprooting over a thousand students, placing an undue financial burden on families, and disrupting family life at a time of economic uncertainty, while further limiting access to higher education, particularly for low income and minority students.
- the number of full-time faculty will be reduced
  - o this will increase significantly the student-to-faculty ratio
    - this may affect the delivery of core curriculum courses that are writing intensive, courses essential to produce students who are able to communicate effectively
    - this may sever mentoring relationships throughout the university, value-added services that are important to the success of our students
  - o this may cause additional reliance on the use of part-time faculty
    - this may cause a violation of guidelines for accreditation by the Southern Association of Colleges and Schools
    - this may affect service to students because part-time faculty are not required to provide advising

- the number of courses offered will be reduced significantly
  - this may impede progress toward the completion of degree requirements, affecting juniors and seniors primarily
  - this may cause significant difficulty scheduling classes in rooms appropriate to their size because our campus infrastructure lacks the capacity to accommodate large lecture sections or transition to online formats of instruction delivery; lab courses cannot exceed the current capacity for which they are designed
  - this may uniquely affect registration for freshmen and sophomores who will be disadvantaged because fewer course options will be available and open, further delaying their ability to graduate in a timely manner
  
- these budget reductions would adversely affect the ability of this institution to fulfill its mission of economic development in the community and region
  - this may diminish Armstrong's ability to recruit and retain highly qualified faculty, both now and in the future
  - this may diminish the ability of industries and businesses in the coastal region to recruit and retain qualified employees
  - this may impair the economic recovery of industries and businesses in the coastal region
  - this may signal to investors, foreign and domestic, that the education of a qualified workforce is not a priority for the State of Georgia
  - this may compromise the availability of employment in this area, further exacerbating poverty and unemployment in the coastal region, expanding the need for social programs to combat and offset the effects of such economic stagnation

It is imperative that you, our legislators, consider the educational and economic consequences of the proposed budget cuts, and examine carefully and fully all alternatives at your disposal to address the current fiscal crisis. It is our hope that you will consider our concerns expressed in this document, and invite our input as you are making these decisions.

Respectfully submitted,

The Faculty Senate  
Armstrong Atlantic State University

## **Appendix H**

### **The Faculty Welfare Committee met on the 29 of January and discussed emeritus faculty benefits.**

The committee discussed and concluded that there are benefits that emeritus faculty could reasonably be awarded, even in tough economic times. Below is a list of recommended awards for the emeritus faculty at Armstrong Atlantic State University.

### **Recommendations for Emeritus Faculty**

1. Emeritus faculty should continue to be members of their academic departments and be listed as such in the university catalogues and the Faculty/Staff Directory.
2. Emeritus faculty should continue having the right to attend and participate in department and university faculty meetings and other activities as before retirement, but without the right to vote.
3. Emeritus faculty should have a web-presence i.e. an Emeritus Faculty webpage, in their respective departments.
4. Emeritus faculty should have access to electronic mail and networking through CIS as other faculty do.
5. Emeritus faculty should retain full access to library facilities, including borrowing rights and interlibrary loan privileges.
6. Emeritus faculty should be allowed a free Faculty/Staff Parking Pass as other faculty receive.
7. Emeritus faculty should receive free admission to athletic events at AASU.
8. Emeritus faculty should get faculty discounted tickets for Art, Music, Theater events.
9. Emeritus faculty should be allowed membership to Recreation Center at the Faculty/Staff rate.
10. Emeritus faculty should receive the same benefits at part-time faculty members do (in respect to office space, computers ...), if they are teaching classes as AASU.

The cost associated with these recommendations should be minimal if not free.

## Appendix I

### **Faculty Welfare Committee Recommendations Regarding Part-Time Faculty**

- **Have a Full-Time Faculty designee from each academic department serve as the Part-Time Faculty Coordinator/Mentor for their Department.**

This faculty designee would help to provide the Part-Time Faculty in their department with both the Departmental & University information & tools needed to do their job.

An evening point of contact person for Part-Timers questions would also be helpful.

- **Ask all academic departments to ensure Part-Time Faculty have access to the same information & tools as Full-Time Faculty**

Examples of needs include:

Provide an Evening CIS Technical Support contact

Access to Departmental AV equipment after hours. Provide key to storage rooms

Functional office spaces with updated, networked computers & phone access

- **Creation of a Part-Time Faculty Webpage**

Part-Time Faculty webpage should contain critical information for Part-Timer faculty teaching needs / responsibilities, as well as include a compilation of informational resources and links to campus-wide resources.

Include specific contact information for Enrollment Services staff with areas of responsibility.

A prominent link to this page will be critical so that Part-Time Faculty may find it. One suggestion would be to place under the AASU homepage “Faculty/Staff” links.

- **Promote a University “Perks Package”** for Part-Time Faculty to encourage them to spend time on campus and foster a sense of belonging.

*Such a package could include:*

Free Faculty/Staff Parking Pass

University Faculty ID Card provides access to many benefits, such as:

- Art, Music, Theatre events

- Free admission to University athletic events

- Library check-out privileges & access to wealth of online resources

- Membership to Recreation Center at Faculty/Staff rate



## Recommendations for Part-Time Faculty

	Recommendations	Actual Cost
1	Full-Time Faculty designee for each academic department to serve as the Part-Time Faculty Coordinator/Mentor for their department	<b>No actual cost</b> <b>*Use as APAR service to University</b>
2	Provide an Evening CIS Technical Support contact	<b>No Actual Cost- if simply a scheduling change</b>
3	Access to Departmental AV equipment after hours: Provide key to storage rooms	<b>No actual cost</b>
4	Functional office space with updated, networked computer & phone access	<b>Costs depend on the # of departments without items</b>
5	Creation of a Part-Time Faculty Webpage	<b>No actual cost -</b> <b>Use campus webmaster</b>
	<i>Promote a University “Perks Package”for Part-Timers to include:</i>	
6	Faculty/Staff Parking Pass	<b>No Cost</b>
7	Art, Music, Theatre events – discount tickets	<b>No Cost</b>
8	Free admission to athletic events	
9	Library check-out privileges & access to online resources	<b>No Cost</b>
10	Membership to Recreation Center at Faculty/Staff rate	<b>\$132/ year paid by faculty</b>
11	Evening point of contact person for Part-Time Faculty questions	<b>*HR/Registrar</b> <b>Amount TBD</b>

## **Appendix J**

On February 9, 2010, The Graduate Affairs Committee approved the report put forward by the Graduate Faculty Status Sub-Committee addressing the Senate's charge to review graduate faculty procedures.

The GAC approved simplifying descriptions and modifying status categories. The biggest change in this area was the addition of a provisional category which would allow the VPAA to grant emergency approval to a last minute hire for a class for one semester. The committee also approved simplification and combination of application forms. Graduate faculty status promotion is now timed to match the regular promotion cycle so faculty will not have to assemble multiple folders. Finally, the committee accepted the recommendation that when hiring administrators at the rank of dean and above, scholarship guidelines for graduate faculty status be maintained.

These changes will meet the standards laid out by SACS for graduate faculty status.

The revised description and applications are attached.

Respectfully submitted,

Christopher E. Hendricks, Chair, GAC



**Principles, Categories, Criteria and**  
**Opportunities:**  
**Graduate Faculty Membership**

Spring 2010

Note: The head of the academic unit is responsible for submitting the completed *Application for Graduate Faculty Membership* to the office of the Vice President for Academic Affairs for review by the Graduate Faculty Status Committee.

# Armstrong Atlantic State University

## Principles, Categories, Criteria and Opportunities: Graduate Faculty Membership

### PRINCIPLES

Consistent with SACS requirements and faculty credential guidelines, full- and part-time faculty who teach post-baccalaureate or graduate courses must be fully qualified to carry out effective graduate-level instruction. Except in unusual cases, these faculty members should hold the earned doctorate/terminal degree in the teaching discipline or a related discipline. Exceptions require a detailed letter of justification written by the department head assigning the faculty member to teach a graduate course and must be approved by the college dean. The letter must specify a faculty member's special experience or other indicators of instructional competence at the graduate level and append appropriate documentation, including student evaluations of teaching (FACE) of the most recent AASU graduate course taught, if one has been taught. The letter of justification and documentation will be kept on file in the graduate office and a copy in the college dean's offices.

Department Heads must ensure that any full- or part-time faculty member assigned to teach a graduate course holds graduate faculty status.

Department Heads, consistent with the mission of the department and needs of the graduate program(s) being supported, should assign graduate faculty holding full or associate graduate faculty status to teach graduate courses on a regular basis.

Graduate faculty holding full or associate graduate faculty status should actively engage in an ongoing scholarly agenda as described by each category.

Graduate faculty holding full or associate graduate faculty status are strongly encouraged to participate in graduate faculty governance. Those full-time faculty holding provisional graduate faculty status may participate in limited graduate faculty governance at the department and college level.

In annual faculty evaluations, retention/tenure/promotion recommendations, salary raise recommendations, and in post-tenure review, department heads should accord proper weight to workload issues stemming from a graduate faculty member's graduate education efforts, which include, but are not limited to the following: graduate course instruction, graduate program coordination, graduate course or program-of-study creation, thesis committee work and comprehensive examination evaluation, graduate internship/practicum supervision, graduate advisement, graduate admissions and graduate student appeals duties, and participation in graduate faculty governance.

*The following four categories are available for graduate faculty membership:*

- (1) Full
- (2) Associate
- (3) Temporary
- (4) Provisional

## FULL GRADUATE FACULTY STATUS

*A faculty member with full graduate faculty status may:*

- (1) Teach graduate courses;
- (2) Chair and/or serve on thesis (reading)/practicum committees;
- (3) Chair and/or serve on comprehensive assessment committees;
- (4) Qualify for election to graduate council or other positions representing graduate faculty; and
- (5) Vote in all matters at meetings pertaining to graduate studies.

*Initial Appointment to full graduate faculty status requirements:*

- (1) Hold appointment as a full-time faculty member (tenure track) at the rank of Professor;
- (2) Possess an earned terminal degree or documented competence in lieu of the above;
- (3) Provide evidence of effective participation in graduate education from Category I;
- (4) Demonstrate achievement in scholarship. Document a minimum of three scholarly achievements from Category II. If, in the judgment of the applicant and/or the head of the academic unit and the college dean, a specific contribution should be given special consideration, this should be so indicated and well documented;
- (4a) Submit documentation of scholarship with the application (ie: journal articles, chapters in books, funded grant applications or acceptance letters). This documentation will be returned to the faculty member after the application is reviewed;
- (6) Provide evidence of professional service from Category III;
- (7) A curriculum vitae and legible copies of all graduate transcripts must be submitted with application; and
- (8) Be recommended by the faculty member's academic unit head and college dean.

Retention of full graduate faculty status:

Members with full status are not required to re-apply for graduate faculty status except under the following circumstances:

Deans will notify the Graduate School upon a full graduate faculty member receiving a post-tenure review evaluation of *Improvement Needed* or *Unsatisfactory*. At the completion of the first year of probation, the faculty member must resubmit an application for assessment by the Graduate Faculty Status committee.

## ASSOCIATE GRADUATE FACULTY STATUS

*A faculty member with associate graduate faculty status may:*

- (1) Teach graduate courses;
- (2) Chair and/or serve on thesis (reading)/practicum committees;
- (3) Chair and/or serve on comprehensive assessment committees; and
- (4) Vote in all matters at meetings pertaining to graduate studies.

*Initial Appointment to associate graduate faculty status requirements:*

- (1) Hold appointment as a full-time faculty member (tenure track) at the rank of Assistant Professor or above;
- (2) Possess an earned doctoral degree or terminal degree or documented competency in lieu of the above;

- (3) Submit documentation of scholarship with the application (ie: journal articles, chapters in books, funded grant applications or acceptance letters). This documentation will be returned to the faculty member after the application is reviewed;
- (4) Possess potential for making contributions to graduate education and to the university;
- (5) A curriculum vitae and legible copies of all graduate transcripts must be submitted with application; and
- (6) Be recommended by the faculty member's academic unit head **and** college dean.

*Term of appointment:*

The term of appointment to associate graduate faculty status is five years. Applications for Graduate Faculty Status will coincide with the current faculty promotion schedules. Faculty members will initially apply for associate status and reapply for associate status every five years. Faculty members may apply for full graduate faculty status when they apply for the university rank of full professor. **One semester prior to the end of a term of appointment, faculty members must apply for reappointment at this level or for appointment at a higher rank.**

Faculty members who wish to apply for reappointment must demonstrate continuing involvement in graduate education and scholarship or professional service since the last appointment. Documentation must be provided for Category I: Graduate Education and Category II: Scholarship or Category III: Professional Service. The reappointment application must also include the recommendation from the head of the academic unit and the college dean.

## TEMPORARY GRADUATE FACULTY STATUS

*A part time faculty member with temporary graduate faculty status may:*

- (1) Teach graduate courses.

*Appointment to temporary graduate faculty status requirements:*

Part time faculty members who wish to apply or reapply for temporary graduate faculty status must meet Category I: Graduate Education (or have a strong justification letter on file) and Category II: Scholarship or Category III: Professional Service. The application must include a written recommendation signed by both the head of the academic unit and the college dean detailing the basis for substantial support for the applicant.

*Initial appointment to temporary graduate faculty status requirements:*

- (1) Hold appointment as a part time faculty member;
- (2) Possess an earned doctoral degree or terminal degree or documented competency;
- (3) Submit documentation of recent experience in graduate education and scholarship or professional service. This documentation will be returned to the faculty member after the application is reviewed;
- (4) A curriculum vitae and legible copies of all graduate transcripts must be submitted with application; and
- (5) A written recommendation signed by both the head of the academic unit and the college dean detailing the basis for substantial support for the applicant.

*Term of appointment*

The term of appointment is three (3) years for temporary graduate faculty membership. **One semester prior to the end of a term of appointment, faculty members must apply for reappointment at this level.**

## PROVISIONAL GRADUATE FACULTY STATUS

*A part time faculty member with temporary graduate faculty status may:*

- (1) Teach graduate courses.

*Appointment to provisional graduate faculty status requirements:*

The Vice President of Academic Affairs may grant provisional graduate faculty status for faculty hired to teach graduate level course(s) following the last scheduled meeting of the Graduate Faculty Status committee prior to the start of a semester.

*Term of appointment:*

The term of appointment for Provisional Graduate Faculty Status is one (1) semester. Prior to teaching the following session/semester, faculty members must apply for the appropriate graduate faculty status through the Graduate Faculty Status Committee.

## **EXAMPLES OF GRADUATE EDUCATION / SCHOLARSHIP / PROFESSIONAL SERVICE**

### **Category I: Graduate Education**

1. Advisement of graduate students
2. Chair of thesis (reading)/practicum or service on thesis (reading)/practicum committees.
3. Chair or supervision of graduate level internships, practicum experiences or projects
4. Service on comprehensive assessment or thesis (reading) committees.
5. Service on faculty committees pertaining to graduate programs.
6. Development of graduate courses or programs.
7. Administration of graduate programs.
8. Other graduate education activities as indicated by academic unit head and college dean.
9. Demonstrated success as a teacher of graduate courses.

### **Category II: Scholarship**

1. Published articles (refereed)
2. Published articles (non-refereed but in your field)
3. Published books
4. Chapters in books
5. Monographs
6. Funded grants or projects
7. Presentations at state, regional or national meetings
8. Editorships/reviewer for refereed journals
9. Reviews of published books or manuscripts
10. Creative endeavor in the fine or performing arts (ie juried exhibits or performances, published musical scores, and films)
11. Software development

### **Category III: Professional Service**

1. Leadership in state, regional or national professional organizations as evidenced by:
  - (a) offices held or committees chaired
  - (b) membership on major committees
  - (c) other (please list)
2. Community service activities including membership on advisory boards as well as participation in community agencies
3. Workshops and consultations (Professional service activities applying one's discipline to specific community needs).

## Graduate Faculty Status Committee

### Worksheet

Faculty member \_\_\_\_\_ Academic Unit \_\_\_\_\_

#### Application for:

Full                      Associate                      Temporary                      Provisional

\_\_\_\_ Initial              \_\_\_\_ Initial                      \_\_\_\_ Initial              \_\_\_\_ Initial  
\_\_\_\_ Reappointment      \_\_\_\_ Reappointment              \_\_\_\_ Reappointment

#### Included in Application:

\_\_\_\_ Curriculum Vitae                      \_\_\_\_ Legible Copies of all Graduate Transcripts  
\_\_\_\_ Dept. Head's Recommendation      \_\_\_\_ Dean's Recommendation  
\_\_\_\_ Scholarship Documentation              \_\_\_\_ Application form

Committee Member Signature	Date	Approve/Deny/Remand
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### Recommendation:

\_\_\_\_\_ Recommended for approval to Graduate Affairs Committee

\_\_\_\_\_ Application denied

\_\_\_\_\_ Application returned for additional documentation      Documentation Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Chair \_\_\_\_\_

Date \_\_\_\_\_



Date: \_\_\_\_\_



Armstrong Atlantic State University  
Full Time Faculty  
Application for Graduate Faculty Membership

Name \_\_\_\_\_ AASU ID# \_\_\_\_\_

Academic Unit \_\_\_\_\_

College \_\_\_\_\_

Number of Years at Current Graduate Faculty membership Rank at AASU \_\_\_\_\_

Documentation of Scholarship must be included from the last appointment date.

**This application must be fully completed for consideration by the Graduate Faculty Status Committee. Following the appropriate directions found on the *Principles, Categories, "Criteria and Opportunities: Graduate Faculty Membership* document. A vita will not be considered a substitution for completing this application.**

Application for:

Full

Associate

\_\_\_\_ Initial  
\_\_\_\_ Reappointment

\_\_\_\_ Initial  
\_\_\_\_ Reappointment

**Included in Application:**

____ Curriculum Vitae	____ Legible Copies of all Graduate Transcripts
____ Dept. Head's Recommendation	____ Dean's Recommendation
____ Scholarship Documentation	____ Application form

Category I: Graduate Education

- 1. List of graduate courses taught, description of demonstrated success as a teacher of graduate courses.**
- 2. Chair of thesis (reading)/practicum or service on thesis (reading)/practicum committees.**
- 3. Chair or supervision of graduate level internships, practicum experience or projects.**
- 4. Service on comprehensive or thesis (reading) committees.**
- 5. Service on faculty committees pertaining to graduate programs.**
- 6. Development of graduate courses or programs.**
- 7. Description of administration of graduate programs.**

**8. Other graduate education activities as indicated by academic unit head and college dean.**

**9. Advisement of graduate students.**

## Category II: Scholarship

1. **Titles of published articles (refereed), name of journals and dates.**
2. **Titles of published articles (non-refereed but in your field), name of journals and dates.**
3. **Titles of published books and dates.**
4. **Titles of chapters in books, name of books and dates.**
5. **Titles of monographs and dates.**
6. **Titles of funded grants or projects, name of funding source and dates.**
7. **Titles of papers presented at state, regional or national meetings sponsoring association/group and dates.**
8. **Editorship/reviewer for refereed journals, name of journals and dates.**
9. **Title of reviews of published books or manuscripts, name of journals and dates.**

- 10. Creative endeavor in the fine or performing arts (i.e. juried exhibits or performance, published musical scores and films), sponsoring group and dates.**
- 11. Title and description of software that was developed.**

Category III: Professional Service

**1. Leadership in state, regional or national professional organizations as evidenced by:**

**a) Offices held or committees chaired, name or organization and dates.**

**b) Membership on major committees, name of organization and dates.**

**c) Other (please list).**

**2. Community service activities including membership on advisory boards as well as participation in community service agencies. List name of board/agencies and dates.**

**3. Title of workshops and consultations (professional service activities applying one's discipline to specific community needs), name of sponsoring group and dates.**

---

Signature of Applicant

Date

## **Recommendations of the Academic Unit Head**

**Applications will not be reviewed without this form completed and signed by the Academic Unit Head.**

### **INSTRUCTIONS:**

**To assist the Graduate Faculty Status Committee, the academic unit head is required to:**

- **Evaluate the scholarship, leadership and professional involvement of the faculty member and comment on the relationship to graduate education. If a specific contribution should be given special consideration, this should be indicated and justification provided.**
- **Address evidence of the applicant's graduate teaching effectiveness. This may include student and peer evaluations. Please do not attach individual course evaluations.**
- **Discuss how this faculty member will serve in the graduate program.**
- **List graduate courses that this faculty member will teach.**

**Note: It is the responsibility of the academic unit head to justify the master's degree or master's in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines.**

Name of Applicant \_\_\_\_\_

\_\_\_\_\_  
Signature of Academic Unit Head

\_\_\_\_\_  
Date

**Recommendation of the Dean of the College**

**Applications will not be reviewed without this form completed and signed by the Dean of the College.**

**INSTRUCTIONS: To assist the Graduate Faculty Status Committee, the Dean of the College is required to comment on the ability of the faculty member to contribute to graduate education.**

Name of Applicant \_\_\_\_\_

Signature of Dean of the College \_\_\_\_\_ Date \_\_\_\_\_

PC:lch 1/2009

PC 2/3/2009

Date \_\_\_\_\_





**Application  
for  
Temporary Graduate Faculty Membership**

**Name** \_\_\_\_\_ **SSN** \_\_\_\_\_

**Academic Unit** \_\_\_\_\_

**College** \_\_\_\_\_

**Application for:**

\_\_\_\_\_ Initial Application

\_\_\_\_\_ Reappointment Application

**Included in Application:**

\_\_\_\_\_ Curriculum Vitae

\_\_\_\_\_ Legible Copies of all Graduate Transcripts

\_\_\_\_\_ Dept. Head's Recommendation

\_\_\_\_\_ Dean's Recommendation

\_\_\_\_\_ Scholarship Documentation

\_\_\_\_\_ Application form

**Professional Education:**

Degree	Institution	Year	Major Field

If approved to the Graduate Faculty at a former institution(s), complete the following information:

Institution	Date of Appointment(s)

*The department head must provide the following information:*

Graduate courses to be taught or other graduate activity involvement by this individual:

Fall semester	<hr/>
	<hr/>
Spring semester	<hr/>
	<hr/>
Summer semester	<hr/>
	<hr/>

**Documentation must be provided for Category I: Graduate Education and Category II: Scholarship or Category III: Professional Service, as found in the *Principles, Categories, Criteria and Opportunities: Graduate Faculty Membership* document. The application must include a recommendation from the head of the academic unit and the college dean.**

<b>Faculty Applicant</b>	<b>Date</b>
<b>Department Head</b>	<b>Date</b>
<b>Dean</b>	<b>Date</b>