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Georgia Southern University

Faculty Senate Meeting

September 5th, 2018
4:00-6:00pm

Nessmith-Lane Ballroom
847 Plant Dr, Statesboro, GA 30458

Pre-Meeting Notes:

- 1) Read all reports, motions, and discussions included in this agenda *before* the meeting.
- 2) Bring printed copies as needed. Copies will not be available at the meeting.
- 3) Remember to sign in for the meeting either manually. The meeting starts promptly at 4pm, which means everyone should be signed in and seated at that time.
- 4) Please follow the directions for microphone use. You must also keep your mouth close to the microphone while you are speaking. State your name and college every time you begin to speak. These practices are essential to keep an accurate transcript of the meeting.

AGENDA

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. President's Comments and Procedural Guidelines

IV. APPROVAL OF THE MINUTES: May22, 2018 – Meca Williams-Johnson (COE), Senate Librarian

V. LIBRARIAN'S REPORT FOR SEPTEMBER 5, 2018 – Meca Williams-Johnson (COE), Senate Librarian

- a. General Education and Core Curriculum Committee – Michelle Cawthorn (COSM), Chair

VI. ACTION ITEMS

- a. GSU Statutes
- b. Faculty Handbook Printing

VII. SENATE EXECUTIVE COMMITTEE REPORT

- a. RFI on Merit Increase
- b. RFI on Shooting Sports Center Fees
- c. Informational Item – SRIs
- d. Informational Item – USGFC Update

AGENDA, cont.

VIII. PRESIDENT’S REPORT – Shelley Nickel

IX. PROVOST’S REPORT – Carl Reiber

X. Elections

- a. Senate Parliamentarians
- b. University Athletics Committee Representative
- c. SGA Liaison
- d. Georgia Southern Cares Representative
- e. Intellectual Property Representative

XI. Business Item Informational Session

- a. *We are aware that the submission format and guidelines for Business Items is new to all Senate members as it has changed from both previous Senate practices. This one-time session will allow senators to pose questions, and have the SEC provide feedback on the appropriate means of submission to have the questions addressed in the most appropriate fashion. Questions at this session will not be up for discussion. The President will explain the rationale for the new submission process at this time.*

XII. ANNOUNCEMENTS: VICE-PRESIDENTS

XIII. ADJOURNMENT

**All Senate Meetings are recorded. Edited Minutes will be distributed.*

Below are the revised Statutes for the consolidated institution. A faculty committee comprised of representation from all campuses recommended the updates, and President's Cabinet has seen and approved of the updates. The revisions are primarily to names of office changes.

Statutes of Georgia Southern University

Preamble

In case of any divergence from, or conflict with, the official *Bylaws* and *Board of Regents Policy Manual* to be found in these Statutes, the official *Bylaws* and *Board of Regents Policy Manual* shall prevail.

Article I. The University

Section 1. In January 2017, the University System of Georgia Board of Regents voted to consolidate Armstrong State University and Georgia Southern University into a new university, effective January 1, 2018, under the name of Georgia Southern University. The new institution, with campuses in Statesboro, Savannah, and Hinesville, is subject to the general jurisdiction of the Board of Regents and the Chancellor of the University System of Georgia. The term "Board of Regents" as used in these Statutes shall mean the Board of Regents of the University System of Georgia, and the term "Chancellor" shall mean the chief administrative officer of the Board of Regents of the University System of Georgia.

Section 2. The University shall confer associate, baccalaureate, master, education specialist, and doctoral degrees as well as undergraduate and graduate endorsements and certificates as the candidates may be entitled to receive upon satisfactory completion of all requirements in general education and/or in the approved program of study as prescribed by the appropriate department/school.

Section 3. For purposes of these *Statutes*, three key terms are defined as follows:

Corps of Instruction: The corps of instruction at Georgia Southern University consists of full-time professors, associate professors, assistant professors, instructors, senior lecturers, lecturers, and teaching personnel with such other titles as may be approved by the Board. Full-time research personnel and duly certified librarians will be included in the corps of instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the corps of instruction.

Faculty: In addition to the corps of instruction, the faculty will include the president, administrative and academic deans, registrar, librarian, and chief fiscal officer of the institution, and other full-time administrative officers as the institution may designate as having *ex officio* faculty status.

Academic Deans: Academic deans include the deans of the academic colleges¹.

Article II. The President

Section 1. The president shall be elected by the Board of Regents upon the recommendation of the Chancellor. The president shall hold office at the pleasure of the Board.

Section 2. The duties of the president shall be as specified in the *Board of Regents Policy Manual*. The president shall be the executive head of the institution and of all its departments and shall exercise such supervision and direction as will promote the efficient operation of the institution. The president shall be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board of Regents and the Chancellor.

¹ The University Libraries and the Jack N. Averitt College of Graduate Studies are not considered academic colleges for purposes of these *Statutes*, but the university librarian is considered an academic dean.

The president shall have jurisdiction over the formulation and organization of bylaws and operating policies of all departments/schools, colleges, divisions, and administrative offices of the University. All administrative officers shall be appointed by the president and shall hold office at the pleasure of the president.

The president is authorized to develop the organizational structure required to manage effectively the institution. Changes involving the addition, deletion, or substantive name change of a unit reporting directly to the president will be reported to the Chancellor at least two weeks prior to the effective date of the change. The president is authorized to approve all other organizational changes.

The president shall provide educational leadership, including overseeing the institution's strategic planning process. The institution shall have a strategic planning process that maintains a current strategic plan in which institutional priorities are principles established by the Board of Regents. The faculty and staff shall be involved in developing the planning process and shall be included in the structure by which the plan is implemented. In addition, the institution shall have a formal process by which systematic assessment of institutional effectiveness is conducted and the results of assessments are used to achieve institutional improvement. Assessment processes shall include at a minimum: basic academic skills at entry, general education, degree programs, and academic and administrative support programs and/or functions. The faculty and staff shall be involved in developing assessment processes and included in the structure by which those processes are implemented and used for improvement. All planning and assessment processes to improve institutional effectiveness shall be linked to the institution's substantive budget allocations and other major academic and administrative decisions.

The institutional planning process is used to set institutional goals, both long and short range; to provide strategies for implementing the goals; to monitor the budget process in light of institutional goals; and to review institutional decisions made in light of the mission of the University. The institutional planning process shall be established by the president and approved by the Faculty Senate subject to the approval of the Chancellor and consistent with the *Board of Regents Policy Manual*.

Section 3. In the absence of the president, those functions shall be exercised in the interim, or until the next meeting of the Board of Regents, by the provost and vice president for academic affairs.

Section 4. The president shall decide all questions of interpretation of these *Statutes* and shall determine the nature and extent of the jurisdiction proper to the faculties of the colleges and divisions, to the committees, and to the various administrative officers for which provision is made in these *Statutes*. The president shall resolve all questions of conflict of jurisdiction that may arise among any legislative bodies of the University or among them and the administrative officers. From the decision of the president on such matters, an appeal may be made to the Board of Regents' Office of Legal Affairs as provided in the *Board of Regents Policy Manual*, Section 8.6, Application for Discretionary Review.

Article III. Academic Administration

Section 1. Subject to the jurisdiction of the president, the officers of academic administration shall be the provost and vice president for academic affairs, the academic deans, and the dean of the libraries. Other administrative officers may also report to the provost and vice president for academic affairs. The president may establish additional administrative offices to implement the academic programs of the University. When a new office is created, the president shall delegate the duties and responsibilities of the office. Administrative officers shall be appointed by the president and shall hold office at the pleasure of the president.

Section 2. The provost and vice president for academic affairs shall be charged with considering matters pertaining to the faculty and for matters pertaining to the curriculum. In exercising the powers and duties of the office, the provost and vice president for academic affairs shall have administrative jurisdiction over academic matters and academic personnel, including the assignment of additional duties and responsibilities to those who report to the provost and vice president for academic affairs.

- A. provide leadership in the development of proper academic goals for the institution and its colleges through college and faculty instrumentalities.
- B. in the absence of the president, call meetings when necessary and serve in the president's stead when required.
- C. assist in the formulation and presentation of policies to the faculty for its consideration; the foregoing clause shall not be interpreted to abridge the right of the president or any member of the faculty to present any matter.
- D. be responsible, through the academic deans of the colleges, for assuring that all faculty members are appropriately credentialed, carry proper teaching loads, and maintain a satisfactory quality of work. In performing this task, the provost and vice president for academic affairs shall have the right to ask for evaluations of the quality of the programs and work of the faculty of the colleges.
- E. shall recommend to the president all appointment, reappointment, tenure, promotion, non-renewal, and merit salary increases recommendations.
- F. be responsible for the budget, direction, coordination, and supervision of the instructional programs in the colleges of the University.
- G. be responsible for the assignment and efficient utilization of offices, classrooms, laboratory facilities, and equipment.
- H. study ways and means by which the quality of instruction in the University may be improved and make recommendations to the president, the academic deans of the colleges, and the respective faculties toward the accomplishment of this end. Matters of faculty scholarship, rank, tenure, and salaries shall be subjects of particular study by the provost and vice president for academic affairs.
- I. be responsible for the coordination of graduate courses in conjunction with the director of the Jack N. Averitt College of Graduate Studies.
- J. be responsible for the coordination of research and service projects in conjunction with the director of the Office of Research Services & Sponsored Programs.
- K. assume a leadership role for the oversight of institutional accreditation activities, institutional effectiveness activities as they relate to the academic enterprise, and the assessment of student learning outcomes and academic programs.

Section 3. Each academic college within the University shall have an academic dean who shall be its chief executive officer and shall report to the provost and vice president for academic affairs and shall

- A. take the lead in the development and coordination of the programs of the college.
- B. present proposals for new degrees and curriculum changes in the college.
- C. recommend appointments, reappointments, tenure, promotions, non-renewals, and merit increases in salary for the faculty within the college.
- D. prepare and administer a budget for the college.
- E. approve and transmit to the director of the Jack N. Averitt College of Graduate Studies the appointment of affiliate members of the faculty of the college to the graduate faculty.
- F. exercise general supervision of the work of students in the college.
- G. be responsible for the program of academic advisement for the students in the college.
- H. preside or designate someone to preside at all regular and special meetings of the faculty of the college.
- I. serve as the official representative in communicating all business of the college to university authorities, students, and the public.
- J. implement the mission, vision, and strategic plan of the college as provided in the regulations of the college.
- K. nominate candidates for degrees in the college.
- L. be responsible for the oversight of ongoing accreditation activities for college programs.
- M. lead efforts and actively engage in fundraising efforts for the college.
- N. provide oversight for the evaluation and assessment of college student learning outcomes and academic programs.
- O. perform thorough reviews of department chairs as described in the *Faculty Handbook*.

Section 4. The dean of the libraries shall be considered an academic dean and shall report to the provost and vice president for academic affairs and shall

- A. have charge of the University libraries and be responsible for their proper administration.
- B. have direct supervision over budget preparation, allocation of funds, disbursements for library materials as well as provisions for the use of materials.
- C. recommend the adoption of such measures as will promote the efficiency and increased usefulness of the University libraries.
- D. recommend the appointment of all professional members on the library staff, with the appropriate academic rank, necessary for the efficient operation of the libraries.

Article IV. The Faculty

Section 1. The faculty of the University, as defined in Article I, Section 3, of these *Statutes*, shall be responsible for regulations affecting academic activities, general educational policy of the University, the welfare of the faculty, and other matters as may maintain and promote the best interests of the faculty and the University as specified in the *Board of Regents Policy Manual*.

The Faculty Senate shall be the representative and legislative agency of the faculty and is established according to Article V of these Statutes.

Section 2. Meetings of the faculty

- A. The university faculty shall meet at least once each academic term upon the call of the president. The president shall call a meeting of the faculty upon a petition of ten percent of the members of the faculty. Meetings must be accessible to faculty on all campuses.
- B. The president shall deliver annually to the faculty at a regular meeting a "State of the University" address.
- C. The president shall be the chair and shall preside at all meetings of the faculty. In the absence of the president, or at the request of the president, the provost and vice president for academic affairs shall preside.
- D. A written agenda of the meeting shall be distributed to the faculty at least one week before any meeting at which votes are to be taken.
- E. A majority of the members of the faculty shall constitute a quorum for all meetings of the faculty.
- F. Any item related to general academic or administrative policy or the welfare of the faculty shall normally be considered by the Faculty Senate but may be included on the agenda of a faculty meeting upon a written request to the president signed by ten percent of the faculty and submitted ten days prior to the meeting of the faculty.

Section 3. Faculty Grievance Committee

The Faculty Grievance Committee shall have the authority to conduct inquiries into faculty grievances and to present to the provost and vice president for academic affairs its recommendation. The composition of the Grievance Committee, its jurisdiction and its operating procedures shall be consistent with the University System of Georgia's *Human Resources Administrative Practice Manual* and approved by the Faculty Senate and the president.

Article V. The Faculty Senate

Section 1. The Faculty Senate shall serve as the representative and legislative agency of the faculty. As such, it shall serve as the official faculty advisory body to the president. Within the policy framework of the Board of Regents of the University System of Georgia and with the approval of the president, the recommendations of the Faculty Senate shall be the academic policy of the University to be implemented by the administration. The academic affairs of the University which concern the Faculty Senate and for which it shall be responsible in formulating policies and reviewing procedures include those enumerated powers of the faculty listed in Article IV.

Section 2. The president of the institution, or his or her designee, shall serve as chair of the Faculty Senate and shall preside at all of its meetings. All actions taken by the Faculty Senate shall be subject to the approval of the president of the institution, as executive head of the institution charged with the supervision and direction of all departments/schools of the University. The provost and vice president for academic affairs shall preside in the absence of the president.

Section 3. The Faculty Senate shall not adopt regulations concerning the curricula or the internal affairs of the colleges except in cases where such action may be necessary to protect the interests of the University as a whole. In matters delegated to the faculty of a college or a department/school, the legislative authority of the Faculty Senate is limited to the determination of policies which affect the general welfare of the University or which are necessary for coordination or to such other policies as are referred to it by an administrator.

Section 4. The Faculty Senate shall meet at least three times during each semester and once in the summer, and at other times upon call by the president or upon petition signed by ten percent of the members of the Faculty Senate.

Section 5. Faculty Senate recommendations shall be presented to the president for consideration. Upon receipt of a recommendation from the Faculty Senate, the president shall, within thirty days, either approve or disapprove the recommendation. The recommendation shall become official policy when approved by the president, except when approval by the Chancellor or the Board of Regents is required. If a recommendation from the Faculty Senate to the president is not accepted, the president shall report in writing to the Faculty Senate the reasons for rejecting the recommendation and upon two-thirds vote of the Faculty Senate, the matter shall be referred to the faculty for consideration and recommendation.

Section 6. The university corps of instruction, at a called meeting upon petition of ten percent of the members of the corps of instruction, may reverse, rescind, or modify a decision taken by the Faculty Senate by a two-thirds majority vote of those present provided

- A. that a majority of the members of the corps of instruction are present at the meeting, and
- B. that the issue has been provided to the corps of instruction at least seven working days in advance.

Section 7. The Faculty Senate shall transmit to all members of the faculty a copy of the minutes of each meeting of the Faculty Senate.

Section 8. The Faculty Senate shall be composed of the following:

- A. Voting members. Voting members of the Faculty Senate shall include at least seventy-one regular, full-time members of the faculty of Georgia Southern University from all campuses holding the rank of lecturer, senior lecturer, instructor, assistant professor, associate professor, or professor who have been members of the faculty of the University for at least one year at the beginning of their terms, and one student representative. Senators shall be apportioned by campus as follows: Statesboro campus—44; Armstrong campus—26; and Liberty campus—1.
- B. Non-voting members. The non-voting members shall have authority to participate in all deliberations of the Faculty Senate, but shall not vote on recommendations of the Faculty Senate. These non-voting members include: the president and provost and vice president for academic affairs.

Section 9. The members of the Faculty Senate from the faculty shall be apportioned per the following formula.

- A. Each college and the library will have the total number of its full-time faculty divided by fifteen; for every fifteen faculty members, or major portion thereof (i.e., eight through fourteen), that unit will receive a Senate seat to be filled by election following each unit's election process.
- B. No unit shall have fewer than two Senate seats, even if that means apportioning a seat to a unit that is not strictly called for by the ratio in part (A.) of this section.

- C. Each unit shall fill one Senate seat with a faculty member based on the Armstrong campus and one Senate seat with a faculty member based on the Statesboro campus.

Section 10. Senators from the faculty shall be elected for a term of three years. Terms shall be staggered with one-third elected each year. Terms of office shall begin on the first day of the new academic year.

- A. Elections for senators from the faculty shall be held no later than three weeks prior to the end of the spring session.
- B. Procedures for the election of senators from each unit shall be established by the Elections Committee of the Faculty Senate, which shall include a method of nomination, election, and tabulation of results to ensure that each senator shall be elected by a majority of the votes cast in such elections.

In addition to the senators elected from each unit, there shall be at least a first and second alternate but no more than seven alternates elected for one-year terms. These alternates, whose selection follows the criterion for senator election, shall be empowered to attend meetings of the Faculty Senate and to vote, as proxies, for an absent senator upon his or her request, and shall automatically fill an unexpired term for the remainder of the academic year; the alternate may also serve on committees of the Senate.

- C. No senator shall be eligible for re-election until one year after the completion of his/her previous full three-year elected term.

Section 11. In addition to the presiding officer, the officers of the Senate shall be the

- A. Secretary, who shall serve as faculty representative to an advisory council to the president and shall have responsibility for the minutes of each meeting of the Faculty Senate.
- B. Librarian, who shall serve as faculty representative to an advisory council of the provost and vice president for academic affairs and shall present a report on the activity of this council and the standing committees of the Faculty Senate at each meeting.
- C. Other officers may be specified in the *Bylaws* of the Faculty Senate.

Section 12. The Faculty Senate shall operate in accordance with its *Bylaws* which must be approved by the corps of instruction. The Faculty Senate through its *Bylaws* shall establish standing committees and/or ad hoc committees to recommend policy and/or procedures on all matters appropriate to each respective area of responsibility. The Faculty Senate reserves the right to resolve all jurisdictional disputes and procedural questions that may arise among the committees.

Article VI. Academic Colleges and Departments/Schools

Section 1. Each academic college of Georgia Southern University shall be organized with an academic dean and a faculty.

- A. The faculty of each college shall
 1. establish entrance requirements for students into the college.
 2. prescribe and define courses of study for students in the college.
 3. establish requirements for degrees, endorsements, and certificates offered in the college and recommend for degrees candidates who have fulfilled degree requirements.
 4. establish and enforce academic regulations for guidance and advisement of students in the college.
 5. exercise jurisdiction, in general, over all educational matters within the college.
 6. have the fullest measure of autonomy consistent with the maintenance of general educational policy and standards and of correct academic and administrative relations with the governing authority of the

University. When doubts arise regarding the proper limits of this autonomy, the faculty of a college shall be entitled to ask that the president make a ruling on the question at issue. From the ruling of the president, an appeal may be made to the Board of Regents' Office of Legal Affairs as provided in Section 8.6 of the Board of Regents Policy Manual.

7. make no changes in the curriculum of a college which involve budgetary questions until submitted to and approved by the president.

B. The faculty of each college are as defined in Article I, Section 3 of this document.

1. Members of the faculty of each college are appointed by the president upon the recommendation of the department chair/school director, academic dean, and the provost and vice president for academic affairs.
2. The organization of each college shall be by departments/schools as recommended by the faculty of the college through the academic dean to the provost and vice president for academic affairs, who shall make a recommendation to the president for approval.
3. Recommendations for promotions, tenure, and salary shall be made by department chairs/school directors through the academic dean of the college to the provost and vice president for academic affairs, who shall recommend them to the president.

C. The president may establish additional colleges to implement the academic and administrative programs of the University. When a new college is established, the organization with an academic dean and faculty, representation on the Faculty Senate, and all other duties and responsibilities shall be consistent with that of existing colleges.

Section 2. A department/school is an administrative unit of a college and exists for the purpose of providing instruction and conducting research in one of the recognized fields of teaching and investigation. A department/school shall have at least four full-time faculty members. One member of the department/school shall be designated as chair of the department/director of the school.

The chair of the department/director of the school shall be appointed by the president and shall hold office at the pleasure of the president. Appointments shall be made after consultation with the faculty of the particular department/school, the dean of the college, and the provost and vice president for academic affairs. A department chair/director of the school shall

- A. have general direction of the work of the department/school and establish and maintain communication with members of the department/school.
- B. be the representative of the department/school in all official communications.
- C. recommend to his or her immediate superior, after consultation with the faculty, the requirements of the majors offered in the department/school.
- D. be responsible for the quality of instruction in the department/school.
- E. after consultation with the faculty of the department/school, recommend appointments, reappointments, promotion, tenure, and non-renewal of members of the faculty.
- F. recommend merit salary increases based upon systematic evaluations of each member of the department/school and transmit the recommendation to his or her immediate superior.

Article VII. Armstrong and Liberty Campuses Administration

Section 1. The vice president for Armstrong and Liberty campuses shall be charged with facilitating the efficient delivery of academic programs, student support services, and campus activities in a safe living and learning environment. In addition, the vice president for Armstrong and Liberty campuses shall:

- A. supervise the daily operations on the Armstrong campus, including academic course delivery, student services, extracurricular activities, public and community events, facilities management, and campus safety.

- B. work collaboratively with the provost and vice president for academic affairs and the other vice presidents to ensure equitable and efficient resource allocation to sustain high-quality programming on the Armstrong and Liberty campuses.
- C. serve as a liaison with Savannah State University and other local higher education institutions to coordinate the development and delivery of shared programs.
- D. act as the local executive authority during campus emergencies in the absence of the president.
- E. identify and coordinate strategic initiatives for program development in the Savannah and Hinesville areas.
- F. conduct research and market analyses to monitor and project changing workforce demands and opportunities to support economic development.

Article VIII. Business and Finance Administration

Section 1. The vice president for business and finance shall be charged with considering matters pertaining to the business and financial administration of the University. In exercising the powers and duties of the office, the vice president for business and finance shall

- A. be charged with the business administration of the University, have custody and control of all funds and securities, and have charge of the physical property of the University.
- B. establish and maintain uniform and effective procedures of accounting, budgetary control, internal checks and audits, inventory controls, and business practices.
- C. assist the president in the preparation of the university budget and the control of budget operation.
- D. maintain proper records on all contracts and accounts and exercise general supervision over all accounts of officers of the University who receive and disburse funds.

Article IX. Student Affairs Administration

Section I. The vice president for student affairs shall be charged with considering matters pertaining to or related to student life and activities. In exercising the powers and duties of the office, the vice president for student affairs shall

- A. coordinate all student programs of the University, except those under the jurisdiction of the provost and vice president for academic affairs.
- B. develop regulations and policies necessary for the orderly and efficient administration of the Division of Student Affairs.
- C. have general supervision over all student organizations and meetings, administer regulations regarding student conduct, and be responsible for matters related to student life and activities outside of instructional areas as established by the faculty or its designated agency.
- D. review annually and update as needed a student conduct code in conjunction with other directors within the Division of Student Affairs.

Article X. Enrollment Management Administration

Section 1. The vice president for enrollment management shall be charged with considering matters pertaining to or related to student enrollment. In exercising the powers and duties of the office, the vice president for enrollment management shall

- A. articulate a student enrollment vision consistent with the University's mission and strategic plan.
- B. develop regulations and policies necessary for the orderly and efficient administration of the Division of Enrollment Management.
- C. direct the formulation, implementation, and enhancement of recruiting strategies (including marketing plans for recruitment and retention of students), enrollment policy, divisional operations, and services.
- D. enforce admission policies and admit eligible freshmen and transfer students based on state and university policies. University admission requirements are reviewed annually and made more demanding as needed based

on institutional goals. All admission requirements are recommended by the Division of Enrollment Management as well as the Enrollment Management Council and then reviewed and approved by the President's Cabinet.

- E. supervise retention initiatives, except for those under the jurisdiction of the provost and vice president for academic affairs.
- F. provide leadership to the Enrollment Management Council and for the functional areas of staff development, budget management and resource allocation, strategic planning and assessment, and policymaking and enforcement within the Division of Enrollment Management.
- G. develop, manage, and adhere to annual department budgets for the organization and perform periodic cost and productivity analyses.

Article XI. External Affairs & University Advancement Administration

Section 1. The vice president for external affairs & university advancement shall be charged with serving as the primary point of contact and advocate for Georgia Southern University in the state legislature and the governor's office and administers Alumni Relations, Annual Giving, Development, Marketing and Communications, and Advancement Services. The position also serves as president of the Georgia Southern University Foundation. In that role, he or she provides leadership in obtaining resources needed to attain university goals and provides responsible stewardship of funds and other assets entrusted to the Foundation. In addition, the vice president for external affairs & university advancement shall:

- A. collaborate with the Board of Regents, member institutions, and senior staff to develop positions on proposed policy initiatives, obtain sponsorship and support, and draft legislation as appropriate.
- B. work with elected officials and government agencies in providing information and research findings that may assist their policy work.
- C. work with the governor's office and the Georgia Department of Economic Development.
- D. monitor federal and state legislation that impacts or involves higher education and provide periodic legislative updates for the University's leadership team.
- E. serve as the primary liaison for the University to facilitate partnerships with community, state, and federal government entities.

Article XII. Information Technology Administration

Section 1. The chief information officer shall be charged with considering matters pertaining to the administration of technology and technology service for the University. In exercising the powers and duties of the office, the chief information officer shall:

- A. be charged with the administration of all technology systems used by the University and have responsibility, custody, and control of all information technology resources of the University.
- B. develop, implement, and maintain policies necessary for the appropriate use and operation of technology systems at the University.
- C. develop, implement, and assess effective plans for technology and technical services in the context of University's mission and strategic priorities.
- D. develop, implement, and maintain an information security plan consisting of a set of information security policies, standards, and guidelines that is consistent with the guidelines provided by the University System of Georgia.
- E. provide appropriate and auditable information security controls in accordance with Board of Regents policies and state of Georgia and federal regulations.

Article XIII. Profession/Administrative and Staff Employees

Section 1. Employees of Georgia Southern University, exclusive of faculty, administrative officers, and other administrators specifically designated by the president, are classified as follows:

- A. professional or administrative employees are those who are exempt from the wage and hour provisions of the Fair Labor Standards Act.
- B. staff employees are those who are covered by the wage and hour provisions of the Fair Labor Standards Act.

The basic policies and procedures are set forth on the Georgia Southern University's Office of Human Resources' website and in the University System of Georgia's Human Resources Administrative Practice Manual. These documents govern the rights, privileges, conditions, and benefits of employment in classified services.

Article XIV. Ratification

Section 1. The *Statutes* of Georgia Southern University shall take effect when approved by:

- A. a majority of the faculty; and
- B. the president.
- C. A copy of the *Statutes* will be filed with the Chancellor of the University System of Georgia.

Article XV. Amendments

Section 1. The president, any member of the faculty, or the Faculty Senate, has the authority to propose an amendment to the University *Statutes*. Proposals to amend, not initiated by the Georgia Southern University president, are forwarded to the President's Office. All proposals are then handled in the following manner:

- A. a Committee on Revision of the *Statutes*, appointed by the president, shall serve to initiate and review proposals to amend the *Statutes*.
- B. proposals to amend, which originate outside the committee, shall be presented to the committee for consideration and for a report to the faculty. Proposals arising in faculty meetings shall be referred to the committee for consideration and a report at the next meeting of the faculty.
- C. the Committee on Revision of the *Statutes* may propose amendments, or report its recommendations concerning proposals for amendments, at any regular meeting of the faculty or at any special meeting called for the purpose of amending. The committee shall submit all such proposals and recommendations in writing to the faculty no later than ten working days prior to a vote.
- D. Proposed amendments must be adopted by a majority of the voting faculty.
- E. Amendments to the *Statutes* are in full force when approved by the faculty, the president, the chancellor, and the Board of Regents.

Article XVI. Miscellaneous Provisions

Section 1. All rules, regulations, and *Statutes* heretofore adopted, inconsistent with these *Statutes*, are hereby repealed.

These *Statutes* were ratified by the faculty on XXXX; and approved by the president on XXXX.

Moving the Faculty Handbook to a Digital Platform

Submitted by: Dustin Anderson

8/29/2018

Motion(s):

On behalf of the Senate Executive Committee, I move that the Faculty Handbook is no longer distributed in hard-copy, with the understanding that a (printable) digital version of the Handbook will be posted on the VPAA website; an archive of the annual publication of the Handbook be created in Digital Commons; and a hard-copy will be created and stored as a Reference text in each campus' library.

Rationale:

Printing and distributing hard-copies of the Faculty Handbook is a considerable expense in time, material, and money. Our catalogs have moved to digital editions, and most of our peer institutes also rely on digital versions of such documents. The environmental saving is noteworthy, but the annual cost saving of not printing the document for all three campus would be the equivalent of fully funding a graduate student's study for the year. Digital versions are easier to navigate and store. The printable copy would allow any individual faculty or office to print a hard-copy on demand.

Senate Executive Committee Request for Information

Faculty Salaries for 2018-19

Submitted by: Robert Costomiris

8/7/2018

Question(s):

- 1) Why is the merit increase in faculty pay being delayed?
- 2) If faculty signs the distributed contracts for the 2018-19 academic year is faculty agreeing to be paid for this time period without the merit increase that was promised?
- 3) What confidence should faculty have that it will actually get a merit increase in January?
- 4) If faculty is to get a merit increase in January, will faculty be getting new contracts at that time?
- 5) Is anyone in administration or staff getting a merit increase this Fall?
- 6) If yes to question 5, what is the amount (in percent) of those merit increases and to whom are they going?
- 7) Does 2% mean 2% of our base salary given out from Jan. 1 until June 30th, or does it mean 2% of the full base salary given out in the fiscal year?

Rationale:

Georgia Southern faculty is underpaid. For six years following the 2008 recession there were no raises in salary. Raises after that time have been small, at best. The result is extremely low salaries, salary compression, salary inversion, and low faculty morale due to chronic salary shortfalls. The promise of 2% this year, while inadequate and below the rate of inflation, was at least some way to not fall further behind. Taking away this prospect exacerbates an already bad situation.

Response:

Forwarded to Vice President for Academic Affairs.

1) Why is the merit increase in faculty pay being delayed?

Each year, the University System of Georgia establishes salary and wage administration guidelines which outline how annual employee merit-based pay adjustments will be administered and awarded. Those guidelines established January 1, 2019 as the effective date for all merit increases.

2) If faculty signs the distributed contracts for the 2018-19 academic year is faculty agreeing to be paid for this time period without the merit increase that was promised?

Any adjustments to a faculty member's contract due to a merit increase will be implemented January 1, 2019. Notification will be via a merit notification letter not a new contract.

3) What confidence should faculty have that it will actually get a merit increase in January?

Merit increases are based on performance over the review period and as such each academic unit will review performance and distribute merit funds based on the amount of money available and the overall distribution of meritorious faculty.

4) If faculty is to get a merit increase in January, will faculty be getting new contracts at that time?

See above

5) Is anyone in administration or staff getting a merit increase this Fall?

Staff will receive merit raises January 1, 2019. President's Cabinet and Deans will not be eligible for a merit increase in this cycle. Additionally, employees hired or promoted into a new job on or after January 1, 2018 will not be eligible for this merit cycle.

6) If yes to question 5, what is the amount (in percent) of those merit increases and to whom are they going?

Merit percentages will be the same for both faculty and eligible staff.

7) Does 2% mean 2% of our base salary given out from Jan. 1 until June 30th, or does it mean 2% of the full base salary given out in the fiscal year?

2% of total base salary for half of the fiscal year January 1, 2019 through June 30, 2019.

Senate Executive Committee Request for Information

Access to the Sports Shooting Education Center

Submitted by: Robert Costomiris
5/1/2018

Question(s):

Are international students and faculty restricted in any way from having full access to all of the resources, both archery and firearms, at the SSEC? If so, what are those restrictions? If so, why are such restrictions imposed?

Rationale:

Some international students have indicated being denied access to the SSEC. These questions seek to find out if there is a policy regarding international student access to the SSEC or if permission to use the facility is based on other criteria.

Response:

Response: 5/7/2018 from Maura Copeland

In some circumstances, restrictions apply and are generally due to the Gun Control Act of 1968 (as amended). International students and faculty present under certain visa types are restricted by federal law from certain activities at the SSEC. Specifically, federal law provides: An alien admitted to the United States under a nonimmigrant visa is prohibited from shipping, transporting, receiving, or possessing a firearm or ammunition unless the alien falls within one of the exceptions provided in 18 U.S.C. 922(y)(2), such as: a valid hunting license or permit, admitted for lawful hunting or sporting purposes, certain official representatives of a foreign government, or a foreign law enforcement officer of a friendly foreign government entering the United States on official law enforcement business. [18 U.S.C. 922(g)(5)(B) and 922(y)(2); 27 CFR 478.11 and 478.32] Typically, Georgia Southern University students enter the United States on an F1 visa and faculty members on an H1 visa, which are nonimmigrant visas for the purpose of study or work (not for the purpose of hunting or sport). More information may be found on the Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") website, located here: <https://www.atf.gov/qa-category/nonimmigrant-aliens>. Other foreign nationals, such as lawful permanent residents or individuals entering the United States under the Visa Waiver Program, are not prohibited from possessing a firearm solely on the basis of immigration status. However, other legal requirements that must be satisfied for sale or possession to be lawful may have the practical effect of impeding possession. For example, University policy requires submission to a background check before any patron is permitted to use the shooting sports facility for an activity not specifically exempted by Georgia law. International students and faculty often cannot provide the Social Security Number necessary for completion of the check and are therefore unable to fulfill all the conditions required to be permitted use of the facility for those purposes.

Minutes 5-22-2018 Shooting Sports Education Center Some pertained to the Shooting Sports Education Center. One re: why some foreign students here on visas and therefore barred by federal law from using the Center still are paying fees towards it will have to await Maura Copeland's return to town from the System office. Robert Costomiris (CAH) asked that present Senators who would still be on the Senate in Fall pay attention to that response so that the question doesn't just go away over summer.

USG Faculty Council Update

The following is an update from the USGFC Chair on their recent interaction with the system office.

Momentum Year: This remains the highest priority of focus for Tristan and the USG. They want to have this viewed as a framework in which a number of tools can operate within to deliver higher quality education to the student. They don't view that institutions have to use all the tools, just the ones that make sense for those institution's situation. From their point of view many of the aspects of the momentum year have been implemented across most of the campuses. These include transparency in paths to graduation and individual remediation. They are striving implement efforts to facilitate students completing 30 credit/year one the next year. They view that 5th course that brings them up to 15 credits and beyond as essential for the student to take, as it is likely a course the student chooses and is not mandated to them in their first year. The USG is also launching a second round of surveys to capture the outcomes related to productive academic mindsets. They know that last year's survey was a bit rushed and the data likely wasn't as all-encompassing as they would like. <https://www.completegeorgia.org/what-momentum-year>

Faculty Affairs and Development: There were five things they have cooking in this area.

- Promoting their Teaching and Learning Conference held at UGA in April (8th iteration)
 - https://www.usg.edu/facultydevelopment/teaching_learning_conference
- Newly formed RAC for Centers of Teaching and Learning to better explore resources the centers, partnering them to pool resources, etc.
- Continuation of their USG SoTL Fellows Program
 - https://www.usg.edu/facultydevelopment/sotl/sotl_fellows_program
- Elevating faculty's use of LEAP
 - <https://www.aacu.org/leap/states/georgia>
- From their point of view, the most exciting (and recent) development is that they have the go ahead to create faculty learning communities around Regent's Teaching Scholars.

Gateways to Completion: A summary was provided of their efforts to redesign entry level English and math courses to boast success. By design, the first year is a pilot in one section, then if successful adopted by other sections. The effort is partly completed do to its phased and two cohort approach. Consolidations also slowed the process at some campuses.

https://www.usg.edu/academic_partnerships_accreditation/gateways

Nexus and innovation: The USG has received some positive news that SACS has indicated they would be supportive of the new Nexus degree format. The USG is developing a "playbook" that will guide campuses on what areas may be fruitful for degree development.

https://www.usg.edu/news/release/university_system_of_georgia_announces_new_nexus_degree

Comprehensive Review: These are proceeding with many campuses; with some completed. They have a website with the information on how these are proceeding. <https://www.usg.edu/adminreview/>

The USGFC leadership also met with **Legal Affairs** (over the offices efforts and responsibilities, including centralization of Title 9 investigations, and freedom of speech acts) and **Fiscal Affairs** (they inquired about the formula for merit raises, and pushed the need for raise)s.

Regarding **Human Resources** they discussed:

1. Summer Salary Resolution: They hadn't seen this year, or been appraised at the issues surrounding the contracts. They will be looking into creating best practices for campuses along the lines we pointed out in the resolution.
2. Paternity/Maternity Leave: They haven't yet done a survey on cost. They have instead focused their effort on first seeing if they could expand the definition of sick leave to incorporate its use in Paternity/Maternity leave. They just in the past few days received input/information requests from certain BOR members on the issue and are working to respond to those concerns. In essence, assessing whether it is feasible to go further down this route. A route that would not require the more extensive approval process needed for a stand-alone Paternity/Maternity Leave program.

Things that the USG would like USGFC to help with over the next year:

1. A revisiting of the General Education requirement is likely coming down the pipe. The effort isn't a redo, but some greater flexibility is sought within the requirements. The USG would like help to look for ways to add that flexibility in the coming year.
2. Align rewards for faculty in a more relevant manner. Not just merit raises, but how excellence in teaching and service may be better reflected in the tenure and promotion process. This particularly at the State and Comprehensive institutions.
3. Using our faculty senates to disperse a survey on how many faculty would use a program that spreads 10 months of salary over 12 months. We discussed some of the items that may need to be disclosed in the survey (tax liabilities, eligibility, retirement etc.) that should be disclosed to the participants. The effort being to get a more accurate assessment of whether such a program would be worth the monetary investment in creating and monitoring.