

Faculty Senate Meeting Minutes
12:00 pm, Tuesday, November 16, 2021
Zoom

- I. Called to Order at 12:05 pm by Debra Vaughn, Presiding Officer
- II. Roll Call
Present: Cline, Essary, Johns, Hughes, Keller, Kerner, Long, Mikell, Sloan, Vaughn, Williams, Wolfe. Absent: Brizendine.
- III. October Minutes (Long/Kerner) passed.
- IV. Committee Reports:
Academic Affairs- Chair, Chet Breaux
Curriculum Committee- Chair, Adam Lewis
Elections- Chair, Kim Roberts
Faculty Affairs- Chair, Cyndi Lovelace
Learning Resources- Chair, Kim Bell (report by Vaughn)
- V. Dr. Way update.
- VI. Unfinished Business
A. Office Hours and Faculty Expectations

Motion:

Revise Office Hours statement to say:

Each individual faculty member of Athens State University should establish and maintain office hours, including modality, normally 5 hours a week. Office hours may be conducted on campus and/or by electronic format (to include virtual office hours). Faculty office hours should be clearly stated in Blackboard and/or course syllabi. The primary, but not sole, purpose of office hours is to meet with and/or discuss academic matters and advising with students. (Keller/Kerner) passed.

- VII. New Business
A. Graduate Programs

Motion:

Ask for the provost to make a statement about her vision for the leadership and growth of the graduate programs, as a starting point to creating more structure, including shared governance. (Keller/Kerner) passed.

- B. Librarian participation on Tenure/Promotion committee

Motion:

Approve policy changes related to tenure and promotion, shown in Appendix. (Hughes/Sloan) passed.

- VIII. Adjournment at 1:45 p.m. (Sloan/Essary) passed.

Appendix for November 2021 Minutes

UTP policy Page 5

#2.

Edit first sentence to include:

By the end of the spring semester in the academic year preceding the review year, the Elections Committee shall conduct an election within each College to select two faculty members **and within Kares Library to select one faculty librarian** to serve on a University Faculty Tenure and Promotion Committee (UFTPC).

~~Strike – If there are eligible librarian applicants, the Elections Committee shall conduct an election with the library to select a librarian to serve on the UFTPC. The Librarian must hold rank equal to or higher than the library applicant(s). The library appointee will only participate in the review of the librarian applicants through the approved promotion and/or tenure process.~~

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#7.

Strike the second sentence:

~~A subcommittee of the UFTPC, consisting of the Chair, the librarian representative, and one UFTPC member from each college, shall be responsible for reviewing the portfolio of any librarian applicants.~~

Strike:

~~The Committee and the subcommittee, if appropriate, will provide individual College deans and/or the Library Director, as applicable, with a written evaluation of each applicant by **November 15th**.~~

Add:

It should be noted that only members who are full professors or **senior librarians are eligible to rate all applicants. Associate professors and **associate librarians** on the committee will rate assistant professor and **librarian** applicants' portfolios. **The elected librarian must hold rank equal to or higher than the library applicant(s). In addition to the elected librarian, the Library Director may need to appoint an additional external guest librarian to consult and/or score the librarian applicant(s) in cases of not having a higher ranking faculty librarian applying for senior librarian.****