**Committee Name: Faculty affairs policy committee**

**Meeting Date & Time: Friday, January 6, 2023 2:00 p.m.**

**Meeting Location: Zoom Virtual Meeting Room**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Sabrina Hom (chair) | P | Hank Edmondson |
| P | Stephanie Jett (secretary) | R | Robert Blumenthal |
| P | Frank Richardson (vice chair) | P | Peter Rosado-Flores |
| P | Christopher Clark | P | Olha Osobov |
| R | Matt Milnes | R | Jinkyung Park |
| A | Holly Croft | A | Stephen Rutner |
| R | Melanie DeVore |  |  |
| Guests: | | | |
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| Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | Meeting called to order at 2:00 p.m. The meeting was hosted by Sabrina Hom via Zoom. |  |  |
| **II. Approval of Agenda** | The agenda was approved prior to the start of our meeting via e-mail communication. |  |  |
| **III. Approval of Minutes** | Minutes from 11/4/2022 were not sent until 1:30 p.m. today so no vote on those. |  |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** |  |  |  |
| **1. Pauses on time clock for post-tenure review – HAD TO PULL THE MOTION FROM LARGER SENATE DUE TO CONCERNS. Should we proceed?** | * Provost made it clear that his interpretation is that any pauses to the clock should be linked to FMLA or other leave. * Not required to pause, but have the option. * Would need to submit a narrative explaining why they want to pause the clock beyond the 3 month/12 week FMLA time period and that is subject to approval/disapproval. Would need to pause for 1 year as they are doing these PTRs on a set clock. * The provost’s office is who notifies the faculty member that they are up for review. <https://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Performance-Evaluations-Administrators-and-Faculty/Faculty-Performance-Evaluation/Post-Tenure-Review> * Appeals process from document: “The faculty member will have five (5) working days after seeing the Post-TR Report to file the written appeal. The written appeal should specifically state the factual basis for the appeal and provide documentation to support that appeal. The appeal process would begin with the department chairperson or the immediate supervisor of the faculty member. If the matter cannot be resolved by a discussion between the faculty member and the chair, the faculty member could then appeal to the dean of the appropriate college. This appeal should be submitted to the dean with appropriate notice to the department chairperson or supervisor that the appeal is taking place. Upon receipt of an appeal from a faculty member, the dean will schedule conferences to discuss the appeal with (1) the appealing faculty member and (2) with the supervisor of that faculty member. The dean shall, within five (5) working days, make a decision on the validity of the appeal and inform the faculty member and department chairperson whether the appeal has been upheld or denied.   Upon receipt of the decision of the dean, if the faculty member still is in disagreement with the decision, the faculty member may appeal to the Provost within five (5) working days of receipt of the dean's decision. The Provost checks to ensure that the process for the appeal was handled appropriately. Should the Provost determine that due process was not provided, they will refer the matter back to the college dean for resolution. The Provost shall conclude their review within five (5) working days.” | **Motion to withdraw our policy to pause tenure clock. Matt moved. Frank seconded. All yays present.** |  |
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| **V. New Business** Actions/Recommendations |  |  |  |
| **1. Motion to amend the committee procedures to protect from unexpected guests.** | Due to unexpected guests listening in on the virtual meeting on 11/4/2022, FAPC brought an internal motion to amend the committee procedures to make sure everyone knows who is listening in to our meetings by asking all parties to identify if someone else is able to hear the meetings.   * “All present in online meetings should be readily and immediately identified, either by their username or by other means. Similarly, visitors to face-to-face meetings must sign in for inclusion in the minutes.” | Not all members present, so will send out the policy wording via email for a vote. |  |
| **2. Constituent requested that we look into collecting information on adverse outcomes to the PTR process.** | * Constituent asked for provost to provide # of people who went up for PTR, # who had positive outcomes, and # of PIPs. * Privacy concerns as well as having the numbers weaponized by USG also a concern. | Sabrina followed up with ECUS after our meeting   * Provost confirmed that those numbers are available upon request |  |
| **3. Discuss departmental evaluation policy revisions–observations, concerns, points of clarification** | * Everyone present feels informed about their departmental level changes to the documents. | No action needed |  |
| **4. Concern raised about PIP that originally didn’t go through the Senate.** | * It recently was voted on by the Senate. There are USG policies on terminating tenured faculty, but, for untenured, the PIP might be enough to terminate. * Concerns about the applicability and the ambiguity of the document. | Will discuss in February meeting |  |
| VI. Next Meeting | Friday, Feb 10th at 2 p.m. via Zoom |  |  |
| VII. Adjournment | Meeting adjourned at approx. 3:15 p.m. |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name:**

**Committee Officers:**

**Academic Year:**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| Meeting Dates | | 8/8/22 | 9/2/22 | 10/7/22 | 11/4/22 | 1/6/23 |  |  |  |  |
| Sabrina Hom (chair) | | P | P | P | P | P |  |  |  |  |
| Stephanie Jett (secretary) | | P | P | P | P | P |  |  |  |  |
| Frank Richardson (vice chair) | | P | P | A | P | P |  |  |  |  |
| Christopher Clark | | P | P | R | P | P |  |  |  |  |
| Matt Milnes | | P | P | P | R | P |  |  |  |  |
| Holly Croft | | P | P | P | P | A |  |  |  |  |
| Hank Edmondson | | R | A | R | P | P |  |  |  |  |
| Robert Blumenthal | | R | R | P | P | R |  |  |  |  |
| Peter Rosado-Flores | | R | P | P | P | P |  |  |  |  |
| Olha Osobov | | A | P | P | P | P |  |  |  |  |
| Jinkyung Park | | A | P | P | P | R |  |  |  |  |
| Stephen Rutner\* | | A | P | P | P | A |  |  |  |  |
| Melanie DeVore | | P | P | R | P | R |  |  |  |  |
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\*Appointed after 8/8/2022

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)