



## FACULTY SENATE

Est. 1991

**Chairperson**  
**Patrick J. Schloss**

**Vice Chairperson**  
**Philip Gunter**

**Executive Secretary**  
**Peggy L. Moch**

**Parliamentarian**  
**Ed Walker**

### **Minutes** **April 21, 2011**

The Faculty Senate meeting convened on Thursday, April 21, 2011 in the University Center Magnolia Room at 3:35 p.m.

1. Call to Order by Dr. Patrick J. Schloss
  - Highlighted accomplishments, despite great challenges with the removal of stimulus funding.
  - 9% budget reduction expected for next fiscal year; 1600 VSU students not funded via formula funding and this has created problems with funding graduate assistantships.
  - Stated his appreciation of the great service provided by VSU faculty and staff in these difficult times of increasing number of students. Confident at this time that VSU can continue 5 guarantees announced at Fall 2010 convocation, including no furloughs.
  - Approximately 60 new faculty have been hired.
  - Discussed big increase in scholarship support to attract excellent quality students that in past VSU could not attain b/c of competition with other institutions.
  - Informed the Senate that 160 graduate assistantships and 21 new degree programs have been added.
  - Rates of returning undergraduate and graduate students are both up.
  - Praised SACS re-accreditation as university-wide effort lead by Dr. K. Cragg.
  - Funding pools will be continued to be fully funded and praised the open system for input in the budgeting process via the PBC and other new committees.
2. **Approval of the minutes of the March 24, 2011 meeting of the Faculty Senate.**  
<http://www.valdosta.edu/facsen/meeting/minutes/index.shtml>
  - Minutes were approved.
3. New business
  - a. Report from the Academic Committee – Philip Gunter [pgunter@valdosta.edu](mailto:pgunter@valdosta.edu)
    - See **Attachment A** for Minutes of April 11, 2011 Academic Committee meeting.
    - Provost Gunter highlighted the new graduate student dismissal policy and other changes and additions approved by the Academic committee. Academic Committee Minutes approved.

- Provost Gunter discussed new academic buildings on campus, including the upcoming renovation of Ashley Hall where the History Department as well as Philosophy/Religious Studies Department will continue to be housed.
  - As discussed at the September Faculty Senate meeting, the plan for developing VSU Strategic Plan for 2011/12 through 2015/16 was discussed. All committee reports are available at <http://www.valdosta.edu/planning/strategicplanning.shtml>. This information is being synthesized to create the strategic plan and will be discussed at the May 2011 faculty senate meeting. Provost Gunter highlighted that all the information is available to the campus community and is going through the review process of other bodies, such as Dean's Council, COSA, etc. Process will end with Senate discussion at the May meeting.
- b. Report from the Committee on Committees – Diane Holliman [dhollim@valdosta.edu](mailto:dhollim@valdosta.edu)
- Reported that the committee is in the process of processing the committee request forms to fill Senate committees for 2011-2012 academic year including appointing Senators to service as Chair-Elect, Chair, Past-Chair slots.
- c. Report from the Institutional Planning Committee – Said Fares [sfares@valdosta.edu](mailto:sfares@valdosta.edu) presented the following documents: Attachment B for Current VSU Leave of Absence Policy; and Attachment C for the revised Academic Leave Policy draft.
- The IPC has reviewed the process after the Senate remanded the issue back to the IPC in February 2011. Revisions in Attachment C expand the number of slots available to Library, Social Work, and add two at-large slots for a total of 12 slots per academic year. During discussion, Senator Thompson stressed how much better the proposed policy is than the current policy. Senator Holliman also expressed appreciation for the expanded slots. New policy approved.
- d. Report from the Faculty Affairs Committee –Shani Wilfred [spgray@valdosta.edu](mailto:spgray@valdosta.edu)
- See Attachment D for VSU Tenure and Promotion Policies and Procedures draft (online as a separate document) <http://www.valdosta.edu/facsen/meeting/agenda/index.shtml>
- Senator Wilfred presented the policy from her committee by stressing how the Faculty Affairs Committee responded to comments and concerns expressed during the fall 2012 town-hall meetings and incorporated those into the proposed draft.
  - Friendly Amendment 1: Senator Nielson proposed adding more clarity regarding the definition of scholarship by including the phrase “juried creative accomplishment/activities” throughout the document wherever the draft had “creative accomplishments” (such as on p. 4 & p. 7) as well as including that phrase throughout all sections in Section 3.1.2. “General Substantive Expectations for Faculty Performance Based on Rank” (pp 5-6).
  - Friendly Amendment 2 -- How to handle SOI results (p. 7) when student response rate is low – discussion of what materials to include; e.g., the original SOI report or a detailed summary of the SOI report; Dr. K. Cragg offered to generate a format in the SOI report that would be easily understandable as to number of student responses.
  - Discussion on meaning of “evidence of student learning” (p. 7) -- stress that this needs to be flexible to different colleges.

- Discussion of when document would be implemented if approved by Senate -- concern expressed about whether this would go into effect for fall 2011 candidates for T&P. Senator Gray explained that Faculty Affairs Committee did not resolve this issue as it was beyond the committee's charge; Provost Gunter proposed that if the document was approved, then the new university-wide T&P committee would generate the implementation process.
- Friendly Amendments 1 and 2 approved. Document in **Attachment D** approved with those two amendments.

e. Report from the Faculty Grievance Committee – Theresa Thompson  
[tthompson@valdosta.edu](mailto:tthompson@valdosta.edu)

- No report.

f. Report from the Senate Executive Secretary – Peggy Moch [plmoch@valdosta.edu](mailto:plmoch@valdosta.edu)

- Opening comments on recent deaths among faculty in the last few years; offered a moment of silence. Announced new scholarship in honor of Dr. Temple (CON) and Executive Secretary Moch made a donation to VSU Foundation for this new scholarship. VP Crawford stated that another donor will match all gifts given to this scholarship.

1. See **Attachment E** USG Faculty Council Bylaws Revision Draft proposal from February 25, 2011 meeting. Dr. Moch explained the changes; revised document approved by VSU Senate.

2. Call for nominations for the General Faculty Representative to the Planning and Budget Council (PBC) for the July 1, 2011 to June 30, 2013 term has gone forward. As approved at the Senate's March 26, 2009 meeting, the Executive Secretary was asked to issue a call for nominations for this position via VSU faculty list serve and to create a Senate Nominations Committee. See **Attachment F** for the call for nominations submitted to VSU faculty list serve on April 7. Dr. Brenda Dixey ([bpdixey@valdosta.edu](mailto:bpdixey@valdosta.edu)) graciously agreed to chair a Senate Nominations Committee, and Drs. Aubrey Fowler, Peggy Moch, and Said Fares graciously agreed to serve on this committee.

- Senator Dixey announced that three nominations have been received so far. On May 19, the Senate will select the General Faculty Representative to the PBC from a ballot prepared by the Nominations Committee.

3. Faculty Senate Meeting Schedule for 2011-2012 Please see **Attachment G**.

- Dr. Moch discussed how the September & October meetings will be in the University Center; all the other Senate meetings will be in the Student Union. Motion moved and seconded; discussion; schedule approved.

4. **Standing Committee Chairs: Please begin to schedule meetings to prepare the Yearly Reports of the 11 Faculty Senate Standing Committees.** If you would like to review what your committee's report looked like last year, please see the attachments in the Minutes of the Faculty Senate's May 20, 2010 meeting:

[http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate\\_Minutes\\_2010-05-20.pdf](http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2010-05-20.pdf)

Committee reports should be sent to Peggy Moch at [plmoch@valdosta.edu](mailto:plmoch@valdosta.edu) in Word format by **April 21, 2011** so that each committee report can be reviewed by the Executive Committee at its May 5, 2011 meeting, prior to the May 19, 2011 Faculty Senate meeting.

Dr. Moch had received 9 of the 11 reports, and she has heard from all the committee chairs;

At the May 19, 2011 Senate meeting, each standing committee chair should be prepared to make a brief oral summary report for the Senate.

Academic Scheduling/Procedures: Ashok Kumar. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011.

Academic Honors & Scholarships: Jason Kassel. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011.

Athletics: Chuck Conner. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011.

Educational Policies: Eric Nielson. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. Received 4/13/2011. Thank you! ☺

Environmental Issues: Jason Allard. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011.

Faculty Scholarship: Attila Cseh. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011.

Library Affairs: Lars Leader. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011.

Minority & Diversity Issues: Alicja Rieger. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011.

Student Activities: Bradley Finson. This committee was renewed in May 2010, and will be reviewed for renewal in May 2012. Yearly report to be given in May 2011.

Student Services: Katharine Adams. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011.

Technology: Nathan Elliot. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011.

#### 4. Old Business

#### 5. Discussion

- Senator Plumy praised CON for its recent re-accreditation.

#### 6. Adjournment

- Adjournment at 4:40 pm.

## **Attachment A:** April 11, 2011 AC meeting minutes

VALDOSTA STATE UNIVERSITY  
ACADEMIC COMMITTEE MINUTES  
April 11, 2011

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Rose Room on Monday, April 11, 2011. Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Dr. Ray Elson (Proxy for Dr. Lai Orenduff), Dr. Luis Bejarano, Dr. Michael Moates, Dr. Lucia Lu, Ms. Laura Wright, Mr. Michael Elliott, Dr. Linda Jurczak, Dr. Frank Flaherty, Dr. Kathe Lowney, Dr. Ray Elson, Dr. Nicole Gibson, Dr. Nicole Gibson (Proxy for Dr. Iris Ellis), Dr. Melissa Benton, Dr. Selen Lauterbach, Dr. Carol Rossiter, and Ms. Deborah VanPetten.

Members Absent: Dr. Lai Orenduff, Dr. Deborah Weaver, Dr. Donna Cunningham, and Dr. Iris Ellis.

Visitors Present: Dr. Barbara Stanley, Dr. Nanci Scheetz, Dr. Connie Richards, Dr. Jim Peterson, Dr. Fred Knowles. and Mr. Lee Bradley.

The Minutes of the March 7, 2011 meeting were approved by email on March 9, 2011. (pages 1-2).

### **A. Graduate School**

1. Graduate School dismissal policy was approved effective Fall Semester 2011. (pages 3-5).

### **B. College of Nursing**

1. New course, Nursing (NURS) 7250, "Theoretical Foundations for Advanced Psychiatric/Mental Health Nursing Practice", (ADVANCED PMHN THEORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2011 with the description changed to read ...concepts, models... . (pages 6-12).
2. Revised requirements for the MSN in Nursing – Clinical Nurse Leader Track was approved effective Fall Semester 2011. (pages 13-16).

### **C. College of Education**

1. Changing of the degree from MED to MAT for the Middle Grades or Secondary Education (ACT) effective Fall Semester 2011. (pages 17-18) \*\*\*Pending BOR Approval\*\*\*
2. Revised degree requirements for EDS in Teaching and Learning – Exemplary Teaching Track was approved effective Fall Semester 2011. (pages 19-21).
3. Revised prerequisites for INTP 3010, 3150, 4010, 4020, 4030, 4040, 4050, 4060, 4070, and 4080 was approved effective Fall Semester 2011. (pages 22-23).
4. Revised Area F and Senior College curriculum for the BSED in American Sign Language/Interpreting was approved effective Fall Semester 2012 with the effective date changed from 2011 to 2012. (pages 24-26).
5. Revised credit hours and prerequisite, Amer Sign Lang Studies (ASLS) 3170, "American Sign Language III", (AMERICAN SING LANGUAGE III – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2011 with the description changed to read ...2120, and INTP 2998... . (pages 27-34).
6. Revised credit hours and prerequisite, Amer Sign Lang Studies (ASLS) 3180, "American Sign Language IV", (AMERICAN SING LANGUAGE IV – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2011 with the description changed to read

...3170, and INTP 2998... . (pages 35-43).

7. New course, Amer Sign Lang Studies (ASLS) 3190, "Fingerspelling, Numbers, & Classifiers", (FNGSPL, NUM & CLSS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2011 with the description changed to read – Prerequisites: ASLS 3170, ASLS 3180, and INTP 2998 or DEAF 2999. Concepts and principles of ASL, providing increased... . (pages 44-51).
8. New course, Deaf Education (DEAF) 3100, "Orientation to Deaf Education & Language Learning", (ORIENTATION TO DEAF ED – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2011 with the description changed to read – Prerequisites: INTP 2998 or DEAF 2999. An overview of the field of deaf education, with an emphasis ... Topics include anatomy and... . (pages 52-60).
9. New course, Deaf Education (DEAF) 3150, "Deaf Community, Culture, & History", (DEAF COM, CULT & HIS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2011 with the description changed – the prerequisite was moved from the end of the description to the beginning. (pages 61-71).
10. Revised credit hours and prerequisite, Interpreting (INTP) 4010, "Consecutive English/ASL Interpreting", (CONSECUTIVE ENGLISH/ASL – 4 credit hours, 4 lecture hours, 0 lab hours, and 4 contact hours), was approved effective Fall Semester 2011 with effective date changed from 2010 to 2011. (pages 72-81).
11. Revised credit hours and prerequisite, Interpreting (INTP) 4040, "Practicum for Educational Interpreters", (PRACTICUM FOR EDU INTERPRETERS – 4 credit hours, 4 lecture hours, 0 lab hours, and 4 contact hours), was approved effective Fall Semester 2011 with effective date changed from 2010 to 2011. (pages 82-91).
12. New minor in Deaf Studies was approved effective Fall Semester 2011. (pages 92-95). \*\*\*Pending BOR Approval\*\*\*
13. Revised Area F and Senior college curriculum for the BSED in Special Education – Deaf and Hard of Hearing (pages 96-99) was TABLED.

#### **D. College of Arts and Sciences**

1. New course, French (FREN) 1002H, "French Language and Introduction to Francophone Cultures II (Honors)", (FREN LANG AND CULT II (HONS) – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2011 with the description changed to read – Prerequisite: FREN 1001 or the equivalent. ... Guidelines. The course will emphasize awareness... . (pages 100-112). \*\*\*Pending BOR Approval, Regents' Advisory Committee, and USG General Education Council\*\*\*
2. Revised prerequisite, Mathematics (MATH) 6910, "Mathematical Models", (MATHEMATICAL MODELS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2012. (pages 113-115).
3. Revised senior college curriculum for the BS in Physics was approved effective Fall Semester 2011 with the effective date changed from 2011 to 2012. (pages 116-118).
4. Revised degree requirements for the BA in Criminal Justice was approved effective Fall Semester 2012 with the effective date changed from 2011 to 2012. (pages 119-120).
5. Include CRJU 1100 in Area E was approved effective Fall Semester 2012. (pages 121-127).  
\*\*\*Pending BOR Approval, Regents' Advisory Committee, and USG General Education Council\*\*\*

6. New course, Public Administration (PADM) 7420, "Homeland Security", (HOMELAND SECURITY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2011 with the description changed to read ...emergency management, and policy... . (pages 128-136).
7. New course, Public Administration (PADM) 7500, "Environmental Policy", (ENVIRONMENTAL POLICY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2011 with the description changed to read ...managing environmental concerns. . (pages 137-146).
8. New course, Public Administration (PADM) 7510, "Health Policy", (HEALTH POLICY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2011. (pages 147-157).
9. Revised course description, Political Science (POLS) 4100, "Political Science Capstone Course", (POL SCI CAPSTONE COURSE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2011. (pages 158-160).
10. Revised course description, Political Science (POLS) 4900, "Internship in Political Science", (INTERNSHIP POLITICAL SCIENCE – 3-12 credit hours, 3-12 lecture hours, 0 lab hours, and 3-12 contact hours), was approved effective Summer Semester 2011. (pages 161-163).
11. New course, Biology (BIOL) 3630, "Biology of Horticulture", (BIOLOGY OF HORTICULTURE – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Spring Semester 2012 with 1107 and 1108 in the description corrected to 1107K and 1108K (pages 164-169).
12. New course, Biology (BIOL) 6630, "Biology of Horticulture", (BIOLOGY OF HORTICULTURE – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Spring Semester 2012. (pages 170-175).
13. New course, Biology (BIOL) 3680, "Plant Pathology", (PLANT PATHOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2012 with 1107 and 1108 in the description corrected to 1107K and 1108K (pages 176-182).
14. New course, Biology (BIOL) 5680, "Plant Pathology", (PLANT PATHOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2012. (pages 183-189).
15. New course, Biology (BIOL) 3820, "Vertebrate Zoology", (VERTEBRATE ZOOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Spring Semester 2012 with 1107 and 1108 in the description corrected to 1107K and 1108K (pages 190-197).
16. New course, Biology (BIOL) 3850, "Medical and Veterinary Entomology", (MED VET ENTOMOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Spring Semester 2012 with 1107 and 1108 in the description corrected to 1107K and 1108K and changed to read ...entomology. The course reviews basic... domestic animals, and livestock. Diseases... . (pages 198-203).
17. New course, Biology (BIOL) 5850, "Medical and Veterinary Entomology", (MED VET ENTOMOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Spring Semester 2012 with the description changed to read ...entomology. The course reviews basic...domestic animals, and livestock. Disease... . (pages 104-209).

Respectfully submitted,

Stanley Jones  
Registrar



**Attachment B: Current VSU Leave of Absence policy as stated in the Faculty Handbook.**  
**Pages 83-84.**

**Leaves of Absence**

The President of the University may, with the approval of the Chancellor and the Board of Regents, grant leaves of absence, with or without pay, to members of the faculty and administrative staff.

Leaves with pay shall be granted only for the purpose of promoting scholarly work and encouraging professional development. No leaves will ordinarily be granted until a person has been an employee of the University for a period of three years. The amount and duration of the stipend will depend upon funds available. (Board of Regents' Policy Manual, Section 803.15).

For information regarding Military Leave With Pay, see the Board of Regents' Policy Manual, Section 802.0804.

## **Attachment C: Academic Leave Policy Draft**

### **Academic Leave**

#### **BOR AND VSU POLICY**

In accordance with policy of the Board of Regents, academic leave (referred to as Educational and Professional Leave in Board policy) of one year or less, with or without pay may be granted by the president and reported to the Chancellor.

The policy of the Board is that the leave is granted for only “the purposes of promoting scholarly work and encouraging professional development” (Board of Regents Policy Manual; 8.2.7.4). Academic leave at Valdosta State University will be awarded in accordance with board practice of awarding one semester of leave with full pay and two semesters of leave with half pay. An additional year without pay may be granted with justification endorsed by the department chair, dean, and provost with the approval of the President; additionally, academic leaves of more than one year require the approval of the Chancellor of the USG or her/his designee.

#### **ELIGIBILITY**

To be eligible to apply for the academic leave with pay for one semester, a faculty member must have completed at least 3 years as a full-time, tenure-track / tenured faculty member at VSU. However, preference for leaves will be given to full-time, tenured faculty members with six or more years of full-time service to the university. The faculty member will provide a minimum of two years of full-time service to the university upon completion of the academic leave. Additionally, the faculty member can hold no employment elsewhere during leaves with full pay. Failure to meet the agreed upon timeline for production of the approved tangible product means the applicant is ineligible for consideration of further approved leaves, reassigned time release for scholarly activity, and from summer teaching assignments for a period of two years, or until the product is submitted as agreed.

Each academic College/ Division may award academic leave each year in proportion to the ratio of full-time, tenured/tenure track faculty members, number of majors and hours. That ratio will currently result in 4 awards per year for the College of Arts and Sciences, 1 for the College of Arts, 3 for the College of Education, 1 for the College of Business Administration, 1 in alternate years for the College of Nursing, 1 each 3 years for the Division of Social Work, and 1 each 3 years for Library/MLIS. Review of the enrollment basis for this distribution will be annual. An additional 2 “at large” leaves will be considered for exceptional proposals from any College / Division and vetted through the Deans’ Council. No more than one academic leave with pay per seven-year period may be awarded to any individual faculty member. Resources to accommodate the leave will be garnered at the Department/College level through existing avenues available. For example, lecture type classes may allow consolidation of two sections of a course as one; external funds may be applied to support part-time faculty members to instruct courses; funds for reassigned time for scholarship may also be used to support a part-time faculty member. However, the faculty member who is approved for the leave will continue to be paid in full for the semester of the approved academic leave.

## **PROCESS**

Application for academic leave must be completed and submitted to the faculty member's dean / department head by the first day of classes, one academic year (fall, spring) before the requested period. For example, a faculty member requesting a leave for fall semester must have the application completed and to the dean / department head for consideration at the beginning of the previous fall semester. This is necessary to account for course scheduling. Any application approved by the dean / department head must be forwarded to the dean before the end of the semester in which approval by the department head occurred. Unit allocations of leaves will be sent forward from each dean / director to the Deans' Council. Final recommendations for leave will be sent forward from the Deans' Council.

Primary criteria for approval will be the unique product that elevates the stature of Valdosta State University and of the faculty member. All leaves must result in a tangible professional product related to the professional discipline of the faculty member. A description of the product and a timeline for production will be required in the application for the educational leave.

(Approved by Faculty Senate on \_\_/\_\_/\_\_\_\_)

## Application for Academic Leave

Applicant name: \_\_\_\_\_ Semester(s) for which leave is requested:

Department: \_\_\_\_\_ College:

Current rank of faculty member: \_\_\_\_\_ Years as a full-time faculty member at VSU \_\_\_\_\_

Regularly assigned duties for teaching, research, and service (e.g., courses to be taught, enrollment anticipated, number of advisees, committee service expected).

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Purpose of requested Academic Leave:

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Product resulting from requested Academic Leave:

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When will the expected product reach the final approval stage (e.g., When will a book be published? When will a complex federal grant be submitted? Etc. )

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Signature \_\_\_\_\_

Date \_\_\_\_\_

I understand that I will maintain full-time employment with VSU for a period of two years following completion of the Academic Leave unless dismissed from this obligation by the university.

### **Resource schedule to accommodate requested leave.**

(To be completed by Department Head of the Department in which the faculty member serves).

List resources that will be used to cover duties of the faculty member requesting Academic Leave.

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All duties of the faculty member requesting Academic Leave can be addressed at the Departmental level in collaboration with the Dean and Provost.

| Approver                        | Approved/Not Approved<br>(please circle one) |              | Signature | Date       |
|---------------------------------|--|--------------|-----------|------------|
| <b>Department Head/Director</b> | Approved                                     | Not Approved | _____     | __/__/____ |
| <b>Dean</b>                     | Approved                                     | Not Approved | _____     | __/__/____ |
| <b>Deans' Council</b>           | Approved                                     | Not Approved | _____     | __/__/____ |
| <b>Provost</b>                  | Approved                                     | Not Approved | _____     | __/__/____ |
| <b>President</b>                | Approved                                     | Not Approved | _____     | __/__/____ |

**Attachment D:**

**Valdosta State University**

**Tenure and Promotion Policies and Procedures**

Separate Document available at <http://www.valdosta.edu/facsen/meeting/agenda/index.shtml>

**Attachment E:**

**UNIVERSITY SYSTEM OF GEORGIA**

**FACULTY COUNCIL**

**BYLAWS**

Revised on: August 20, 2008

Proposed Revisions: DRAFT produced at the 25 February 2011 USGFC Meeting

*Bylaws Revisions Work Group Members (19 Nov 2010): Elizabeth Combier (North Georgia College & State University), Robert Fuller (North Georgia College & State University), Jeff Heck (Augusta State University), Chris Huff (University of West Georgia), Peggy Moch (Valdosta State University), Doug Moodie (Kennesaw State University), and Craig Turner (Georgia College & State University).*

*Bylaws Revisions Work Group Members (25 Feb 2011): Nate Gilbert (Middle Georgia College), Justin Jernigan (Georgia Gwinnett College), and Dave Slutzky (Gainesville State College), Kelson Smith (Dalton College), Craig Turner (Georgia College & State University).*

**Article I. Name**

The name of the body hereby constituted is the University System of Georgia Faculty Council (USGFC).

**Article II. Mission**

The purpose of the University System of Georgia Faculty Council is to promote and foster the welfare of system faculty through the combined creativity and expertise of faculty representatives from system institutions.

**Article III. Responsibilities and Functions**

The USGFC will participate in the process of University System of Georgia governance by advising, recommending, and consulting with the Chancellor or the Chancellor's designee(s) concerning the establishment of rules and regulations deemed necessary or appropriate for the promotion of the general welfare of the University System of Georgia.

The USGFC will formulate and recommend to the Chancellor or the Chancellor's designee(s) University System of Georgia policies and procedures related to but not exclusive to system faculty.

The USGFC will develop and maintain a system-wide communications network to provide for efficient transmission of relevant information to faculty.

#### **Article IV. Membership**

Membership of the USGFC shall be composed of one voting representative from each USG institution and that representative must be a member of that institution's faculty and selected by a process determined by the faculty or faculty body (council, senate, assembly, etc.) of that institution.

#### **Article V. Meetings and Voting**

##### *V.1. Meetings.*

*V.1.1. Frequency.* Meetings normally take place once each fall and spring.

*V.1.2. Quorum.* At least 50% of the voting membership from each tier (research, four-year, and two-year schools) shall constitute quorum.

*V.1.3. Proxy.* A voting member should designate an alternate to a meeting that the member cannot attend.

*V.1.4. Participation.* In addition to attending meetings in person, members or their alternates may also participate remotely.

##### *V.2 Voting*

*V.2.1. Voting Representation.* Each institution within the USG shall have one vote on any matter brought before the USGFC and that vote shall be cast by the voting representative or designated alternate.

*V.2.2. Threshold.* Any decisions or recommendations by the USGFC must receive majority approval of those voting from each of the three institutional tiers.

*V.2.3 Methodology.* Voting may take place synchronously during a meeting of the USGFC or asynchronously by electronic communication or other means as determined by the officers in consultation with the membership of the USGFC. The synchronous voting quorum shall be the same as a meeting quorum. The asynchronous voting quorum is the entire voting membership.

#### **Article VI. Officers and Duties**

- VI.1. Officers. The officers of the USGFC shall be a Chair and a Chair-Elect, who shall become Chair the following year. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the USGFC.
- VI.2. Eligibility. Only individuals who have served at least one academic year as a voting member are eligible to serve as officers.
- VI.3. Nomination and Election. At any meeting the USGFC will nominate at least one candidate for any vacant office. The officers shall be elected as described above in Article IV.
- VI.4. Terms of Service. The term of service of an officer of the USGFC shall begin at the conclusion of the meeting at which (s)he is elected and end when his/her successor is named, and shall typically be one academic year.
- VI.5. Duties. The Chair shall preside at all meetings of the USGFC. The Chair-Elect shall prepare minutes of each meeting. The primary duty of the officers shall be to communicate recommendations and decisions to the USG Chancellor or Chancellor's designee. The Chair and Chair-Elect shall prepare the agenda in consultation with the USGFC members.

#### **Article VII. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the USGFC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the USGFC may adopt.

#### **Article VIII. Amendments**

Any proposal to amend or repeal these Bylaws shall be submitted to the officers in writing at least 30 days prior to the meeting of the USGFC at which they will be discussed. The voting shall be conducted in compliance with Article V.



Attachment F:

Faculty Representation on the Revised Planning & Budget Council (PBC)

On the revised PBC (formerly the Budget Advisory Council), the Senate Executive Secretary will be one of the non-voting, ex officio members of the PBC, and there will be two additional faculty members as voting members of the PBC.

<http://www.valdosta.edu/finadmin/PBC/councilactivity.shtml>

At its March 26, 2009 meeting, the Senate voted that one of the two voting faculty slots on the PBC will be filled by one of the faculty members on the Senate's Institutional Planning Committee (IPC) as a way to merge faculty input into university planning (the role of the IPC) with the PBC (which carries out the planning process in budget terms). It will be up to the IPC to determine which IPC faculty member will serve a 2-year term (July 1, 2011 – June 30, 2013) on the PBC. ([http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate\\_Minutes2009-03-26.pdf](http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes2009-03-26.pdf))

The Senate further voted that the other faculty slot on the PBC will be a tenured faculty member from the General Faculty elected to serve a 2-year term (July 1, 2011 – June 30, 2013) on the PBC. As with Senate Statutory Committees, there is no limit to the number of 2-year terms a specific faculty member can be elected to serve as the General Faculty Representative to the PBC. In conjunction with the 2-year term, this provision will allow greater continuity in faculty representation on the PBC because the faculty member from IPC on the PBC might only serve one 2-year term on the PBC.

Election procedure for the General Faculty Representative to the PBC

Before the July 1 start date, a request from the Senate will go out via VSUFAC for faculty to place their names on the ballot for election to be the General Faculty Representative to the PBC or to nominate another tenured faculty to serve in this capacity. The **tenured** faculty member elected to serve on the PBC will need to have the ability to **digest budget information** and serve as an **effective advocate for the educational mission** of VSU during the weekly PBC meetings (Fridays, 9-11 am; although special meetings of the PBC can also be called at other times).

If you are interested in standing for election as the General Faculty Representative to the PBC or you would like to nominate another faculty member to stand for election to this slot, please contact Dr. Brenda Dixey ([bpdixey@valdosta.edu](mailto:bpdixey@valdosta.edu)) who is chairing the Senate Nominations Committee that will present a ballot of faculty willing to stand for election to the Senate. The deadline for nominations is the close of business on Friday, April 22, 2011. **In your email to Dr. Brenda Dixey, please briefly state why you think you or your nominee would be an effective faculty advocate on the PBC.** At its May 19, 2011 meeting, the Faculty Senate will elect the General Faculty Representative to the PBC from the ballot of faculty willing to stand for election to this post.

**Attachment G:**

**Faculty Senate Meeting Schedule for 2011-2012**

(Submitted to the Senate for approval 4/21/2011)

|   | September                       | October                         | November                        | February                        | March*                           | April                           | May                             |
|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---------------------------------|---------------------------------|
| Committee reports/<br>requests for Agenda<br>items <i>in Word.doc</i><br><i>format</i> (4 weeks before<br>Senate meeting) | 18-Aug-11                       | 22-Sep-11                       | 20-Oct-11                       | 19-Jan-12                       | 23-Feb-12*                       | 22-Mar-12                       | 19-Apr-12                       |
| Agenda to Executive<br>Committee (1 week prior<br>to Exec Committee<br>meeting = 4 <sup>th</sup> or 5 <sup>th</sup> TH)   | 25-Aug-11                       | 29-Sep-11                       | 27-Oct-11                       | 26-Jan-12                       | 01-Mar-12*                       | 29-Mar-12                       | 26-Apr-12                       |
| <b>Executive Committee<br/>meeting (1<sup>st</sup> TH)</b>  | <b>01-Sep-11</b>                | <b>04-Oct-11~</b>               | <b>03-Nov-11</b>                | <b>02-Feb-12</b>                | <b>08-Mar-12*</b>                | <b>05-Apr-12</b>                | <b>03-May-12</b>                |
| Email Agenda to<br>Senators, announce via<br>VSUFAC (1 week prior<br>to Senate meeting = 2 <sup>nd</sup><br>TH)           | 08-Sep-11                       | 13-Oct-11                       | 10-Nov-11                       | 09-Feb-12                       | 15-Mar-12*                       | 12-Apr-12                       | 10-May-12                       |
| <b>Faculty Senate meeting<br/>(3<sup>rd</sup> TH)</b>   | <b>15-Sep-11</b><br>UC Magnolia | <b>20-Oct-11</b><br>UC Magnolia | <b>17-Nov-11</b><br>SU Ballroom | <b>16-Feb-12</b><br>SU Ballroom | <b>22-Mar-12*</b><br>Su Ballroom | <b>19-Apr-12</b><br>SU Ballroom | <b>17-May-12</b><br>SU Ballroom |
| Items to President for<br>approval (1 week/ 5<br>working days after<br>Senate meeting = 4 <sup>th</sup> TH)               | 22-Sep-11                       | 27-Oct-11                       | <b>28-Nov-11+</b>               | 23-Feb-12                       | 29-Mar-12*                       | 26-Apr-12                       | 24-May-12                       |
| Minutes to Senators<br>(Email, VSUFAC) &<br>Library (2 weeks/10<br>working days after<br>Senate meeting)                  | 29-Sep-11                       | 03-Nov-11                       | 01-Dec-11                       | 01-Mar-12                       | 05-Apr-12*                       | 03-May-12                       | 31-May-12                       |

**NOTE: all Senate meetings starting with the 17-Nov-2011 meeting will be in the Student Union Ballroom.**

~ = The Executive Committee should meet on 06-Oct-11, but President Schloss will be away then; so the EC will meet on 04-Oct-11

+ = The date for “Items to President for approval” should be 24-Nov-11, but this is Thanksgiving. These will be sent the following Monday.

\* = Because Spring Break will be March 12-16, 2012, the March Faculty Senate meeting will have to be on the 4<sup>th</sup> TH of the month & this also requires a shift in that month’s EC meeting.

**Other Important Dates (Please see *Senate By-laws*)**

|   |            |
|---|------------|
| All minutes & records to library (2010-2011) [Lisa Copeland handle]                               | 30-Jun-11  |
| Annual Faculty Senate Report (2010-2011)  | 01-Jul-11  |
| Elected Senators assume duties  | 01-Aug-11  |
| Terms of committee members begin  | 01-Aug-11  |
| Committees send schedule of planned meetings to Committee on Committees                           | 01-Oct-11  |
| Committees submit report on goals, etc. to Executive Committee                                    | 01-Oct-11  |
| Committees to submit written rules governing their procedures sent to Library                     | 01-Oct-11  |
| Committee on Committee notifies Deans/Directors on Statutory Committee & Senate Elections         | 01-Nov-11  |
| Nominating Committee proposed (last Senate meeting of Fall semester)                              | 17-Nov-11  |
| Deadline for Colleges/Divisions to Conduct Statutory Committee & Senate elections                 | 20-Jan-12  |
| Election of Executive Secretary (2 <sup>nd</sup> Senate meeting of Spring semester)               | 22-Mar-12  |
| Committees submit written annual reports to Exec. Secretary (1 month prior to May Senate Meeting) | 19-Apr-12  |
| All minutes and records to library (2011-2012) [Lisa Copeland handle]                             | 30-Jun-'12 |
| Annual Faculty Senate Report (2011-2012)  | 01-Jul-'12 |

**Members and Visitors Present:**

P. Schloss, President  
P. Gunter, Interim Provost/Vice President, Academic Affairs  
P. Moch, Executive Secretary  
E. Walker, Parliamentarian

**\* Indicates the individual assigned a proxy**

**Ex-Officio Senators:**

|                   |             |
|-------------------|-------------|
| N. Argyle(absent) | J. Lee*     |
| A. Bernstein      | R. Mast     |
| J. Crawford       | S. Mitchell |
| J. Gaston         | W. Plumly   |
| M. Giddings*      | C. Richards |
| A. Hufft(absent)  |             |
| K. Hull(absent)   |             |

**College of Arts:**

|                |                 |
|----------------|-----------------|
| D. Conway      | P. Neal(absent) |
| B. Day(absent) | E. Nielson      |
| B. Finson*     | L. Orenduff     |
| P. McNeill     | C. Schaeffer    |

**College of Arts & Sciences:**

|                             |                   |
|-----------------------------|-------------------|
| J. Allard                   | J. Kassel(absent) |
| A. Aronson-Friedman(absent) | A. Kumar          |
| D. BaracsKay*               | J. Merwin         |
| S. Barron*                  | P. Moch           |
| L. Bejarano*                | O. Nikolova       |
| R. Carpenter(absent)        | E. Parra          |
| L. De La Garza              | J. Rickman        |
| N. Elliott*                 | G. Rogers         |
| S. Fares                    | C. Serran-Pagan   |
| R. Gladwin*                 | T. Thompson       |
| M. Hyer                     | S. Wilfred        |

**College of Business Administration:**

A. Cseh  
D. Cunningham  
A. Fowler  
N. Moates  
E. Walker

**College of Education:**

K. Adams\*  
C. Conner  
B. Dixey  
G. Doepker  
M. Gorham-Rowan(absent)  
R. Hannibal(absent)  
S. Kohn\*  
L. Leader  
L. Lu  
Y. Mat Som(absent)  
C. Prater  
S. Raab(absent)  
A. Rieger\*  
N. Scheetz\*  
C. Talor  
V. Whisler\*

**College of Nursing:**

A. Haddon  
D. Weaver

**Division of Social Work:**

D. Holliman

**Odum Library:**

A. Ondrusek  
L. Wright

**COSA Rep. (non-voting)**

T. Sullivan

**Student Government Association (Non-Voting):**

D. Jones(absent)

**Proxies:**

Cindy Prater for Vesta Whisler  
Gardner Rogers for Susan Barron  
Lai Orenduff for Bradley Finson  
Gina Doepker for Alicja Rieger  
Maren Clegg-Hyer for Nathan Elliott  
Wayne Plumly for Julie Lee  
John Gaston for Marty Giddings  
Charles Talor for Steven Kohn  
Anita Ondrusek for Katharine Adams  
Ericka Parra for Luis Bejarano  
Jerry Merwin for Daniel BaracsKay  
Ofelia Nikolova for Ransom Gladwin

Brenda Dixey for Nanci Scheetz

**Visitors**

Sheri Gravett, Academic Affairs

Stanley Jones, Registrar