



## FACULTY SENATE

Est. 1991

Chairman  
Ronald M. Zaccari

Vice Chairman  
Louis Levy

Executive Secretary  
David Boyd

Parliamentarian  
Mike Meacham

### AGENDA October 16, 2003

The Faculty Senate will meet on Thursday, October 16, 2003 in the Magnolia Room of the University Center at 3:30 p.m.

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

**Special Request:** Committee chairmen are expected to furnish concise written synopses of their reports to the Faculty Senate secretary, Melinda Cutchens, before leaving the meeting.

1. Call to Order  
For the benefit of record keeping, senators and visitors will identify themselves when speaking to an issue during the meeting. All senators must initial the roster in order to be counted present.
2. **Approval of the minutes of the September 18, 2003, meeting of the Faculty Senate.**
3. New business
  - a. Report from the Academic Committee – Louis Levy
  - b. Report from the Committee on Committees – Lyle Indergaard
  - c. Report from the Institutional Planning Committee – Jerry Siegrist
  - d. Report from the Faculty Affairs Committee – Maureen Puffer-Rothenberg
    1. **Proposal on TA titles** ([Attachment#1](#))
    2. Report on the disposition of Administrative Evaluations ([Attachment #2](#))
  - e. Report from the Faculty Grievance Committee – Carl Hand
  - f. Report from the Senate Executive Secretary -- David Boyd
    1. (04-006) Request to allow faculty/staff up to two parking tickets per year without fines was remanded to the Environmental Issues Committee.
    2. (04-007) Valdosta State University is operating under an Interim Policy regarding Humane Care and Use of Laboratory Animals (the interim policy is available at this link: <http://www.valdosta.edu/grants/iacucpolicy.html>). The Educational Policies Committee has been asked to develop the policy to replace this interim one.

3. (04-008) The Technology Committee has been asked to recommend a moderator for the Community Announcements Listserv.
4. General Discussion
5. Adjournment

(Attachment #1)

**Faculty Affairs Committee  
Titles for Teaching Assistants  
October 16, 2003**

*On April 17 2003 a request to review the titles of full-time non-tenure-track faculty (including those in the Music Department having the title of Teaching Assistant) was remanded to the Faculty Affairs Committee.*

**Recommendation:**

The Faculty Affairs Committee recommends adoption of the title LECTURER to replace the current designation TEACHING ASSISTANT for persons teaching in the Music Department as full-time non-tenure track faculty.

Many of these persons are either ABD or hold a terminal degree. The TA designation is misunderstood externally as well as internally at VSU. Lecturer is an acceptable title from the Board of Regents and VSU should use it to avoid confusion.

(Attachment #2)

Faculty Affairs Committee  
Administrative Evaluations - Report  
October 16, 2003

*On April 17 2003 a request to reexamine the Administrative Evaluation - where the results go, etc. - was remanded to the Faculty Affairs Committee.*

In 1996 the Faculty Senate approved the following recommendation from the Faculty Affairs Committee. The original recommendation and meeting minutes are available in the Odum Library Archives.

The Committee notes that "Office of Institutional Research" should be changed to "Office of Institutional Research and Policy Analysis."

**FACULTY AFFAIRS COMMITTEE  
MOTION TO FACULTY SENATE  
JUNE 27, 1996**

It is the belief of the Faculty Affairs Committee that the purpose of the evaluation is to assist the administrator in determining his/her effectiveness. To this end, the Faculty Affairs Committee offers the following recommendations:

The Faculty Affairs Committee in collaboration with those whom the evaluations will include and with the assistance of the Office of Institutional Research shall be responsible for developing instruments used for the evaluation. In addition, the Office of Institutional Research shall be responsible for distributing and collecting evaluations. The timeline for evaluations should parallel administrative evaluations of faculty. Distribution of evaluations to the administrator being evaluated should occur by mid-January with results available by February 15.

Evaluations shall occur at each administrative level as specified below:

- a Department Head: Summary results from faculty member will be reported to the Department Head and to the appropriate Dean.
- b Dean: Summary results from faculty members (including Department Heads) of the College will be reported to the Dean and to the Vice-President for Academic Affairs.
- c Vice-President: Summary results from faculty members (including Deans and Department Heads) will be reported to the Vice-President for Academic Affairs and the President.
- d President: Summary results from all evaluations will be reported to the President and to the Chancellor of the Board of Regents.

It is recommended that each administrator share evaluation results with faculty for whom the administrator is responsible.