

## University Council Committee on Statutes, Bylaws, and Committees

*Minutes for Meeting at 1:00 pm on April 4, 2023*

Members Present: Barbara Biesecker (Chair), Don DeMaria, Lindsey Harding, Elizabeth St. Pierre

Member Absent: James McClung

Guest Present: Savannah Hembree, Chair, UGA Staff Council

### *Action Items:*

1. Savannah Hembree, chair of the UGA Staff Council, presented a revision of the UC Bylaws to increase the number of voting staff members on the Council. A motion to accept the proposal was made by Elizabeth St. Pierre and seconded by Barbara Biesecker. The Committee voted unanimously to approve the motion.
2. Barbara Biesecker presented a document with several proposals to revise the membership sections of the Council's standing committees. However, given a lack of time, the Committee discussed the revision only of the Executive Committee and the Faculty Post-Tenure Review Appeals Committee as explained below. Proposals to revise the membership sections of other UC standing committees will be considered by the 2023-2024 Committee as old business.

*First Motion:* Barbara Biesecker presented a proposal to revise the membership section of the Bylaws of the Executive Committee. A motion to accept the proposal was made by Elizabeth St. Pierre and seconded by Barbara Biesecker. The Committee voted unanimously (5 Yes—1 absentee, 0 No) in favor of the two revisions listed below:

#### *First Revision*

Current:

Administration: The Senior Vice President for Academic Affairs and Provost, and the Secretary of the Council shall serve as voting members.

Proposed:

Administration: The Senior Vice President for Academic Affairs and Provost, and the Secretary of the Council shall serve as **ex-officio non-voting** members.

#### *Second Revision*

Current:

Each year the Executive Committee shall choose a new Chair-Elect from among the elected faculty members of the Committee who have at least one year of previous service on the Executive Committee (which could be from a previous term) and at least two years remaining on their committee term.

Proposed:

Each year the Executive Committee shall choose a new Chair-Elect from among the elected faculty members of **academic rank with tenure** on the Committee who have at least one year of previous service on the Executive Committee (which could be from a previous term) **and will not simultaneously be serving in any administrative position for which they receive compensation or teaching release.**~~and at least two years remaining on their committee term.~~

*Second Motion:* Barbara Biesecker presented a proposal to revise the membership section of the Bylaws of the University Promotion and Tenure Appeals Committee. A motion to accept the proposal was made by Elizabeth St.Pierre and seconded by Don DeMaria. The Committee voted unanimously (5 Yes-1 Absentee, 0 No) in favor of the two revisions listed below:

*First Revision*

Current

**A. Membership** Faculty with academic rank: One voting member of the University Promotion and Tenure Appeals Committee shall be elected by the tenured faculty of each School or College. Faculty elected shall be tenured and hold the rank of Professor. Faculty shall serve three-year terms. While serving on this committee, faculty cannot serve on other promotion and tenure committees at the School, College, or University levels.

**Administration:** The Senior Vice President for Academic Affairs and Provost shall serve as a non-voting member of the University Promotion and Tenure Appeals Committee.

**University Promotion and Tenure Appeals Committee Chair:** The Chair of the University Promotion and Tenure Appeals Committee shall be the Senior Vice President for Academic Affairs and Provost.

Proposed

**A. Membership**

**Faculty with academic rank:** One voting member of the University Promotion and Tenure Appeals Committee shall be elected by the tenured faculty of each School or College. Faculty elected shall be tenured and hold the rank of Professor. Faculty shall serve three-year terms. While serving on this committee, faculty cannot serve on other promotion and tenure committees at the School, College, or University levels.

~~**Administration:** The Senior Vice President for Academic Affairs and Provost shall serve as a non-voting member of the University Promotion and Tenure Appeals Committee.~~

**University Promotion and Tenure Appeals Committee Chair:** The Chair of the University Promotion and Tenure Appeals Committee shall be **the immediate past Chair-Elect of the University Promotion and Tenure Appeals Committee. Each year the University Promotion and Tenure Appeals Committee shall choose a new Chair-Elect from among the elected faculty members of the Committee who have at least one year of previous service on the University Promotion and Tenure Appeals Committee (which could be from a previous term) and will not simultaneously be serving in any administrative position for which they receive compensation or teaching release.**~~and at least two years remaining on their committee term.~~

*Second Revision*

## Current

## B. Duties

1. To conduct all their deliberations in confidence; they may not discuss an appeal with anyone who is not a member of the committee. An exception to this confidentiality relates to discussions with staff assisting the committee.
2. To review the dossiers that are required to come before the committee and advise the Senior Vice President for Academic Affairs and Provost in accordance with the University's Guidelines for Appointment, Promotion and Tenure.

## Proposed:

**C. Procedures** (Copied and Pasted verbatim from *The Guidelines for Appointment, Promotion and Tenure of Academic Rank Faculty*, last revision Spring 2020, University of Georgia, Provost's Website)

1. The responsibility of the University Appeals Committee is to make its best judgment as to (1) the existence of material failures, inaccuracies or procedural irregularities; (2) whether or not these failures, inaccuracies or irregularities significantly impaired an appropriate review of the candidate's qualifications for promotion and/or tenure. At its option, the committee may interview the candidate, the PTU head or the dean, as well as any other individuals who are in a position to provide useful information about the review.

2. *Voting Procedures for University Appeals:* Faculty from the candidate's PTU will refrain from participating in any form of evaluation at all higher levels of review.

*Quorum* - Consists of at least two-thirds of the membership. State that a quorum was present in the cover letter.

*Abstentions* - No abstentions are allowed. Once a quorum is declared, all members in attendance must vote. Any ballot not clearly marked approve or deny will be considered a "NO" vote.

*Recusal* – Only allowed if a conflict of interest exists. Faculty members who recuse themselves are not considered eligible voters and may not participate in the discussion or consideration of the candidate's dossier.

*Absentee Ballots* – No absentee ballots are allowed.

*Recommendations* – A simple majority vote of eligible voting faculty members present at the meeting. A tie vote of eligible voting members present at the meeting is considered a negative recommendation.

By a simple majority vote of eligible voters present at the meeting, the University Appeals Committee will advise (with supporting rationale) the Senior Vice President for Academic Affairs and Provost on the following:

1. Whether or not material failures, inaccuracies or irregularities existed for a given candidate; and if so
2. Whether or not these failures, inaccuracies or irregularities appear to have interfered with an appropriate vote on the performance record.