

Statutes Committee Annual Report September 2013 – August 2014

Committee Members:

Jeanne Balsam (GTRI/ELSYS), Chair
Bryan Church (Business)
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Joe Hughes (ECE)
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The Statutes Committee has responsibility to review and consider proposed amendments to the *Faculty Handbook*. This annual report details recommended modifications considered during the 2014 fiscal year. The committee reviewed and presented the following recommendations to the Faculty for approval.

Section 3.3.9 Promotion and Tenure Procedures: Format for Promotion and/or Tenure Packages: Guidelines for Candidates

Request to modify the three page limit for the personal narratives included in the promotion and/or tenure packages to be three to five pages. The recommended modifications were presented at the November 19, 2013 General Faculty meeting and were approved.

Section 3.3.10 Promotion Peer Review Policy: Communication of Outcome of Five (5) and Three (3) Year Reviews

Request to remove notification from the President of the results of Periodic Peer Review. Periodic Peer Review (PPR) is a faculty-led process with no decisions made outside the colleges, the President does not have a role except when a faculty member has appealed a PPR result through the Faculty Status and Grievance Committee. The recommended modification was presented at the November 19, 2013 General Faculty meeting and were approved.

Section 3.1.2 Faculty Salaries and Evaluations: Annual Reviews

The Statutes committee suggested strengthening the statement about annual reviews to comply with Board of Regents policy and SACS expectations. Request was to change “Each Faculty member is entitled to receive an annual, written review from their Unit Head” to “Annually, each Faculty member shall receive a written performance evaluation from their Unit Head.” The recommended modifications were presented at the November 19, 2013 General Faculty meeting and were approved.

Section 3.2.2, Non-Tenure Track Academic Faculty Members

Request to add information to the *Faculty Handbook* for Librarians and Archivists to describe the basis on which titles are used and how persons in those titles are promoted. The recommended additions were presented at the April 22, 2014 General Faculty meeting and were approved.

Transition Sections

(Sections 29, 30, 31, 32, 33, 34, 37, 40, 41, 42, 43, 44, 45, 49, 51, 52, 53, 54, 55, 56)

The April 2013 version of the *Faculty Handbook* identified sections that were considered transitional because many were not policies that faculty determine, were out of date, belong elsewhere in the Policy Library, belong on Department Websites, or describe an activity that no longer exists. A promise was made to review these sections and make recommendations. These transitional sections were reviewed by the Policy Library Steering Committee, the Statutes Committee, and Executive Board to determine if the section was a policy or information. For each policy, the policy was evaluated to determine who is affected by the policy, who is responsible for the policy, and where the policy should exist. If the section was information, the review was to determine what department is responsible for the information. A transition plan was identified for each section that included a reference to the location of the policy, the location of the website for the information, or if the information did belong in the *Faculty Handbook* a reference to the new section location. This transitional plan was taken to the General Faculty on November 19th and approved. The plan included keeping the cross references in the Faculty Handbook until the next fiscal year with a July 1, 2014 version of the *Faculty Handbook*.

There are two subsections that are still identified as transitional and are currently being evaluated; these are section 37.5.1 Student Complaints Other Than Sexual Harassment against a Faculty Member, and 37.5.5 Sanctions and Allocation of Support Services.

Subcommittee on Faculty Definition and Faculty Governance

The Executive Board chartered and charged a subcommittee of the Statutes Committee in February 2013 to develop and refine a plan for revised definition of faculty categories for Georgia Tech based on a recommendation from a Provost's Task Force study. This subcommittee had representatives from the Executive Board, Statutes Committee, Human Resources, and the Vice Provost's office. This subcommittee utilized help from OHR and Institutional Research and Planning (IRP) to review job titles with General Faculty Status. The subcommittee drafted definitions for Academic Faculty and Research Faculty. With the removal of the designation of General Faculty, the subcommittee identified changes needed to the *Faculty Handbook* to be consistent with the revised definitions developed and their implications for faculty governance.

When the Subcommittee had revised faculty definitions and proposed modifications to faculty governance they were ready for review and feedback from the General Faculty. The subcommittee met with the Institute Communications Office to identify a communication plan that included articles in *The Whistle* and in the *Daily Digest*. Members of the subcommittee met with Georgia Tech Departments to review and discuss the recommendations. Two Town Hall meetings were provided November 6th and 14th, 2013 to detail the revised definitions and faculty governance and seek faculty feedback. In addition, a website was created with a *Draft 2014 Faculty Handbook* so faculty could see the proposed faculty definitions and faculty governance. The website provided a preamble, Frequently Asked Questions (FAQs), background information, and a feedback button to the Subcommittee.

The recommended changes and proposed implementation date of July 1, 2014 were presented to the General Faculty and approved in a first reading at the February 18, 2014 meeting and at the second reading at the April 22, 2014 meeting.

The Subcommittee made a recommendation to the Faculty Executive Board to create a task force on support for Post Docs and Visiting Faculty to address their needs and concerns, and this could evolve into a faculty standing committee.

Standing Committee Review Survey

The Subcommittee on Faculty Definition and Faculty Governance realized modifications to the current Standing Committees may need to be done; therefore, the Faculty Executive Board has been communicating with current committees and reviewing standing committees' purposes, tasks, and membership to determine if changes are needed. The Statutes Committee completed the survey requested from the Executive Board review.

2013-14 Annual Report respectfully submitted
Jeanne Balsam, Chair