**Faculty Senate meeting at 3:45 in Marietta Ballroom on 7th December 2015**

**Meeting Minutes**

1. Discussed P&T guidelines – **Ron Matson**

During consolidation, Operational Work Group (OWG) 22 was tasked with reviewing promotion and tenure guidelines on both campuses and making a proposal for the New U. The committee made its proposal, and that proposal was circulated to the SPSU Faculty Senate and the KSU Faculty Senate for input. Based on OWG 22's proposal and input from the Senates, Provost and Vice President for Academic Affairs Dr. Ken Harmon and President Papp made several decisions on new P&T guidelines, which have previously been circulated. These new guidelines included requirements regarding committee composition, external letters, and other crucial factors that require interpretation and additional specificity before they can be implemented. With this, Associate Vice President for Faculty Dr. Ron Matson has worked with a faculty task force to provide university-level guidance on these issues. The task force is chaired by Dr. Robbie Lieberman, and its members include Drs. Al Churella, Bill Griffiths, Nina Morgan, Frederica Santini, and Robert Simon. The task force draft of recommendations presented to FS:

* P&T procedures
* Timeline
* Draft letter sent to potential letter writers

**Question and Answer**

Q. When is the implementation date of external letters?

A. The implementation of external letters are postponed to Fall 2017 to develop university level procedures and then to allow colleges and departments to align with university level.

Q. What is the timeline of obtaining external letters?

A. Requesting external letter process starts during the spring semester prior to review. This allows time if a letter is not received by this due date to go to the next letter writer on the list.

Q. Some letters may not come on time.

A. The structure of the calendar allows for time, but if a particular letter is not submitted by mid August the review will proceed without the letter.

Q. Who is required to submit external letters?

A. All faculty who are required to have “Research and Creative Activity” (e.g., all tenure-track faculty, tenured faculty, and clinical and research faculty as defined by their FPA/MOU) must submit external letters as described in this policy.

Q. Who will write external letters? Will references come from comparable institutions?

A. External letters will be left up to chair and faculty member.

Q. Could there be a standardized letter to give some context?

A. The Chair will provide a brief description of your department and include possibly a link to your department webpage.

Q. Can the faculty member disagree with the chosen names?

A. The candidate may veto two names on the chair’s initial list with no reasons or explanations required.

Q. Will I have the right to see the letter and respond to the contents of letter, if need be.

A. The candidate will not see the letters to the degree protected by Georgia Open Records.

Q. Can associate professors serve on T&P Committees? Some departments do not have Full Professors to serve on T&P committees.

A. Only Full professors can vote on a candidate’s promotion to Full professor. Both Associates and Full Professors can vote on a candidate’s promotion to Associate professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate’s promotion to Full.

Q. How can associate level Dept chair review a portfolio for Full Prof?

A. Department Chairs who are Associate Professors may review the portfolio of any faculty member regardless of rank because they serve as Administrators.

**Motion:** Reduce the number of required letters to three, instead of five for promotion to full. Motion tabled until January meeting.

1. Discussed Unmanned Aerial System (UAS) and Other Aircraft Policy – **Maria Britt** (Associate Vice President for Operations) and **Andy Altizer** (Director of Emergency Management)

PROPOSED unmanned policy:

The purpose of this policy is to establish requirements for operating any unmanned aerial 8 system (UAS) and other aircraft including, but not limited to, hot air balloons, drones, model 9 aircraft, blimps, and parachutes on and/or in the airspace over Kennesaw State University (KSU 10 or the University) campuses and/or leased properties.

**Meeting adjourned at 4:50 pm**