

The College of Arts and Humanities  
University of West Georgia  
Guiding Principles and Procedures

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The mission of the College of Arts and Humanities (COAH) is to support student efforts to complete degrees valuing both the liberal arts and professional preparation. COAH is dedicated to building on existing strengths in teaching cultural literacy, critical thinking, problem solving, and creative expression. COAH is committed to the use of writing to ground multi- and interdisciplinary inquiry and recognizes the transformative power of a liberal arts education. We empower faculty, staff, students, and alumni to engage responsibly and creatively with the complex environment of the 21<sup>st</sup> century, relying on the rich knowledge and skills gained from the study of the humanities and the arts.

The College of Arts and Humanities at the University of West Georgia teaches its students to think, write, and create, empowering them with adaptability, cultural literacy and sensitivity, along with the critical thinking skills necessary to contribute to their communities in meaningful ways.

In order to achieve the University's goals of becoming a preeminent provider of educational excellence in a personal environment, the COAH is committed to –

- cultivating a rich, multi-faceted liberal arts curriculum;
- encouraging creative and scholarly collaboration across disciplinary boundaries;
- imparting the broad knowledge and fostering the critical understanding needed for intellectual growth, personal and social responsibility, cultural and global literacy and lifelong learning;
- emphasizing disciplinary rigor;
- fostering effectiveness in communication, critical and independent thinking, problem solving, and the use of information resources and technology;
- creating a learning community dedicated to instructional excellence in which close student-faculty interaction enhances both teaching and learning for a diverse and academically well-prepared student body;
- affirming the equal dignity of each person by valuing cultural, ethnic, racial, and gender diversity in students, faculty, and staff, thereby promoting practices that embody the ideals of an open democratic society.

We believe that these commitments culminate in educational experiences that foster the development of thoughtful and productive leaders and citizens who make a positive impact in an increasingly global society.

In order to fulfill these objectives, the College hires and supports exceptional faculty. The COAH values the integration of teaching and scholarship, and models the integration for students. In order to assist faculty in bringing scholarships and creative activity into their teaching, the College is committed to:

A teaching load compatible with expectations for research and creative activity; collaboration with the Ingram Library to provide necessary research tools; internal grants and awards to facilitate and recognize teaching and research; service as a resource for intellectual growth and creative activity in the community.

To these ends, therefore, the COAH establishes these Guiding Principles and Procedures in order to facilitate communication between the Faculty and the Dean of the College of Arts and Humanities, to enable them to perform their duties and discharge their responsibilities more efficiently, and to foster a spirit of democracy, openness, and cooperation.

## ARTICLE I – COMPOSITION AND ROLE OF THE FACULTY

### Section 1. Composition

The Faculty of the College of Arts and Humanities shall consist of those members of the University who are assigned, either budgetarily or operationally, to the College of Arts and Humanities.

### Section 2. Role

The Faculty of the COAH has authority and responsibility to propose policies, rules, and regulations and procedures concerning the educational programs of the College. When such matters do not affect other units of the University they shall, after approval by the Dean, be transmitted to the appropriate administrative unit and reported to the Senate for information. Such matters as do affect other units of the University shall, after approval by the Dean, be sent to the appropriate Senate committee or Vice President for further consideration.

Faculty duties shall include: participating in establishing degree requirements, making curricular and program changes, formulating personnel policies, and recommending budgetary priorities; it shall approve candidates for degrees offered by departments or interdisciplinary programs within the College.

### Section 3. Delegation of Powers

In exercising its responsibilities, the Faculty of the College may delegate such powers and functions to standing committees as it deems expedient as provided in these Guiding Principles

and Procedures, or to other committees or councils as the Faculty may from time to time establish, and as the president approves in accordance with the Board of Regents Policy Manual.

#### Section 4. Officers

The officers of the faculty of the COAH shall be:

Chair: The Dean of the College.

- A. The powers and responsibilities of the Dean are specified in Article III, Section 1 of the University's Policies and Procedures Manual.

Secretary: A faculty member elected by a plurality vote of the faculty of the college for a two-year term. The Secretary shall be *ex-officio*, a non-voting member of the Executive Committee and shall serve as Secretary to the College.

Parliamentarian: A faculty member elected by a plurality vote of the Faculty of the College for a two-year term.

### ARTICLE II – TEACHING WORKLOAD

#### Section 1. Composition of Workload

According to UWG's workload policy (<https://www.westga.edu/administration/vpaa/assets/docs/faculty-handbook.pdf>), the following duties are considered part of the typical faculty workload: teaching, research, and service.

Lecturers, senior lecturers, tenure-track, and tenured faculty are expected to devote time to teaching, professional development, and service, and the COAH expects these faculty members to be actively involved in all three areas. If, at the conclusion of the review process, it is determined that a particular faculty member is not fulfilling this expectation (e.g., he or she is not maintaining an active research agenda or service record), the department Chair or Dean shall have the option to create a plan for improvement and/or adjust that individual's teaching workload.

#### Section 2. Compliance

The Department Chair shall assign faculty a workload in compliance with this policy and submit a workload report for his or her department. Further, the Dean shall have final approval and authority of all faculty workloads under his or her purview, and reserves the right to intervene when the College of Arts and Humanities needs dictate. See Appendix 1 for Large Class Workload Policy.

#### Section 3. Review

COAH shall review workload policies every five years, or more often as needed, in order to ensure compliance and to make changes deemed appropriate and necessary to support the mission of the college and the various missions of departments.

### ARTICLE III – STANDING COMMITTEES

#### Section 1. Executive Committee

##### A. Composition and term of service.

1. The Executive Committee shall include six representatives, one from each department.
  - a. Members who cannot attend a meeting should be responsible for sending a colleague in their stead in order to ensure departmental representation.
2. Members shall serve for two years.

##### B. Role

The Executive Committee shall be the official policy-recommending body to the Dean of the College, and shall discharge its duties in consultation and compliance with these COAH Guiding Principles and Procedures.

1. The Function of the Executive Committee is to:
  - a. consider for approval all proposals concerning changes in the curriculum of the College including courses, programs, and degree requirements;
  - b. make recommendations concerning policy, resource allocation, and other matters brought before the committee;
  - c. consider and take action on matters forwarded to it by the faculty.
2. If approved by the Dean, policy recommendations of the Executive Committee shall be implemented in accordance with the provisions of Article I, Section 2 of this document. If the Dean does not approve a recommendation of the Executive Committee, he or she shall inform the Committee of the reason for his or her disapproval; the Executive Committee may, by a two-thirds vote, refer the matter to the Faculty of the COAH for its consideration and possible submission to the Faculty Senate or Vice President, as may be appropriate.

##### C. Standing sub-committees of the Executive Committee:

1. COAH Writing Committee
  - a. Composition of the committee shall consist of three faculty-elected members plus the Chair. No more than two members shall represent the same department; specifically:

- i. The Chair shall be a member of the Executive Committee; he or she shall serve as his or her departmental representative to this body.
    - ii. One member shall be a Lecturer or Senior Lecturer in English teaching in the First Year Writing program.
  - b. Role  
The COAH Writing sub-committee shall work with the Dean, department Chairs, and faculty to support and implement the University-wide focus on enhancing students' writing competency. The specific purview of DSW is writing-intensive upper division courses.
  - c. Duties of the Writing Committee:
    - i. oversee the Discipline Specific Writing (DSW) program;
    - ii. meet at least once per semester;
    - iii. provide writing pedagogy support for faculty;
    - iv. advise the Dean and chairs on University-wide writing initiatives.
  - d. Term of Service  
Writing sub-committee members shall serve for two years.
2. COAH Sub-Committee on Graduate Studies
  - a. Composition of the committee shall consist of all COAH Directors of Graduate Programs plus one representative appointed or elected from each department that lacks a Director of Graduate Programs and Philosophy. Each representative will be eligible for graduate faculty status within the COAH. The Dean of the College or the Dean's designee shall serve as a voting *ex officio* member and the Graduate Studies Associate shall serve as a non-voting *ex officio* member. The Chair shall be elected by the committee from among its members.
  - b. Role  
The COAH sub-committee for Graduate Studies shall work with the Dean, department Chairs, the COAH Graduate Studies Associate, and faculty to recommend college-wide policies and procedures in the interest of graduate study.
  - c. Duties of the Graduate Studies Sub-Committee:
    - i. meet at least twice per semester;
    - ii. effect communication and collaboration among COAH graduate programs
  - d. Term of Service  
Graduate studies sub-committee members shall serve for two years; however, COAH Directors of Graduate Programs shall serve for the duration of their term in that position.
3. COAH Online Learning Sub-Committee

- a. Composition of the sub- committee shall consist of a representative appointed or elected by each department. The Dean of the College shall serve as an *ex officio* member.

- i. The Chair shall be elected by the committee from among its members.

- b. Role

The Online Learning Committee's duties shall include:

- i. Advising the Dean and the Executive Committee regarding basic standards and expectations for online learning.
- ii. Making recommendations to the Executive Committee relating to hybrid and online courses.
- iii. Engaging in regular discussions that includes sharing experiences across COAH departments concerning pedagogical and technological aspects of online learning.
- iv. Working with Distance learning staff to offer training sessions, workshops, and seminars relating to online learning.
- v. Meeting at least twice a semester.

- c. Term of Service

Online Learning sub-committee members shall serve for two years.

#### 4. Teacher Preparation Sub-Committee

The College of Arts and Humanities at the University of West Georgia is committed to preparing future teachers through advanced content knowledge and innovative pedagogies, while promoting interdisciplinary exchange and our core principles of creative and critical engagement in all fields of education at both undergraduate and graduate level. We believe that the fields of language, literature, history, music, art, and theatre stand at the core of transforming P-12 schools and Higher Education in order to meet the social, cultural, environmental, and humanitarian challenges of the future, in our region and beyond.

- a. Composition

The committee shall include a representative from each COAH Teacher Preparation Program and a non-voting member appointed by the College of Education (COE). Departments without an education program may elect representation on the committee.

- b. Role

In order to foster and advocate for teacher preparation programs, the Teacher Ed Preparation Committee shall:

1. advise and inform the Dean's Office in matters of Teacher Preparation;
2. work with faculty and the Dean to improve College and other COE processes;
3. facilitate communication with COE;

4. promote interdisciplinary exchange and COAH core principles of creative and critical engagement in all fields of education at both undergraduate and graduate level.

## Section 2. Faculty Advisory Committee (FAC)

### A. Composition and term of service

1. The FAC shall include six representatives, one from each department.
  - a. Members who cannot attend a meeting should be responsible for sending a colleague in their stead in order to ensure departmental representation.
  - b. The chair of the FAC must be tenured as a prerequisite of service in that capacity.
2. Members shall serve for two years

### B. Role

The Faculty Advisory Committee's responsibilities include:

1. Maintaining communication among the faculty of each department and the Dean and between the faculties of the several departments, however, no provision of these Guiding Principles and Procedures is intended to preclude direct communication between an individual faculty member and the Dean;
2. Making recommendations in support of the COAH's commitment to affirming the equal dignity of each person by valuing cultural, ethnic, racial, and gender diversity in students, faculty, and staff, thereby promoting practices that embody the ideals of an open democratic society;
3. Exercising the authority and responsibility to investigate such matters as it deems advisable, or such matters that the COAH Faculty presents by petition of least 10% of its members, provided that petitioners follow University or Board policy where it specifically addresses the matters under investigation (i.e., discrimination, accommodation, etc.);
4. Nominating and preparing a slate of candidates for the positions of COAH Secretary, Parliamentarian, and all elected standing committees, and presenting them for Faculty vote; additionally nominations may be made by petition of 10% of the Faculty;
5. Supporting efforts to improve teaching conditions throughout the College in order to assure optimum faculty performance and morale;
6. Evaluating the Dean of the College of Arts and Humanities:
  - a. FAC shall appoint an Ad Hoc Committee to conduct this evaluation, which shall be completed no more than every four years and no less than every six years.
  - b. The Ad Hoc Committee shall be composed of a representative group of faculty and shall include at least one department chair.
  - c. The Ad Hoc Committee shall decide the specific format for the evaluation in accordance with UWG's Faculty Handbook. [Note: See Section 104]

- C. The FAC shall be responsible for the administration of any COAH faculty award programs. Toward this end, the committee may establish subcommittees as necessary, provided that the President approves of such subcommittee.
- D. The FAC shall meet at least monthly.
- E. The FAC shall elect a tenured member as chair annually.

### Section 3. The Student Advisory Committee

#### A. Composition

The Student Advisory Committee shall consist of one member from each department in The COAH. By May 1<sup>st</sup> of each year, each department shall select one undergraduate or graduate student to serve during the following academic year.

#### B. Role

The Student Advisory Committee shall:

1. advise the Dean of the College on any matter that the Dean wishes to discuss with that body;
2. be responsible for maintaining communication between the students and Dean, however, no provision of these Guiding Principles and Procedures is intended to preclude direct communication between an individual student and the Dean;
3. have the authority to investigate matters presented by the Dean, the FAC, or petitioners, and follow University or Board policy where it specifically addresses such matters (i.e., discrimination, accommodation, etc).

#### C. Term of service shall be one year.

### Section 4. The Staff Advisory Committee

#### A. Composition

1. The committee shall be composed of seven staff members: one from each department, and one from the Dean's office.
2. The committee shall elect its own chair and secretary.

#### B. Role

The principal functions of the committee shall be to:

1. express to the Dean the concerns of staff members in the College;
2. provide suggestions and ideas for the operation of the College relating to staff concerns;
3. manage the staff awards.

#### C. The committee may meet at least once a semester with the Dean of the College.

#### D. The functions of the committee shall not preclude direct communication between a staff member and the Dean.

#### E. The term of service to the Staff Advisory Committee shall be two years.

### Section 5. Study Abroad Advisory Committee

#### A. Composition

The committee shall include a representative of each Study Abroad Program (SAP) chosen by those involved in the SAP (with no voting members from outside the college), and for each department without a SAP that desires representation on the committee.

#### B. Role

In order to foster and advocate for study abroad programs, the Study Abroad Advisory committee shall:

1. advise and inform the Dean's Office in matters of Study Abroad;
2. work with directors and the Dean to improve college and other SAP processes;
3. consult with and orient new program directors;
4. facilitate communication with groups having special interests in Study Abroad: FLL, Global Studies, and International Economics;
5. represent college SAP funding and scholarship interests;
6. communicate college needs and policies regarding SAP to other colleges, Study Abroad Office, etc.;
7. formulate ideas about SAP policies and priorities for college-wide discussion.

The Chair shall serve as the COAH representative to IEA.

### Section 6. Promotion and Tenure Committee

- A. Tenured faculty serve on the College Promotion and Tenure/Committee and are appointed by departments during Spring term.
- B. The Chair of the Promotion and Tenure Committee is elected by the committee. He or she is responsible for sending letters and calling meetings.
- C. See *Faculty Handbook* for Committee responsibilities, including the avoidance of conflicts of interest: <https://www.westga.edu/administration/vpaa/assets/docs/faculty-handbook.pdf>
- D. No faculty member shall serve on the Committee for more than a two-year term unless there are no other qualified faculty members in the department. He or she may be reelected after two academic years.
- E. If a vacancy occurs on the Committee, the department represented by the departing member shall appoint a replacement.

## ARTICLE IV – THE SCHOOL OF THE ARTS

### Section 1. Role

In support of a strong fine arts curriculum, the School of the Arts (SOTA) represents creative endeavors in the College, and strives to provide our students with an innovative and stimulating learning environment. The COAH situates numerous disciplines in close proximity, and

cultivates freedom of thought and expression; accordingly, the School of the Arts seeks to include traditional creative modes and encourages dialogue among all forms of artistic expression. The School of the Arts is also the College's center for development and recruitment of talented students and faculty, and community outreach in the arts.

### Section 2. The Director of the School of the Arts

The Director of the School of the Arts shall be appointed by and report directly to the Dean of the College of Arts and Humanities in accordance with UWG Policies and Procedures.

### Section 3. School of the Arts Advisory Committee

In order to foster and advocate for SOTA programs and programming, the SOTA Advisory Committee shall:

1. communicate SOTA agenda items in their home departments, with the SOTA director informing the remaining programs and departments in COAH;
2. coordinate events among all participating SOTA departments and programs;
3. foster a collective identity for SOTA;
4. help in selecting visiting artists for various SOTA-related programs;
5. promote, and serve as advocate for, SOTA in home departments.

Members include the SOTA director (non-voting); one representative each from Art, Music, and Theatre; the Film Studies and Creative Writing Program coordinators; and one or two representatives of a Humanities program outside English (to be selected by the SOTA director). All terms are two-year appointments, save for that of the SOTA director.

## ARTICLE V – DEPARTMENT CHAIRS

### Section 1. Appointment

Department Chairs shall be appointed in accordance with the statutes of the University of West Georgia. Recommendation for appointment shall be made only after consultation throughout the process with at least all tenured and tenure-eligible faculty of the department concerned. Alternatively, the tenured and tenure-eligible faculty may appointment a committee of representatives.

### Section 2. Duties

- A. Each department chair shall develop and administer a comprehensive program of instruction, research, and service. He or she shall provide creative leadership in order to produce, in concert with the members of the department, an effective curriculum, policies for implementing the curriculum, and conditions which are conducive to the educational development of the students and the professional growth of the faculty. In exercising these responsibilities, the Chair must act in accordance with applicable Board and UWG policies and procedures.

- B. In the administration of his or her office, each department chair shall recognize the individual responsibility of other members of the department for the duties committee to them by their appointment and shall allow proper scope to the ability and initiative of all members of the department. In carrying out his or her duties, the department chair shall routinely consult with faculty of the department on substantial matters, such as summer school teaching, or lecturer and tenure-track appointments and dismissals in accordance with the Board of Regents Policy Manual and the Faculty Handbook.
- C. Department chairs shall meet as a group with the Dean at least once a month.
- D. Each chair shall submit an annual report on his or her department to the Dean.

### Section 3. Evaluations

- A. The Dean shall review each department chair, and shall meet with each chair in order to review her or his performance, providing a written evaluation, signed by the chair and the Dean, for inclusion in the chair's file.
- B. Faculty shall evaluate their department chair upon completion of his or her third year, and every three years thereafter.
  - 1. Each department shall appoint a Chair Evaluation Committee which shall meet with the Dean in order to receive their charge for this task, and establish procedure for its fulfillment.
  - 2. The Chair Evaluation Committee shall conduct the evaluations, and submit the results to the Dean, who shall review these materials as part of the chair's performance evaluation.

## ARTICLE VI – FACULTY REVIEW AND EVALUATION

Faculty of the COAH shall be reviewed in accordance with the University of West Georgia's Faculty Handbook (<https://www.westga.edu/administration/vpaa/assets/docs/faculty-handbook.pdf>). Faculty members should consult with their department chairs for specific review and evaluation criteria distinctive to their discipline.

## ARTICLE VII – FACULTY MEETINGS

The Faculty of the COAH shall meet once each semester, or at the call of the Dean. In addition, special meetings may be called upon the request of 10% of the Faculty of the College. In either case, the Dean or the chair of the Faculty Advisory Committee shall preside as chair of the Faculty.

## ARTICLE VIII – QUORUMS AND PARLIMENTARY AUTHORITY

### Section 1.

A quorum for meetings of the Faculty and any of its committees or councils shall be a simple majority of the members of the respective group.

### Section 2.

The current edition of *Robert's Rules of Order* shall be the authority for the rules of conduct of meetings of the Faculty and its constituent bodies. All questions regarding conduct meetings shall be referred to the Parliamentarian, who is also responsible for notifying faculty and committees in the event of changes in procedure outlined in subsequent editions of *Robert's Rules of Order*.

#### ARTICLE IX – AMENDMENTS

Proposals for amendments to the COAH's Guiding Principles and Procedures must be approved by a majority of the Executive Committee.

- A. Following approval of the Executive Committee, any proposed amendment must be presented in writing to the Faculty of the COAH at least two weeks prior to a meeting of the Faculty called for the purpose of considering the proposal.
- B. An affirmative vote of a majority of the Faculty of the College is required for adoption for an amendment.

#### ARTICLE X – GRIEVANCES

The COAH shall adhere to grievance procedure specified in the University of West Georgia Faculty Handbook: <https://www.westga.edu/administration/vpaa/assets/docs/faculty-handbook.pdf>.

#### APPENDIX I

##### College of Arts and Humanities Large Class Workload Policy\*

In accordance with the requirements set forth by the University of West Georgia Faculty Handbook and with its own Guiding Principles, the College of Arts and Humanities establishes the following guidelines for the determination of workload credit.

- Workload for individual faculty members should be determined by the relevant department chair in consultation with the Dean, within the parameters set by the Faculty Handbook and the Guiding Principles of the College.
- The decision to award a faculty member more than three hours credit for a single class will be based upon the criteria included in this policy (see below), the governing principle being that additional workload credit should be granted in recognition of significant additional work on the faculty member's part

In the past both COAH as well as the original College of Arts and Sciences relied on a quantitative formula to distinguish credit related to size of the enrollment cap. (For example, a class of 86-120 students was equivalent to two 3-hour courses). This policy replaces the formula system with individual justification required for classes of 60 and above **where the faculty member seeks additional credit for teaching**. In order to be considered for extra credit assignment beyond 3 credits, faculty as well as the department chair should justify the request using criteria categories below. Additionally, typical recommendations can gauge their request using the size of our current large classrooms offering three levels to maximum credit given: 86-120 (6 credits) 161-200 (9 credits). The past practice of providing partial credit is discouraged but justifications will be considered.

### Criteria for the Granting of Additional Workload Credit

**Writing Assignments:** Nothing is more essential to the mission of the university and the college than the development of student writing skills. In the words of President Kyle Marrero, “Preparing you, our students, for a successful academic experience and a fulfilling career is at the very core of what we do. That is why we have decided to focus our new campus Quality Enhancement Plan on improving undergraduate writing in our core curriculum. Learning to express your thoughts and ideas in writing is critical to your future success.” In addition to the QEP focus on improving writing, the LEAP initiative embraced by the university calls for the development of intellectual and practical skills, including inquiry and analysis, critical and creative thinking, and written and oral communication.

No unit on campus is more committed to these goals and ideals than is the College of Arts and Humanities. At the same time, no activity is more demanding for faculty than is grading and providing useful feedback on student writing. Therefore one criterion determining the awarding of additional workload credit to a class will be the inclusion in the syllabus of graded writing assignments. Such assignments might include:

- In-class writing assignments
- Quizzes
- Homework assignments
- Research papers
- Book and performance reviews
- QEP assignments
- Essay exams, or exams that include written components
- Revisions of previously submitted papers
- Primary source analysis
- Response papers
- Class projects that include drawings, models, etc. with written components

**Other Grading:** Another criterion determining the awarding of additional workload credit will be faculty grading of non-written work, such as objective exam questions, class projects not included in the previous section, class debates, group activities, oral presentations, etc.

**Engagement with Students:** A great deal of most faculty members’ time is taken up by personal interaction with students. Therefore another criterion determining the awarding of additional workload credit will be the assistance of students, as in:

- E-mail correspondence
- Meetings with and mentoring of individual students
- Study sessions with individuals or with groups of students

### Graduate Assistants

The availability of a GA should be considered in determining the workload credit for a class, but only with attention to the GA’s specific responsibilities and to the number of hours which the GA will be available to the instructor. The presence of a GA should not in itself preclude the possibility of additional workload credit.

