Process for the Appeal or Petition of a Position for Participation in Academic or Research Faculty Governance

Background

In 2014, the Faculty of Georgia Tech has considered new definitions of those faculty members who will participate in faculty governance. Two designations have been defined, Academic Faculty and Research Faculty (*Faculty Handbook* Sections 2.2.1 & 2.3.1), along with standards requiring permanent hires and a threshold percentage of full time necessary for participation (*Faculty Handbook* Section 2.). These definitions and standards are attached as an appendix.

In the proposed *Faculty Handbook* (Sections 2.2.1 & 2.3.1), provisions are made for lists of positions deemed consistent with the definitions of Academic Faculty or Research Faculty:

> A list of titles included in the membership of the [Academic Faculty and Research Faculty] shall be maintained by the President's Office and posted on a website accessible to the Georgia Tech community. Corrections, additions, or deletions from this list shall only be made with the approval of the Faculty Executive Board and the President.

Provision is also made for the appeal of any title deleted from Faculty status:

> Persons affected by such a change shall be notified. Deletion of particular titles from a list of faculty titles may be appealed to the Faculty Executive Board within sixty (60) days of notification of an affected faculty member and a hearing requested. Such appeals will only address the status of particular titles. Questions about the titles held by individuals and their faculty status should be addressed to their unit and the Office of Human Resources. If there are persons who no longer have Faculty status after a change in the lists of Faculty titles, those persons shall remain entitled to rates of leave accrual available to them in their prior status.

The following sets out processes for such appeals to the Executive Board.

Appeals Process

The following steps will be followed:

1. A faculty member holding a title discontinued from participation in faculty governance may, within sixty days of notification, file an appeal of this decision in writing with the Secretary of the Faculty. Such appeals shall address only the deletion of a title from the list of titles participating in Academic Faculty or Research Faculty Governance. The written appeal shall provide the following information:
   - Name of the Title
   - The job description generally applied to this title

- The minimum academic qualifications generally required for eligibility for this title
- The reason why persons holding this title fit the definition of Academic Faculty or Research Faculty and can also meet the standards of a permanent position and threshold percentage of full time.

2. The Secretary of the Faculty will review the written appeal application for completeness. If the appeal concerns a title and applies to all holding that title, then the Secretary will schedule the appeal for a hearing before the Faculty Executive Board in the order received for the next feasible meeting of the Board and notify the faculty member making the appeal of the date, time, and place. If that date cannot be met by the appellant, other scheduled meetings of the Faculty Executive Board will be considered until a mutually feasible date is found. Appeals concerning the same title may be grouped together for the purposes of a hearing before the Board.

   If the appeal concerns only the particular duties which the appellant performs and are not generally applicable to persons holding their title, then the Secretary will advise the appellant to pursue possibilities of appointment to a different suitable title with their unit head and the Office of Human Resources.

3. On the day of the hearing, each written appeal will be provided to the Board. Each title that is being appealed will be afforded up to 10 minutes for the appellants to explain their reasoning that the title in question should be restored to the list of Academic Faculty or Research Faculty titles participating in faculty governance.

4. The Faculty Executive Board will consider the evidence presented, decide its position on the question, and communicate this to the President and the appropriate Executive Vice-President(s). The approval of both the Faculty Executive Board and the President shall determine whether a title is restored to a list of Faculty titles participating in faculty governance.

5. Appellants will be notified in writing of the decisions and the reasons therefore.

The above procedures shall also apply to any titles previously designated as General Faculty which are not continued to lists of Academic Faculty or Research Faculty participating in faculty governance. The opportunity for such appeals will extend sixty (60) days from letters of notification to those affected.

Petition Process for Potential New Titles

If persons within Georgia Tech wish to propose that a new Faculty title be created, a proposal should be made to the Provost in the case of an Academic Faculty title and to the Executive Vice-President for Research in the case of a Research Faculty title. When the development of the job description and qualifications are far enough along that they can be evaluated, a request can be made to the Secretary of the Faculty to schedule a

hearing before the Faculty Executive Board for consideration whether the title should be added to the appropriate Academic Faculty or Research Faculty list for participation in Faculty Governance. The Faculty Executive Board will consider the evidence presented, decide its position on the question, and communicate this to the President and the appropriate Executive Vice-President(s). The approval of both the Faculty Executive Board and the President shall determine whether a title is added to a list of Faculty titles participating in faculty governance.

The above process can also be followed for an existing title if leadership in the Institute determines that the faculty status of an existing title should be re-evaluated based on new considerations about the title.

APPENDIX: DEFINITIONS AND STANDARDS

ACADEMIC FACULTY DEFINITION

Membership in the Academic Faculty of Georgia Tech is defined as those for whom an essential part of their job responsibility is enhancing, leading, developing, and delivering undergraduate, graduate, and professional degree programs. It is understood that Academic Faculty members are also often significantly involved in leading, developing, and delivering research. Membership in the Academic Faculty shall be determined solely on the basis of the position held within the Institute.* Titles included shall be consistent with Board of Regents policies for faculty membership and limited to positions with direct involvement in meeting student academic needs.

RESEARCH FACULTY DEFINITION

Membership in the Research Faculty of Georgia Tech is defined as those whose primary job responsibility involves leading, developing, and delivering the research, extension, and technology transfer programs of the Institute. Membership in the Research Faculty shall be determined solely on the basis of the position held within the Institute. Titles included shall be consistent with Board of Regents policies for faculty membership.

ADDITIONAL STANDARDS FOR PARTICIPATION IN FACULTY GOVERNANCE

- Personnel with titles designated as Temporary or Visiting, or having other limited term appointments, will not be eligible to participate in faculty governance.
- Persons holding only adjunct appointments or other honorary titles shall not be considered to be members of the faculty [per Board of Regents Policy Manual 3.2.1.1].
- Only persons serving the Institute at least 0.75 full-time equivalent (FTE) in eligible positions as defined herein shall qualify to participate in faculty governance, unless otherwise approved by the Faculty Executive Board or specified by the Statutes. Individuals who would otherwise fall into this category but are temporarily employed less than 0.75 FTE or on leave of absence would be suspended from participation in faculty governance for the duration of that situation.