

Georgia College & State University

Academic Affairs Handbook

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1.02.01 By-Laws for the Faculty of Georgia College & State University

Adopted April 17, 1997

Revised April, 2001

Article 1. Membership in the University Faculty

Membership in the University Faculty shall be the Corps of Instruction as defined in Article III, Section 1 of the Statutes, including academic department chairs. Employees awarded faculty status by the President are eligible to vote and participate in faculty meetings in accordance with the University Statutes, Article II, Section 1, last paragraph, Page 2. (1993).

Membership shall also include Administrative Officers, including, ex-officio, the President, the Vice President/Dean of Faculties, the Associate Vice president for Enrollment Services, the Executive Director of Information Services, and those other persons in administrative positions who report directly to the President, and those persons in administrative positions who report to the Vice President/Dean of Faculties.

Adjunct faculty and administrative officers without academic rank shall have floor privileges without voting rights at the University faculty meetings.

Article 2. Meetings

1. The faculty shall meet once per semester, not including the summer semester. Special faculty meetings may be called by the President of the University. Special meetings shall also be called by the President upon a petition of at least thirty faculty members or upon receiving a request from the Faculty Senate.

2. A specific agenda should be prepared by the Secretary to the faculty meetings and distributed to the faculty at least 10 calendar days in advance of any faculty meeting. The agenda should include the following elements:

Approval of minutes of the last meeting
Report of the President

Old Business
New Business
Resolutions and/or proposals
Other

Explanatory material, a rationale, and description of the issue under consideration should accompany any resolution or recommendation. This information should be distributed to the faculty along with the agenda at least 10 calendar days prior to the faculty meeting.

3. The most current edition of Robert's Rules of Order will govern the conduct of these meetings.
4. The Faculty Senate shall act as a representative advisory and deliberative committee for the faculty.
5. The President and Vice President of the Student Government Association and the Chair of the Staff Council shall be invited to attend all meetings as non-voting delegates.
6. All business coming to a deciding vote of the faculty shall be placed before the faculty in writing at least 10 calendar days prior to the meeting. Business not so announced may be discussed or referred to committee, but neither accepted nor rejected.
7. With the exception of the President's Report, all speeches and reports at University faculty meetings may not exceed five minutes, unless otherwise agreed to by the faculty at the meeting by a motion.
8. Faculty meetings will be no more than one hour and a half unless otherwise agreed to by a motion to extend the meeting duration.
9. University faculty meetings are open meetings. The University Communications Office shall establish reasonable guidelines governing the attendance of visitors, such as media representatives, so that faculty meetings will not be disrupted. During discussion of personnel issues, the media and other visitors may be requested to leave.
10. During any University faculty meeting, a motion to temporarily suspend these by-laws may be made. This motion requires a two-thirds majority of those voting.
11. Proposals to repeal or amend these faculty by-laws may be made in writing at least 10 calendar days in advance of any faculty meeting to the Secretary of the faculty meeting who will place the proposals on the agenda of the next faculty meeting. Following a discussion of the proposal at the faculty meeting, the Secretary of the faculty meeting will distribute the motion to faculty who will vote by a mail ballot on the motion. Motions to amend or repeal these faculty by-laws require a two-thirds majority vote of all faculty eligible to vote. Any motion to repeal or amend these by-laws will be placed on the faculty meeting agenda for discussion immediately following the President's Report.

Comments or Questions

Last updated January 12, 2005