

## **Standing Committee Officers Orientation**

**Monday, August 10, 2020 at 11:00 a.m.**

**Via: Webex**

1. Standing Committee Officer Responsibilities
2. Standing Committee Scopes: Determining if an item should be in your committee
3. Required Written Reports
  - a. Annual Report Template
4. University Senate Website Overview (<https://senate.gcsu.edu/>)
5. Accessing and Submitting Meeting Agenda and Minutes through the File Repository
  - a. Optional Minutes Template
6. Accessing and Utilizing the Motion Database
  - a. Sample Motions

## STANDING COMMITTEE OFFICERS

Last Updated 03-15-2019

### STANDING COMMITTEE CHAIRS

**Eligibility:** Elected Faculty Senators who are members of the standing committee (Article V, Sec 2.B.1)

**Bylaws Responsibilities:**

- Present Committee Report to University Senate at scheduled University Senate meetings (Article II, Sec 3.A.3)
- Submit such reports to University Senate Secretary in appropriate format for minutes (Article II Section 3.I)
- Transfer committee records to the following year's committee (Article IV, Sec 3.B)
- Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Sec 1.C.14)
- Serve on the Subcommittee on Nominations (Article V, Sec 1.D.1.a)
- Be notified by a committee member who is going on extended leave (Article II Section 3.H)
- Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Sec 2)
- Be consulted by ECUS on steering any matter to a standing committee (Article V, Sec 1.C.4)

**Other Responsibilities:**

- Be contacted by committee members extending regrets prior to the meeting
- Others as defined by the committee

### STANDING COMMITTEE VICE-CHAIRS

**Eligibility:** Any member of the standing committee (Article V, Sec 2.B.1)

**Bylaws Responsibilities:** None

**Other Responsibilities:**

- Assumes all duties and responsibilities of the Committee Chair in the absence of the Committee Chair
- To be defined by the committee

### STANDING COMMITTEE SECRETARIES

**Eligibility:** Any member of the standing committee (Article V, Sec 2.B.1)

**Bylaws Responsibilities:**

The secretary of the committee shall post the minutes of a committee meeting prior to the call to order of the next meeting of the committee. This includes minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)

**Other Responsibilities:**

- Be contacted by committee members extending regrets prior to the meeting
- To be defined by the committee

### RESPONSIBILITIES TO BE ASSIGNED OR DEFINED BY THE COMMITTEE

- When a vacancy on the committee occurs, a replacement determined in same manner (Article IV, Sec 5)
- Scheduling meeting rooms, times, and dates for committee meetings
- Conducting meetings (preside at meetings)
- Conducting forums
- Supplying an agenda for committee meetings with electronic documentation
- Establishing operating policies/procedures and filing with ECUS (Article III, Sec 1)
- Writing and submitting a comprehensive, written annual report (Article IV, Sec 2)
- Entering motions in the online motion database to get a motion on the floor of Senate
- Ad hoc committee registry form submission (Article V, Sec 2.A.3.b)
- Advertising Meeting Times and Agenda to the University Community
- Promoting the Governing Concepts of the University Senate in order to increase the university community's capacity for shared governance

### PERTINENT UNIVERSITY SENATE BYLAWS

IV.Section3.A. Organizational Meetings. Within ten (10) calendar days of the spring organizational meeting of the incoming University Senate for the subsequent academic year, each of the incoming standing committees shall hold a meeting at which they elect committee officers in accordance with V.Section2.B.1. The Executive Committee shall designate a facilitator to both preside at this meeting and conduct the elections of the committee officers. Should there be any unfilled positions on the incoming committee, specifically members not known by name such as SGA appointees, Presidential Appointees named by title, etc., the Executive Committee shall name voting proxies for the elections of the committee officers from the pool of outgoing committee members.

V.Section2.B.1. Officers. The members of a standing committee shall elect a chair, a vice-chair, and a secretary by secret ballot in accordance with IV.Section3.A. Only elected faculty senators are eligible to serve as the committee chair, but any member of the committee is eligible to serve as vice-chair or secretary. The chair, vice-chair, and secretary shall be elected for a period of one year. The chair, vice-chair, or the secretary may be reelected.

## COMMITTEE SCOPES TO GUIDE STEERING ITEMS TO COMMITTEES

LAST UPDATED 03-15-2019

- V.Section2.C.1.b. *Scope*. The **Academic Policy Committee** shall review and recommend for or against policy relating to undergraduate and graduate education matters that have broad impact or implication to the university as a whole, which includes, but is not limited to, policies relating to grading, scholastic probation and honors, academic appeals, academic standing, standards for admission, academic calendar, and academic ceremonies. This committee also provides advice, as appropriate, on academic procedural matters at the institution.
- V.Section2.C.3.b. *Scope*. The **Faculty Affairs Policy Committee** shall review and recommend for or against policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities), which includes, but is not limited to, policies relating to academic freedom, workload, compensation, recruitment, retention, promotion, tenure, recognitions, development, and instructional support. This committee also provides advice, as appropriate, on procedural matters that affect the welfare of the faculty.
- V.Section2.C.4.b. *Scope*. The **Student Affairs Policy Committee** shall review and recommend for or against policy relating to the general social, cultural, and practical welfare of students, which includes, but is not limited to, policies relating to non-academic areas such as conduct and discipline, grievances and non-academic appeals, financial aid, human services for students (e.g. health center, counseling), organizations, awards, intercollegiate athletics, and other extracurricular activities (e.g. Greek life, residence life, intramurals). This committee also provides advice, as appropriate, on procedural matters that affect the general social, cultural, and practical welfare of the students.
- V.Section2.C.5.b. *Scope*. The **Resources, Planning, and Institutional Policy Committee** shall review and recommend for or against policy relating to non-instructional personnel (including administrative personnel) and institutional budget and planning functions, which includes, but is not limited to, policies relating to recruitment, hiring, evaluation, welfare and development as well as compliance with local, state, and federal guidelines (e.g. affirmative action, ADA, homeland security), and institutional support functions of the university (e.g. technology, parking) In addition, this committee shall review and provide advice on master planning, strategic planning, and budgeting processes and provides advice, as appropriate, on other procedural matters that affect the general welfare of the institution and its employees.

# UNIVERSITY SENATE

## REQUIRED WRITTEN REPORTS

Updated 09-19-2018

### 1. COMMITTEE CHAIR TO UNIVERSITY SENATE

II.Section3.A.3. *Reports.* Each standing committee and the Executive Committee, through its duly elected chair, shall, at all regular meetings of the University Senate, make a brief oral report of business transacted by the committee since the previous meeting of the University Senate. In addition, II.Section3.I. applies to such reports.

II.Section3.I. *Reports.* All reports given at a University Senate meeting shall be submitted in an appropriate format to the Secretary of the University Senate for inclusion in the minutes of that meeting.

***In practice, the “appropriate format” has been electronic (either an email or MSWord format).***

***Minutes Report Template: <https://senate.gcsu.edu/resources> > Documents > [Minutes Template \(MSWord\)](#)***

### 2. COMMITTEE ANNUAL REPORT

IV.Section 2. *Reports.* The committees listed in V.Section2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee shall present a comprehensive, written, annual report in an appropriate format to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.

***Annual Report Template: <https://senate.gcsu.edu/resources> > Documents > [Annual Report Template \(MSWord\)](#)***

***Standing Committees are APC, FAPC, RIPC and SAPC.***

### 3. STANDING COMMITTEE CHAIRS WITH EXECUTIVE COMMITTEE

V.Section1.C.14. *Standing Committee Chairs Coordination.* The Executive Committee shall meet regularly with the Standing Committee Chairs to facilitate communication among the committees of the University Senate.

***In practice, at the joint meetings of the Standing Committee Chairs with Executive Committee, each standing committee chair provides a brief oral report. While not formally required by bylaws, submitting those reports electronically (email or MSWord format) to ECUS secretary is desirable (to the ECUS Secretary).***

# Template of University Senate Committee Annual Report

**Due Date:** Submit in MSWord or pdf format to [senate@gcsu.edu](mailto:senate@gcsu.edu)  
with a **preferred due date of XX** and due **absolutely no later than XX**.

*Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.*

## **Committee Name:**

## **Academic Year:**

## **Committee Charge:**

*Boiler plate from US bylaws.*

*Note: This may be a hyperlink to the committee web page on the senate intranet. Please do not use a link to the full bylaws, since these may change from year to year. The relevant section of the bylaws is copied onto your committee page on the senate intranet. It is likely most reliable to copy and paste the relevant bylaws into the committee report as links may (over time) be broken.*

## **Committee Calendar:**

*Listing of dates on which the committee met.*

## **Executive Summary:**

*A narrative abstract of the main issues of committee deliberations throughout the year.*

## **Committee Membership and Record of Attendance:**

*Identify all members of the committee, clearly indicate committee officers (Chair, Vice Chair, Secretary), and status of each member (Senator, non-Senator, student) along with a record of each member's attendance. Note: this may be available as a download from the online senator database.*

## **Motions brought to the Senate floor:**

*Give the motion number, and motion statement as well as the committee vote and senate action on each motion that this committee brought to the Senate body for action. Short summary of committee work for each motion, if considered necessary to explain rationale, controversial matters or content that is not evident from the motion text.*

*Note: this is available from the online motion database as a download.*

## **Other Significant Deliberation (Non-Motions):**

*Short summary of each issue that consumed a significant amount of committee time.*

## **Ad hoc committees and other groups:**

*For each ad hoc committee and other group that was formed, Specify committee or group name, membership, identify ad hoc committee officers (chair, vice chair, secretary) or leaders of other group Provide a short summary of its work. Finally specify whether their work was completed, and if not whether your committee recommends that the committee continue their work in the following academic year.*

## **Committee Reflections:**

*What worked well, what did not work so well. Given your charge, how did you spend your time?*

## **Committee Recommendations:**

*Advice to the membership of the committee for the next academic year such as:  
Are there any issues that should be considered by this committee the following year?  
Are there any issues that this year's committee was unable to complete its work on?  
Do any of this year's committee actions require follow-up? (i.e. a policy was drafted, but there was a recommendation for a review of the policy during the following year.)  
Recommendations on calendar (meeting times, outline items that you expect would be considered annually)*

## **Recommend items for consideration at the governance retreat:**

## **Appendix: Committee Operating Procedures**



*A summary of the standard operating procedures used to conduct business during the year.*

## University Senate Website Navigation

Reviewed 9-19-2018

Senate Website (<https://senate.gcsu.edu/>)

**University Senate Management System:** Log in with UNIFY username and password



About	Meetings	Members	Committees	Resources	File Repository	Motions	Senator Database
-------	----------	---------	------------	-----------	-----------------	---------	------------------

### About University Senate

- > Archive
- > Beliefs
- > Bylaws
- > Governance Calendar
- > Governing Concepts
- > Governance History
- > Handbook
- > Meeting Etiquette
- > Minutes Template
- > Parliamentary Procedure
- > Policy Template
- > Profile
- > Summary
- > Vision

### Vision of the University Senate

*Approved by the University Senate, 29 Nov 2004*  
*Approved by President Leland, 05 Dec 2004*


The University Senate envisions a university that celebrates an effective system of governance in which information is widely shared and understood, where every voice in the university community is heard and honored, and that actively involves all affected individuals in the decision-making process.

### User login

You will be redirected to the secure Unify login page.

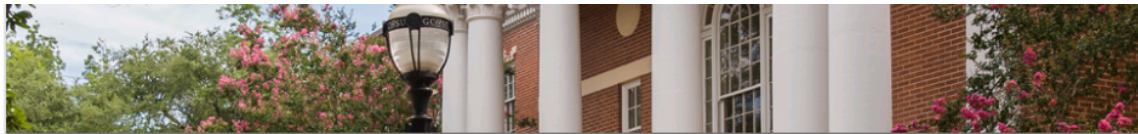
[Log In](#)

**Log in**



# I. Accessing and Utilizing the Motion Database

## Access Motion Database



Navigation menu: About, Meetings, Members, Committees, Resources, File Repository, **Motions**, Senator Database

About University Senate

- Archive
- Beliefs
- Bylaws
- Governance Calendar
- Governing Concepts
- Governance History
- Handbook
- Meeting Etiquette
- Minutes Template
- Parliamentary Procedure

Logged in via Unify as *chavonda.mills@gcsu.edu*.

### Vision of the University Senate


[View](#) [Edit](#)

*Approved by the University Senate, 29 Nov 2004*  
*Approved by President Leland, 03 Dec 2004*

The University Senate envisions a university that celebrates an effective system of governance in which information is widely shared and understood, where every voice in the university community is heard and honored, and that actively involves all affected individuals in the decision-making process.

**Access Motion Database** (indicated by a red arrow pointing to the Motions menu item)

## Add New Motion



Navigation menu: About, Meetings, Members, Committees, Resources, File Repository, **Motions**, Senator Database

Motions Menu

- Add New Motion** (indicated by a red arrow)
- Actionable Motions
- My Motions
- View all motions
  - Motions by Status
  - Motions by Type

Motions Admin

- Manage Types

### Motions Database

Search:  [Search](#)

Number, Title, Author, or Committee Abbreviation

Motion	Type	Author	Source Committee	Status	Last Update
[1516.CN.003.O] <a href="#">Slate of Nominees for 2016-2017 University Senate</a>	Other	chavonda.mills@gcsu.edu	CON	Implementation Complete	07/20/2016
[1516.CAPC.023.C] <a href="#">Master of Education in Curriculum and Instruction Proposal</a>	Curricular	angeLabney@gcsu.edu	CAPC	Approved, Pending Review by USG/BOR	05/19/2016

**Add New Motion** (indicated by a red arrow pointing to the menu item)

## Complete Motion Entry Form and Save

### Create Motion

Motion Status \*

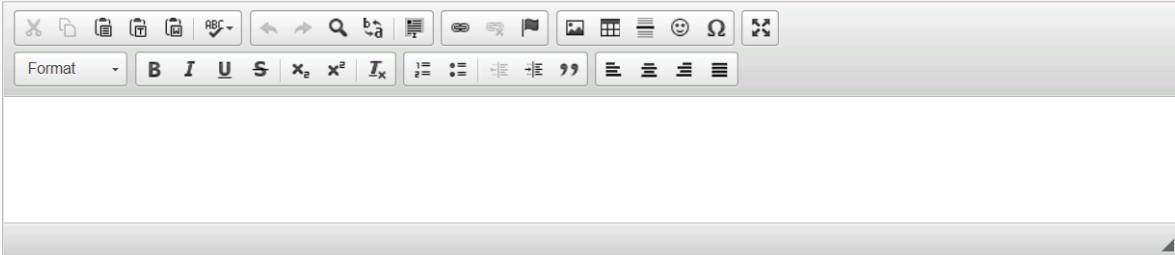
Title \*

Source Committee \*

The committee submitting the motion

Motion Type \*

Referenced Material



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes a 'Format' dropdown menu, bold (B), italic (I), underline (U), strikethrough (S), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), text color (I<sub>x</sub>), bulleted list, numbered list, decrease indent, increase indent, quote, link, unlink, table, table of contents, smiley, and help icons. Below the toolbar is a large empty text area.

[Switch to plain text editor](#)

#### Existing Policies and Handbooks

Board of Regents Policy, Business and Finance Policy and Procedures, Employee Handbook, GCSU Academic Affairs Handbook, Graduate Catalog, Student Handbook, Undergraduate Catalog, USG Academic Affairs Handbook

Supporting Documents

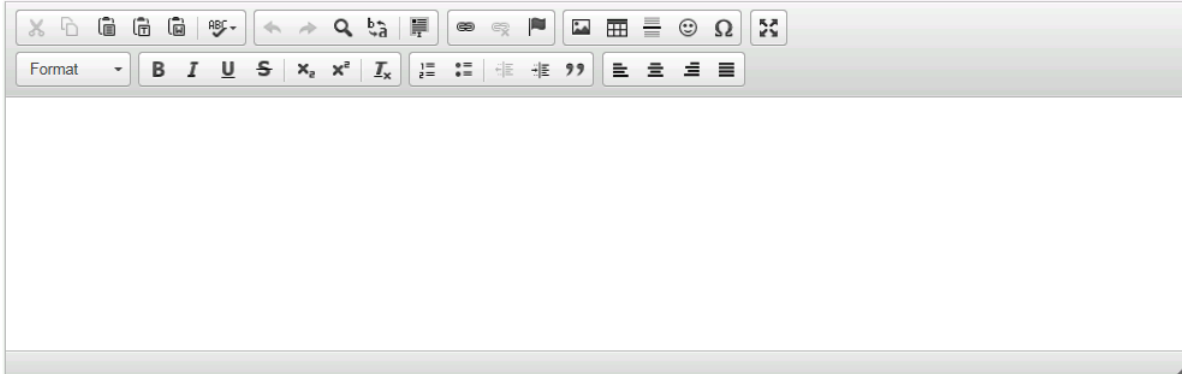
Add a new file

Files must be less than 2 MB.

Allowed file types: doc docx pdf xls xlsx ppt pptx jpeg jpg gif png txt rtf.

Motion Text \*




A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes a 'Format' dropdown menu, bold (B), italic (I), underline (U), strikethrough (S), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), text color (I<sub>x</sub>), bulleted list, numbered list, decrease indent, increase indent, quote, link, unlink, table, table of contents, smiley, and help icons. Below the toolbar is a large empty text area.

[Switch to plain text editor](#)



## II. Accessing and Submitting Meeting Agenda through the File Repository

### Access File Repository



Navigation menu: About, Meetings, Members, Committees, Resources, **File Repository**, Motions, Senator Database

**File Repository** (indicated by a red arrow and the text "Access File Repository")

### Vision of the University Senate

[View](#) [Edit](#)

*Approved by the University Senate, 29 Nov 2004*  
*Approved by President Leland, 03 Dec 2004*

The University Senate envisions a university that celebrates an effective system of governance in which information is widely shared and understood, where every voice in the university community is heard and honored, and that actively involves all affected individuals in the decision-making process.

- › Archive
- › Beliefs
- › Bylaws
- › Governance Calendar
- › Governing Concepts
- › Governance History
- › Handbook
- › Meeting Etiquette

### Select File Type, Public or Private

### File Repository Menu

- › Add Public File
- › Add Private File

**Add Public or Private File** (indicated by a red arrow)

### File Repository

The file repository aggregates all documents uploaded to the University Senate site into one searchable database.

Search:

Filter By Category: - Any -

Filter By Committee: - Any -

Title	Description	Document Date	Category	Committee	Download	Actions
Annual Report Template (MSWord)		09/01/2016	<a href="#">Resource</a>	Senate	▼	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>
ECUS-SCC September 2, 2016	ECUS-SCC Meeting	09/02/2016	<a href="#">Agendas</a>	<a href="#">ECUS</a>	▼	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>

## Complete Create Document Form and Save

### Create Document - Public

Title \*

Description

Optionally enter a description for this document

Document Date

Date

E.g., Sep 2 2016

Category

← Select Document Category  
For Example, Agendas

Committee

Optionally associate a committee with this document. The document will then be shown both in the repository and on the committee's page.

Document \*

This document will be public and can be seen by any person with a direct link to the file.

Files must be less than **2 MB**.

Allowed file types: **txt pdf doc docx rtf xls xlsx odt png jpg bmp**.

### III. Submission of Minutes

#### Access Minutes



Navigation menu: About, Meetings, Members, Committees, Resources, File Repository, Motions, Senator Database

Left sidebar: About University Senate, Archive, Beliefs, Bylaws, Governance Calendar, Governing Concepts, Governance History

Main content: Vision of the University Senate

Buttons: View, Edit

Text: Approved by the University Senate, 29 Nov 2004; Approved by President Leland, 03 Dec 2004

Text: The University Senate envisions a university that celebrates an effective system of governance in which information is widely shared and understood, where every voice in the university community is heard and honored, and that actively involves all affected individuals in the decision-making process.

#### Add Minutes



Left sidebar: Meeting Info, Agendas, Attendance Procedure, Meeting Etiquette Guidelines, Rules for Conducting Debate, Minutes, Archived Minutes, Meeting Dates, Meetings Admin, Add Minutes

Main content: University Senate Attendance Procedure

Buttons: View, Edit

Text: Approved by Standing Committee Chairs and ECUS members effective 19 September, 2006

Section: Relevant Bylaw II, Section 3.B.5.

Text: Each University Senator is expected to attend every University Senate meeting. Each member of a senate committee is expected to attend every meeting of that committee. A report that contains an aggregation of the attendance records of committees and the University Senate shall be accessible to all members of the University Community in an appropriate format. Substitutes are not allowed to vote on any issue. A person who is on authorized leave for an extended period of time shall notify the Chair of the Committee to which the person has been elected, or the Chair of the Executive Committee, of his/her anticipated absence.

Section: Attendance Procedure

Text: When a member of the University Senate (US) or one of its committees (APC, CAPC, ECUS, FAPC, RPIPC, SAPC) is absent from a meeting, the absence will be coded as "Regrets" if the member has notified both the Secretary and Chair prior to the meeting time. This notification should be by email. Failure to make this notification will result in the absence being coded as "Absent".

## Complete Meeting Record with Minutes Form

### Create Meeting Record with Minutes

Meeting Date \*

Date

E.g., Sep 2 2016

Meeting Location

Committee

For Senate meetings, please leave this field blank

Special Meeting









Comments

Minutes \*

Browse... Upload

Files must be less than 2 MB.  
Allowed file types: txt doc docx pdf.

Minutes Text

Format **B** *I* U **S**  $x_2$   $x^2$  *I\_x*        

[Switch to plain text editor](#)

Supporting Documents

Add a new file

Browse... Upload

Files must be less than 2 MB.  
Allowed file types: txt pdf doc docx rtf xls xlsx ppt pptx ppsx odt odp ods png jpg bmp gif.

Save Preview

## Step by Step Instructions on Minutes and Agendas

(File Repository of the University Senate Website)

Updated 09-19-2018

### To **view** minutes

1. Point your browser to <https://senate.gcsu.edu/>.
2. Click on the **Meetings** tab in the options across the top.
3. Select **Minutes** from the **Meetings Info** menu in left margin.

=====

### To **post** minutes <requires the SysAdmin to Manage Users to add Role Minutes>

1. Point your browser to <https://senate.gcsu.edu/>.
2. Go to the lower left corner of this page and login (using your unify credentials).
3. Once logged in, click on the **Meetings** tab in the options across the top.
4. Select **Add Minutes** from the **Meetings Admin** menu in the lower left.
5. Enter the requested information into the template.
6. Once complete, click on the **Save** button in the lower left.

=====

### To **post an agenda** to the University Senate website

1. Point your browser to <https://senate.gcsu.edu/>.
2. Go to the lower left corner of this page and login (using your unify credentials).
3. Once logged in, click on the **File Repository** tab in the options across the top.
4. Select **Add Public File** from the **File Repository Menu** menu in the left margin.
5. Enter the requested information into the template <Date would be the date of the meeting to which the agenda applies; Category is Agenda>

*Note that when you designate your committee, the file will be posted to the designated committee area found under the **Committees** tab in the options across the top and then the **Agenda** tab once at a committee site. By this same process you can post other files to the **Documents** area <using Category Resource> of your committee website.*

6. Click on the **Save** button in the lower left.
7. If you fail to comply with item six, all your brilliant work will be lost.

**COMMITTEE NAME:**

**MEETING DATE & TIME:**

**MEETING LOCATION:**

**ATTENDANCE:**

<b>MEMBERS</b>	<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>
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<b>GUESTS</b>
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<i>Italicized text denotes information from a previous meeting.</i>		
*Denotes new discussion on old business.		

<b>AGENDA TOPIC</b> (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.)	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b> {including dates/responsible person, status (pending, ongoing, completed)}
<b>I. Call to order</b>			
<b>II. Approval of Agenda</b>			
<b>III. Approval of Minutes</b>			

<b>IV. Old Business/Review of Actions/Recommendations</b>			
1.			
2.			
<b>V. New Business Actions/Recommendations</b>			
1.			
2.			
<b>VI. Next Meeting</b>			
<b>VII. Adjournment</b>			

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:** \_\_\_\_\_  
 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**COMMITTEE NAME:**

**COMMITTEE OFFICERS:**

**ACADEMIC YEAR:**

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

Meeting Dates	Date 1	Date2	Date3						
Member Name 1									
Member Name 2									
Member Name 3									

CHAIRPERSON SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ -

(Including this Approval by chair at committee discretion)



# Sample Motions

Updated 09-09-2018

## *A motion requests an action to be taken by the University Senate such as*

- *To RECOMMEND a new policy*
- *To RECOMMEND revisions to an existing policy*
- *To RECOMMEND revisions to existing University Senate Bylaws*
- *To ENDORSE procedural recommendations (more of a resolution than a motion; outside purview)*
- *To ENDORSE a resolution*

---

**Motion number 0506.AG.002.P**

**Originated on** 10/07/2006.

*Note: Concise Policy Statement*

**Subject:** Policy Change for US/GA History Exams

**Motion:** To adopt the following as university academic policy:

1. A student will be allowed at most four attempts to pass the U.S. history examination and at most four attempts to pass the Georgia history examination. Should a student fail to pass either exam on the fourth attempt, the student shall be required to pass HIST 2111 or HIST 2112 to satisfy the special legislative requirement.
2. A student may take neither the US History Exam nor the Georgia History Exam during a semester in which the student is registered for at least one of HIST 2111 and HIST 2112.

---

**Motion number 0506.AG.004.P**

**Originated on** 10/07/2005.

*Note: Policy Statement is a supporting document*

**Subject:** New IRB Policy

**Motion:** To adopt the attached document entitled "Georgia College & State University Policy on Class-Related Assignments Involving Human Subjects" as University Policy.

---

**Motion number 0607.US.003.P**

**Originated on** 01/23/2007.

*Note: Policy accompanied by procedural*

*recommendations*

**Subject:** Policy and Procedures on Sexual Harassment

**Motion:** To adopt as policy the proposal for a Policy and Procedures on Sexual Harassment as specified in the Main Supporting Document and to endorse the procedural recommendations of the University Services Committee.

---

**Motion number 0708.EC.003.R**

**Originated on** 03/11/2008

*Note: An example of a resolution*

**Subject:** University-Wide Committee Registry (Master List)

**Motion:** Whereas the primary goals are to support the governing concepts of transparent decision-making and shared information, specifically the sharing of information deemed relevant to the deliberations within the decision-making process, therefore be it resolved by the University Senate of Georgia College & State University that the University President identify an appropriate university official to maintain a registry of university-wide committees or a master list of committees that

- (1) provides appropriate information, including but not limited to membership rosters, committee charge, and committee meeting minutes
- (2) is accessible to members of the university community, and
- (3) is periodically reviewed to determine the activity status of each committee

**Policy Title:** Policy Emeritus/ Emerita Status

**Policy Statement:**

Emeritus/Emerita status is a title conferred by the university president, at her/his discretion, on a retired administrative officer or retired faculty member for honorable and distinguished service to Georgia College & State University, and must be conferred in compliance with Board of Regents policy ([8.3.13](#)).

- For teaching faculty members with the rank of professor or associate professor, the "emeritus" designation is appended to the rank held at the time of retirement, e.g., professor emeritus.
- For administrators, the emeritus designation is appended only to the most senior administrative title held at Georgia College & State University, which may be held at or prior to the time of retirement, e.g., dean emeritus. The emeritus designation is not awarded for administrative titles held on an "acting" or "interim" basis.
- The university president may confer the emeritus/emmerita status on faculty members of other ranks upon the recommendation of the dean of the college in which the faculty member was employed.
- Emeritus/Emerita status is not guaranteed and is not accorded to part-time members of the faculty or administration or to members of the faculty or administration who have been terminated for cause.

The president's decision will be based, in part, upon the recommendation of the unit in which the employee has served. In considering persons from Georgia College & State University for the "emeritus/emmerita" title, the president shall, in addition to the Board of Regents criteria, base the recommendation upon:

1. Meritorious service to Georgia College & State University
2. Notable career performance at Georgia College & State University
3. Nomination and recommendation by the department faculty, department chair, dean, and the provost and vice president for Academic Affairs

**Definitions:** No definitions are needed.

**Keywords:** Emeritus; Emerita; Retirement

**Reason for the Policy:**

This policy is to replace the following statement from the GCSU Policies, Procedures, and Practices Manual:

<http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Appointments-Qualifications-for/Emeritus-Title>

**Proposed Outcome:**

This policy aims to promote a consistent approach to the awarding of Emeritus/Emerita status.

**Applicability of the Policy:**

This policy will apply to teaching faculty and upper level administrators as defined in the policy.

**Related Policies:**

Board of Regents Policy 8.3.13

**Procedures:**

The employee seeking the "emeritus/emerita" title shall submit the *"Recommendation for Award of Emeritus/Emerita Status"* form to his or her chair/director within a timeframe of thirty (30) days prior to the official retirement date through thirty (30) days into the start of the following semester. Another employee in the same unit, with the nominee's consent, may nominate an employee for emeritus/emerita status.

**A. Process for faculty and academic administrators requesting Emeritus/Emerita Status:**

1. The *"Recommendation for Award of Emeritus/Emerita Status"* form must be accompanied by a one-page description summarizing the faculty member's accomplishments at Georgia College, written by the candidate's chair/director, and a current vita.
2. After reviewing all materials submitted, by checking the appropriate box on the *"Recommendation for Award of Emeritus/Emerita Status"* form, the chair/director shall indicate his or her recommendation (either positive or negative). The chair/director has fifteen (15) calendar days to forward the form, the summary of the employee's accomplishments, and vita to the dean.
3. After reviewing all materials submitted, by checking the appropriate box on the *"Recommendation for Award of Emeritus/Emerita Status"* form, the dean shall indicate his or her recommendation (either positive or negative). The dean has fifteen (15) calendar days to forward the form, the employee's summary of

accomplishments, and vita to the appropriate vice president.

4. The vice president has fifteen (15) calendar days to forward all recommendation materials to the president for final action.

5. The decision of the president shall be conveyed to the candidate no later than two months after the initial request date.

Upon approval of emeritus/emerita status, the faculty member/administrator shall be entitled to the following, provided the university has adequate resources:

- Emeritus/Emerita photo identification card
- Full library privileges, using emeritus/emerita I.D. card, including borrowing rights and interlibrary loan privileges
- Option to purchase an employee parking permit if not currently employed by Georgia College
- Admission to campus events – the same as an active employee – with emeritus/emerita I.D. card
- Invitation to march in academic procession at commencement or other occasions
- Invitation to attend academic year opening university faculty meetings
- Inclusion in faculty/staff lists on the college/department/unit website for living emeritus/emerita faculty and administrators
- Use of their Georgia College e-mail addresses
- Eligibility to serve as a consultant to various standing and *ad hoc* committees of the university, college and/or department when called upon by a committee chair, with advanced approval from the respective department chair, supervisor and/or dean and appropriate vice president
- Serve as a dissertation/thesis committee member with approval from the respective department chair and dean and subject to procedures for rehiring retired employees
- Campus mail services related to their continued professional endeavors
- Emeritus/Emerita business cards, with approval from the chair of their home department

### **Implementation of Emeritus/Emerita Policy**

Individuals retiring from Georgia College prior to implementation of this policy who were not awarded emeritus/emerita status at the time of retirement may

submit a written request for emeritus/emerita status to their respective vice president. All requests will be reviewed and a decision regarding emeritus/emerita status will be made no later than 30 days from the submission date of the materials.

Grandfather clause: All individuals previously receiving emeritus/emerita status will retain all rights and privileges awarded as long as resources are available. In the future, individuals receiving Emeritus/Emerita status will receive rights and privileges outlined in this document.

**Forms:**

Recommendation for Award of Emeritus/Emerita Status – to be developed

**Contacts:**

Chair of the Faculty Affairs Policy Committee of University Senate

**Approval Date:**

Recommended by FAPC on February 2, 2018

**Appendices:**

None



# University Senate

Shaping the future through shared governance

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## Policy Emeritus/ Emerita Status

Submitted by [david.johnson@gcsu.edu](mailto:david.johnson@gcsu.edu) on February 6, 2018 - 10:19am

### General Information

**Motion Number:** 1718.FAPC.004.P

**Source Committee:** Faculty Affairs Policy Committee

**Motion Status:** Awaiting Action by Implementor


**Motion Type:** Policy Recommendation

### Referenced Material:

The current Georgia College Emeritus Policy, which is to be replaced by the new recommended policy:

<http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-A...>

### Supporting Documents:

Attachment	Size
 <a href="#">Emeritus Policy 2-2-18 final.doc</a>	84 KB

### Motion Text:

Motion to recommend that Georgia College adopt this new emeritus policy, in an effort to promote a consistent approach to the awarding of Emeritus/Emerita status. This policy will apply to teaching faculty and upper level administrators as defined in the policy.

### [Executive Committee Actions](#)

**ECUS action:** Submit to University Senate

### [University Senate Actions](#)

**US action:** Recommend to University President to Approve

**Presiding Officer Electronic Signature:** Nicole M. DeClouette

**Approval Date:** 02/16/2018

### [Presidential Actions](#)

**UP action:** Approved

**Effective Date:** 02/22/2018

**President Electronic Signature:** Steve M. Dorman

**Implementor(s):** costas.spirou@gcsu.edu

### [Notes](#)

#### President's Action

Submitted by [kathy.waers@gcsu.edu](mailto:kathy.waers@gcsu.edu) on February 22, 2018 - 3:02pm

**On behalf of:** University President

**Note:**

Processed by Kathy Waers

**Action log:**

Motion Submitted to ECUS on February 6, 2018 - 10:19am

Awaiting Action by Executive Committee on February 6, 2018 - 10:19am

Submit to University Senate by the Executive Committee on February 11, 2018 - 5:25pm

Awaiting Action by University Senate on February 11, 2018 - 5:25pm

Recommend to University President to Approve by the University Senate on February 20, 2018 - 4:51pm

Awaiting Action by University President on February 20, 2018 - 4:51pm

Approved by the University President on February 22, 2018 - 3:03pm

Awaiting Action by Implementor on February 22, 2018 - 3:03pm



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