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University Senate Handbook
Last Update: November 4, 2022

A living document derived from practice.

Feedback welcome.

senate@gcsu.edu

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Composition of the Standing Committees

Academic Policy Committee (APC)	Diversity Equity Inclusion Policy Committee (DEIPC)	Executive Committee of University Senate (ECUS)	Faculty Affairs Policy Committee (FAPC)	Resources, Planning, and Institutional Policy Committee (RPIPC)	Student Affairs Policy Committee (SAPC)
11-13 Corps of Instruction Faculty, at least 7 of whom are EFS CAO Designee Presidential Appointee	**6-7** Corps of Instruction Faculty, at least 6 of whom are EFS CDO designee HR designee Admissions designee SGA appointee Staff Council appointee Presidential appointee	University President Chief Academic Officer Presiding Officer Presiding Officer Elect Secretary One Elected Faculty Senator per College/Library not represented by officers Chair Emeritus	11-13 Corps of Instruction Faculty, at least 7 of whom are EFS CAO Designee Presidential Appointee	46-86 Corps of Instruction Faculty, at least 4 of whom are EFS 3 Selected Staff Senators SGA Designee Chief Business Officer or Designee Chief Information Officer or Designee Presidential Appointee	46-86 Corps of Instruction Faculty, at least 4 of whom are EFS 2 Selected Student Senators 1 Selected Staff Senator SGA Designee Staff Council Designee Chief Student Affairs Officer or Designee Presidential Appointee

University Senate Mission
(Established 12-03-04)

Shaping the Future through Shared Governance

University Senate Vision
(Established 12-03-04)

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.

University Senate Beliefs
(Established 12-03-04)

1. Faculty, staff, students and administrators will interact with mutual respect and will value input, rational discussion and respect for each person's position or place at the University.

2. All governance, planning, and decision making should encourage all interested and affected parties to be included.

3. The existing rules, regulations, policies and procedures of Georgia College & State University should be clearly defined, supported, adhered to, and widely distributed among faculty, staff, students and administrators.

4. Everyone shall have the right to participate in the governance of the University and shall have the right to be heard, without repercussion, regardless of position, rank, or level of authority.

5. Faculty, staff, administrators and students share responsibility for the education and development of life-long learning opportunities at the University.

6. Georgia College & State University will have a stable structure of governance that is flexible and includes a process for review and revision.

Governing Concepts of the University Senate

The governing concepts of the University Senate listed below serve as ideals for shared governance and provide a means by which shared governance can be periodically assessed.

1. Shared Sense of Purpose

A shared sense of purpose for institutional governance is the university community's shared understanding of and commitment to its values, mission and goals through shared decision-making.

2. Collegial Leadership

Shared governance requires capable and competent leaders from among administrators, faculty, staff, and students. Such leaders are characterized by the ability to critically evaluate how well they have performed, work to improve the leadership capabilities of themselves and others, and encourage and foster mutual respect among governance participants as they thoughtfully and thoroughly debate issues before the University Senate and its committees. They should be proficient, dependable, and above all else trustworthy as they faithfully guide and direct the development of policies and procedures that are widely understood and supported by members of the University community.

3. Transparent Decision Making

University policy, to be easily understood and widely supported by all constituencies, is readily available in a unified and consistent format and developed by full and complete vetting of issues using transparent processes of decision making. Decision making is respectful of how the process affects the confidence and trust of the university community and of the distinct, yet interdependent roles the administration, faculty, staff and students have in developing and implementing university policy.

4. Investment in Shared Governance

Members of the university community, by nature and profession, are invested in continual teaching and learning. University policy based on vision, core values, and governing concepts invites all members of the university community to take responsibility for educating themselves and their colleagues in order to make informed decisions.

5. Shared Information

Timely information is readily available to all members of the university community. Information is conveyed through multiple portals, such as meetings and websites, to promote broad access and to enhance communication across campus.

6. Positive Motivators

Motivation of stakeholders in shared governance is impacted positively by identifying, confronting, communicating and debating policy issues, and building trust in an intelligent, respectful manner.

7. Adequate Resources

Shared governance requires adequate human, temporal, and fiscal resources to draft and review university policy, fully vet university policy under consideration with the University community as well as formulate voting positions in consultation with constituencies. Adequate resources provide support for current senators, develop future senators, and provide a culture characterized by confidence, familiarity, trust, and participation in the shared governance process.

Meeting Etiquette Guidelines

1. Senators must be recognized by the presiding officer before speaking.

2. Senators should not interrupt whoever has the floor.

3. Senators should limit their remarks to five minutes.

4. Senators may begin debate of a motion or question once it has been presented to the assembly and clearly restated by the chair.

5. During debate, a senator recognized to speak by the presiding officer should direct all comments to the presiding officer rather than address other Senators directly.

6. Senators should not attack or question the motives of another Senator, but restrict their comments to the merits of the motion or topic at hand.

7. No member should speak twice to the same issue until everyone else has had the opportunity to speak on the issue.

Procedural Guidelines

1. Motions, questions, and other agenda items are merely recommendations for consideration by the assembly to adopt or accept at the discretion of the senators present.

2. Any time before a motion or question is restated by the presiding officer, its maker may suggest modifications or withdraw the motion or question without consent of the senator who seconded it.

3. Senators should restrict their remarks to the current motion, question, or issue before the assembly.

WHAT does the University Senate do?

- Faculty Governance Unit with broad representation

    o The University Senate is endowed with all the legislative powers and authority of the University Faculty and shall review and recommend for or against policy subject to the approval of the University President, and shall advise the University Administration.
    (*University Senate Bylaws: Article I, Section 1.A*)

    o The University Senate shall not adopt any regulations affecting curricula, and will strive to be mindful and respectful of matters that are more appropriately handled by the academic units (college, school, department, etc.) and divisions, yet may make recommendations concerning matters within these areas that have broader institutional impact or implications.
    (*University Senate Bylaws: Article I, Section 1.B*)

    o The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration, particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes.
    (*University Senate Bylaws: Article I, Section 2*)

- Policy

    o A policy is a statement of record that governs the conduct of the university community and/or embodies a general principle that guides university affairs. (This definition was developed during the 2006-07 academic year.)

    o Three Broad Categories or Types of Policy
        - Academic
        - Student Non-Academic
        - Institutional

- Resolutions

- Advisory Function o Procedure, Guideline, Practice

    o Concerns, Information Items

WHO is the University Senate?

The University Senate is a governance body consisting of forty-nine (49) members and elects one of its current elected faculty senator members to serve for a one-year term as Presiding Officer.

- TWO By Title

    o University President (ex officio non-voting member)
    o Chief Academic Officer (ex officio non-voting member)

- FOUR Selected Staff Senators

    o Selected by a process determined by Staff Council
    o Eligibility identical to eligibility to serve on Staff Council
    o Term of service is one year

- TWO Selected Student Senators

    o Selected by a process determined by Student Government (SGA)
    o Eligibility identical to eligibility to serve on SGA
    o Term of service is one year

- THIRTY-SEVEN Elected Faculty Senators (EFS)

    o 34 Apportioned to academic units (i.e. Colleges, Library); 3 serve At-Large
    o Elected by a process determined by:
        ▪ the academic unit to which they are apportioned
        ▪ ECUS for At-Large Senators
    o Elected by the Corps of Instruction Faculty in their constituency (department, academic unit, or university)
    o Eligibility Requirements
        ▪ At least 2 years at GCSU at the beginning of the fall semester following their election as an elected faculty senator
        ▪ Corps of Instruction membership
    o Term of service is three years (effective 2009-2010)
    o Only Elected Faculty Senators are eligible to serve in the three University Senate officer positions (University Senate Secretary, University Senate Presiding Officer Elect, and University Senate Presiding Officer).

- FIVE Presidential Appointees

    o Selected by the University President
    o Any member of administration, faculty, staff, student body is eligible to serve in this capacity
    o Term of service is one year
    o One to each standing committee (APC, DEIPC, FAPC, SAPC, RPIPC)

WHAT are the responsibilities and expectations of a University Senator?

a) Who do I represent? (Constituency)

    i. The thirty-seven Elected Faculty Senators (EFS) represent those who elected them.

    ii. The four Selected Staff Senators represent the staff.

    iii. The two Selected Student Senators by Student Government Association (SGA) represent the students.

    iv. The five Presidential Appointees and University President do not have a clearly defined constituency.

    v. Ideally, all University Senators should work together to promote the best interest of the University.

b) What meetings/functions am I expected to attend?

    i. Monthly University Senate meetings

    ii. Monthly committee meetings of which you are a member

    iii. Annual Governance Retreat

c) What committee(s) will I serve on?

Appointees (president, student, staff) and designees (executive officers) are named by the relevant constituencies. Elected faculty senators are invited to express preference for committee service following elections. The Subcommittee on Nominations prepares a slate of nominees for the committees based on those considerations. The slate is voted on each year at the organizational meeting of the University Senate.

What other responsibilities/expectations are there of/for University Senators?

- Responsibility to proactively seek out information and issues relevant to the standing committee on which you serve. *(Article V Sec 2.B.2)*

- Expectation to read information and supporting documents for motions PRIOR to the university senate meeting at which they will be considered. Note: This information is accessible via the online motion database.

- Expectation to prepare for committee meetings as defined by your committee operating procedure.

- Expectation to communicate with constituency, distribute information to and seek feedback from the individuals you represent.

- Right to speak, debate, and vote on the issues and motions that come before your committee or the University Senate.

- Request to gain familiarity with the University Senate web page at https://senate.gcsu.edu

- Request to extend "Regrets" to committee Chair and Secretary when anticipating absence from a meeting. Note: Failure to make this notification may result in the absence being coded as "Absent".

What are the primary responsibilities of the committees?

- Default – Disposition of US business through committees unless the US approves by two-thirds majority vote to act as a committee of the whole. *(US Bylaws, Art. IV, Sec 1)*

- Committee charge: seek out and identify concerns within its area *(US Bylaws, Art V, Sec 2.B.2)*

- Three Committee Functions *(US Bylaws, Art V, Sec 2.C)*
  - develop recommendations for new policy
  - develop recommendations that revise existing policy, and
  - serve in advisory role

- Two types of subcommittees
  - Permanent Subcommittee *(Art V.Sec2.A.3.a)*
    - Creation considered at request of committee, ECUS, or US
    - SCoN nominates membership including at least 2 University Senators
    - US elects voting membership & designates standing committee to which this permanent subcommittee reports

  - Ad hoc Committee (Temporary) *(Art V.Sec2.A.3.b)*
    - Creation at request of committee, ECUS, or US and this group shall name the membership including at least two Senators noting that all university community members are eligible to serve,
    - Charter (charge, timeline, membership) filed with ECUS
    - Chair (must be a University Senator), Vice-Chair, Secretary selected by the membership of the ad hoc committee at its first meeting
    - Ad hoc committees cease to exist at the completion of the task or at the end of academic year, whichever comes first.

- Committee Report made by Chair at each University Senate Meeting (filed electronically) *(Art II, Sec 3.A.3 and Article II, Sec 3.I)*

- Committee Business
  - Types: Policy, Information, Concern
  - Who can initiate *(US Bylaws, Art IV, Sec 1)*
    - Any committee member
    - The Executive Committee (ECUS) in its steering function
    - Chief Academic Officer
    - University President
    - Written request to ECUS with at least three senator signatures
  - Quorum – A majority of the membership (Robert's Rules) (at least seven of the thirteen members)
  - Who can vote at the committee meetings? All committee members including non-Senator members (those committee members not also on University Senate) are voting members of the committee unless explicitly designated as a non-voting member of the committee in the bylaws. *(US Bylaws, Art IV, Sec 4)*

Standing Committee Charges

- ### The Academic Policy Committee (APC) 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, which includes, but is not limited to, academic assessment and those matters relating to the educational process. *(V.Section 2.C.1.b.)*

- ### The Diversity Equity Inclusion Policy Committee (DEIPC) shall review and recommend for or against policy related to inclusion, equity, and diversity, which includes, but is not limited to, policies relating to all institutional aspects of equitable access, success, and education of the university community on issues of diversity, inclusion, state and federal laws regarding protected classes, and university language relating to non-discrimination and diversity. In addition, this committee shall review and provide advice on procedures, guidelines, and employee and student professional development relating to institutional climate and priorities for ensuring justice, fairness, and equitable treatment to all members of the university. (*V.Section 2.C.2.b)*

- ### The Executive Committee of the University Senate (ECUS)
  (Complete Description is Available in Article V, Section 1 of the University Senate Bylaws)
  - Is a Faculty Advisory body to the University President
  - Is a Faculty Advisory body to the Chief Academic Officer
  - Is the Steering Committee of the University Senate
  - Ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, etc.) as well as maintenance and dissemination of meeting minutes
  - Archives records in coordination with the University Senate Archivist
  - Has one permanent subcommittee: SubCommittee on Nominations (SCoN)

- ### The Faculty Affairs Policy Committee (FAPC) 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.Section 2.C.3.b.)*

- ### The Resources, Planning, and Institutional Policy Committee (RPIPC) 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. *(V.Section 2.C.5.b.)*

- **The Student Affairs Policy Committee (SAPC)** 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.Section 2.C.4.b.)*

Committee Membership and Eligibility to Serve as Committee Chair

Academic Policy Committee	Can Serve as Committee Chair	Member of Senate
At Least 7 Elected Faculty Senators	Yes	Yes
1 Presidential Appointee	No	Yes
1 Chief Academic Officer or Designee	No	No
Corps of Instruction Faculty Volunteers	No	No
Diversity Equity Inclusion Policy Committee	**Can Serve as Committee Chair**	**Member of Senate**
At least 7 Elected Faculty Senators	Yes	Yes
1 Presidential appointee	No	Yes
1 CAO designee	No	No
1 Human Resources designee	No	No
1 Student Government appointee	No	No
1 Staff Council appointee	No	No
Executive Committee of University Senate		**Member of Senate**
At Least 5 Elected Faculty Senators		Yes
1 University President		Yes
1 Chief Academic Officer		Yes
Faculty Affairs Policy Committee	**Can Serve as Committee Chair**	**Member of Senate**
At Least 7 Elected Faculty Senators	Yes	Yes
1 Presidential Appointee	No	Yes
1 Chief Academic Officer or Designee	No	No
Corps of Instruction Faculty Volunteers	No	No
Resources, Planning, and Institutional Policy Committee	**Can Serve as Committee Chair**	**Member of Senate**
At Least 4 Elected Faculty Senators	Yes	Yes
1 Presidential Appointee	No	Yes
3 Selected Staff Senators	No	Yes
1 Chief Business Officer or Designee	No	No
1 Chief Information Officer or Designee	No	No
1 Student Government Association Appointee	No	No
Corps of Instruction Faculty Volunteers	No	No
Student Affairs Policy Committee	**Can Serve as Committee Chair**	**Member of Senate**
At Least 4 Elected Faculty Senators	Yes	Yes
1 Presidential Appointee	No	Yes
1 Selected Staff Senator	No	Yes
2 Selected Student Senators	No	Yes
1 Chief Student Affairs Officer or Designee	No	No
1 Staff Council Appointee	No	No
1 Student Government Association Appointee	No	No
Corps of Instruction Faculty Volunteers	No	No

Each Standing Committee has 11-13 voting members; ECUS shall have no fewer than 7 but no more than 10 members. Only elected faculty senators are eligible to serve as committee chair, but any member of the committee is eligible to serve as vice-chair or secretary; the Chair, Vice-Chair, and Secretary of ECUS are Presiding Officer, Presiding Officer Elect, and Secretary of the Senate, respectively.

WHERE can I find information about the University Senate?

- University Senate webpage
  https://senate.gcsu.edu

- Governance Calendar
  https://senate.gcsu.edu/us/about-university-senate/governance-calendar

- The University Senate databases

  - Online Motion Database
    https://senate.gcsu.edu/motions
  - Online University Senator Database
    https://senate.gcsu.edu/senate-members/database/table-directory

- With whom can I consult if I have specific questions?
  - Committee Officers (Chair, Vice-Chair, Secretary)

  - Executive Committee

  - Other University Senators

HOW does the University Senate (US) do its work?

- PROCESS by which University Senate considers business
  - Default – Disposition of business via committees unless the University Senate approves by two-thirds majority vote to act as a committee of the whole. *(University Senate Bylaws, Art. IV, Sec 1)*
  - Robert's Rules of Order ○ GCSU Policy Template ○ Motion Flow and Proposal Checklists ○ Meeting Etiquette

- HOW does the University Senate communicate?
  - Email lists for committees and University Senate
  - Agendas for meetings
  - University Senate email: senate@gcsu.edu

Operational Definitions

Policy:

(Developed during 2006-2007) - Policy Definition Draft from ECUS on 11-14-06 (endorsed by USBGCC on 11-15-06)

A policy is a statement of record that governs the conduct of the university community and/or embodies a general principle that guides university affairs.

THE FOLLOWING DEFINITIONS HAVE BEEN DEVELOPED BY A WORKGROUP AND REMAIN UNDER CONSIDERATION BY ECUS:

Procedure:

A procedure is a written statement intended to accompany a policy and promote its consistent implementation. Adherence to procedure is a means of standardizing policy implementation.

Motion:

A motion is a formal proposal, ideally expressed in writing, placed before an assembly for consideration, that, if adopted, advances to the next level.

Resolution:

A resolution is a body's formal expression of a position, preference, will, or intention, made usually after voting, for distribution to person(s) external to the body.

Concern:

A concern is a matter that engages a person's attention, interest, or care, or that affects a person's welfare or happiness.

Information Item:

An information item is a statement or document that provides context or illuminates a point under consideration.

Guideline:

Virginia Commonwealth: Guidelines suggest how policies should be accomplished and represent the recommended course of action. A guideline is a suggestion for the development or implementation of policy or procedure.

Practice:

A practice is a customary way of operating or behaving.

Exhibit:

An exhibit is a written statement presented for consideration, such as supporting documents or forms.

Proposal Submission Checklist

Guidance for Making Proposals to University Senate Committees

Statement of Proposal (brief, i.e. at most one paragraph)

- Type of proposal

  o Policy Recommendation: (Specify exactly one of the following)

    ▪ New Policy
    ▪ Policy Revision

  o Information Item

  o Concern: (Specify at least one of the following)
    ▪ Expression of concern
    ▪ Proposal for action

  o Other

- Supporting Information: (The purpose of such information is to provide University Senators and members of standing committees context to make informed decisions.)

  o Rationale

    • General description of the significance and value of the proposal
    • Relationship to the University Senate Governing Concepts (as appropriate)
    • Illustrative example(s) of consequence(s) of action/inaction

  o Relevant background and documentation at all levels (include all that apply)

    • Faculty or staff member initiation
    • Senator initiation or endorsement
    • Departmental initiation or endorsement (letter, meeting minutes, course proposal, syllabi, etc.)
    • College level initiation or endorsement (committee meeting minutes)
    • Initiation or endorsement by administrator/administrative committee

  NOTE: All documents submitted must identify author(s) and date drafted.

Development of a Policy

Need Identification

The need for a new policy or the revision of an existing policy should be initiated through the submission of a proposal to the Executive Committee of the University Senate (ECUS). In the case of an existing policy, the individual or department currently responsible for the policy should be notified and brought into the discussion as early as possible.

Development of the Policy

The committee charged with the development or review of the policy is responsible for researching the issues raised in the proposal. Consideration must be given to related policies, in particular, those mandated by the USG Board of Regents and any other relevant government agencies. The committee minutes must document discussion of the policy.

Writing the Policy Document

The standard Policy Template contains sections that need to be completed when creating the policy document. The following is a list of those sections:

- Policy Name
- Policy Statement
- Definitions
- Keywords
- Reason for the Policy
- Proposed Outcome
- Applicability of the Policy
- Related Policies
- Procedures
- Non-Compliance
- Motion Number and Approval Dates

The Policy Template provides description of each section and provides suggestions on the development of the policy document. The template is available on the University Senate website or from the Executive Committee of the University Senate.

The policy template is available at https://senate.gcsu.edu

Policy Document Template and Guidelines

This policy template was developed to guide persons who draft or revise policies at Georgia College & State University. The aim of the format is to encourage concise policy statements with accompanying information to facilitate discussion, revision, and approval by relevant groups.

The University Senate has defined policy as *a statement of record that governs the conduct of the university community and/or embodies a general principle that guides university affairs.*

Policy Name:

The name must identify the key purpose of the policy in as few words as possible.

e.g. Service Recognition Policy

Policy Statement:

This is the most important section of the policy document. It will provide direction for the intended audience.

When drafting the policy statement, keep the following in mind:
- The statement must be concise with sentences that are clear and understandable for the given audience
- Acronyms may be used if spelled out completely the first time used
- Use strong action words (shall, must, are responsible for).

The policy statement typically answers questions such as:
- What is addressed by the policy?
- What does the policy intend to do?
- What behavior(s) does the policy require?

e.g.

Georgia College & State University shall have a Service Recognition Program that recognizes employees for their length of service to the University. Recognitions will be made in accordance with the procedures outlined in this document and the USG Board of Regents Policy on Employee Recognition Programs.

Definitions:

Provide a list of terms within the policy that need further explanation, with their definitions. Include terms that, by being defined, would add to the reader's understanding of the basic policy or procedures.

e.g.

- *Employee: Includes faculty and classified employees.*
- *Faculty: The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 300 of the Policy Manual of the Board of Regents of the University System of Georgia.*

Keywords:

A list of words that may be contained in, or that are related to, the policy as a whole and that ideally will operate as search terms in a policy database. Use these questions to help create your keywords:
- To which departments, schools, or areas of the institution does the policy apply?
- What issues or topics are related to the content of the policy?

e.g.
Service recognition; length of service

Reason for the Policy:

A detailed statement answering questions such as these:
- Why is the policy needed?
- Which institutional objectives will the policy uphold?
- Are there any internal or external requirements that mandate, inform or support the policy?

e.g.

A Service Recognition Program supports the University's strategic initiative to recruit and retain highly qualified faculty and staff who are invested in the university's mission, its students, and its commitment to reason, respect, and responsibility. It is an institutional priority to expand opportunities to celebrate faculty and staff achievements and to build community.

Employee service recognition acknowledges that the contributions of Georgia College employees are critical to fulfilling the University's mission. Each employee makes a difference and as such, the University should endeavor to identify means by which meaningful recognition occurs.

Proposed Outcome:

A list of desired outcomes of implementing the policy, including answers to questions such as these:
- What will this policy aim to change?
- What are the long-term goals to which this policy will aim?
- What are the outcomes that will indicate the policy is working?

e.g.

- *Service awards are presented to employees in recognition of length of service.*
- *An employee receives his or her first service award for ten (10) years of eligible service. Thereafter, the employee receives service awards in five-year intervals as eligible service accrues.*
- *One or more Service Recognition Ceremonies will be held annually to acknowledge employees who meet the specified length of service milestones.*

Applicability of the Policy:

A succinct statement answering questions such as these:
- To which departments, colleges, or areas of the institution does the policy apply?
- To whom does the policy apply (students, faculty, staff, visitors)?

e.g.

This policy applies to all Georgia College faculty and classified employees who are employed at least half-time. Student workers and graduate assistants are not eligible for length of service recognition.

Related Policies:

A list of policies, their citation and web link that relate to the proposed policy.

e.g.

This policy shall replace the "Service Awards" entry in the current Georgia College & State University Policies, Procedures, and Practices Manual.

USG Policy on Employee Recognition Programs:
https://www.usg.edu/hr/manual/employee_recognition_programs

Procedures:

A procedure is a set of mandatory steps established to implement the policy and/or to manage the activities specific to the policy. It describes a process that must be followed to achieve the desired outcomes. These statements should be specific to the policy and answer questions such as these:

- How will the policy be carried out?
- Who is responsible for carrying out the policy?
- If the policy requires individual action: what are the steps one must take?
- If the policy requires an institutional response: what are the steps the institution/department will take in its response?

e.g.

1. *An employee receives his or her first service award for ten (10) years of eligible service. Thereafter, the employee receives service awards in five-year intervals as eligible service accrues.*
2. *The following criteria shall be used to determine eligible service:*
   - *Eligible service commences on the initial date of employment at Georgia College.*
   - *Eligible service is based on an employee's total service with the University and includes all periods of regular employment; this does not mean the service must be consecutive years.*
   - *For faculty, an academic year appointment for 9, 10, or 11 months is considered the equivalent of a 12-month appointment for calculation of eligible service.*
   - *An approved leave of absence of one year or less is not deducted from the length of service.*
   - *Leave without pay status is not included in eligible service.*
   - *Military leave with pay status is included in eligible service.*

Forms:

Attach any suggested forms that are necessary to fill out, read, and/or sign that would be applicable to the stated policy.

Non-Compliance:

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies and may result in prosecution in accordance with state and federal law.

Creation Date: the date the policy was created
Revision Date: the date the policy was revised
Last Reviewed Date: the date the policy was last reviewed
Next Review Date: the date the policy will be reviewed
Responsible Department: the individual or committee that created or revised the policy, and the individual or department that will administer or implement the policy
Cabinet Approval Date: the date the President approved the policy

Appendices:

Attach any form, examples, or documents

Motion Number and Approval Date:

Indicate the sponsoring committee and motion number.
List the dates of approval by the various levels of governance.
e.g.
Executive Committee of the University Senate (ECUS); Motion 1415.EC.001.P

List dates of approval by the various levels of governance.

e.g.
Executive Committee of the University Senate (ECUS) – 3/18/2015
University Senate – 4/16/2015
University President – 6/2/2015

Motions from Committees

Guidance to Committees for Preparing Motions for University Senate

- Committee considers proposal/issue:
    - Issue is on the standing committee meeting agenda
    - Documentation of discussions in standing committee meeting minutes
    - Issue has been fully vetted by the standing committee
    - Issue receives endorsement/approval of the standing committee

- Motion includes:
    - Type of Motion (Policy, Resolution, Bylaws Change, Other)
    - Subject
    - Standing Committee
    - Date of endorsement/approval by committee
    - Motion Statement
    - Policies impacted (if any)
- Supporting documents include:
    - Relevant background (All supporting documents of the proposal at the committee level)
    - A summary of the committee deliberation
    - Committee Vote (Majority/Minority opinions for split votes)
- Motion is entered into the database and documentation is submitted to Executive Committee at least 10 calendar days prior to the University Senate Meeting at which the motion will be considered
- Executive Committee sends motion information to University Senators at least 8 calendar days prior to University Senate Meeting
- Senate hears committee report on the motion, time for discussion (if any), and vote
- Presiding Officer signs the motion indicating status of the motion and submits motion to President
- President approves, vetoes, or simply acknowledges, in the case where an action is not necessary, the motion and assigns responsibility for implementation
- Communication of Disposition (as appropriate)

Writing a Motion

Time can be wasted at meetings when a motion is carelessly worded, leading to a discussion of the motion text rather than the underlying issue. Motions should
- be concise
- identify the specific policy, endorsement, resolution, or recommendation

- make reference to any support document

Sample Motion Text

- Policy Motion:

  To recommend as University Policy the proposed *"Name of Policy"* as outlined in the supporting document and to endorse the guidelines and procedural recommendations made therein.

- Endorsement/Recommendation Motion:

  To endorse the *"title"* recommendation as outlined in the attached document.

- Slate of Nominees Motion:

  To adopt the slate of nominees for the *"20xx-yy"* University Senate officers and committees as proposed in the supporting documentation.

Some Rules for Conducting Debate (Based on Robert's Rules of Order)

How is a motion opened to debate?
- The presiding officer states the motion and asks, "Are you ready for the question?"

When can I speak?
- You must be recognized (invited to speak) by the presiding officer. Members who desire to be recognized by the presiding officer should stand and address the presiding officer (GCSU variation: simply raise your hand) after debate has been opened by the presiding officer or after another member has yielded the floor.

What can I say?
- All discussion should be confined to the immediately pending question (motion) and to whether or not it should be adopted.
- During debate, no member can attack or question the motives of another member and should address all comments to the presiding officer (not other members).

How often and long may I speak?
- How often? In the debate, each member has the right to speak twice on the same question on the same day – but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question on the same day has exhausted his right to debate that question for the day.
- How long? In an organization that has no special rule relating to the length of speeches, no member can speak longer than ten minutes at a time without permission of the assembly.

How may I limit the time of debate?
- A member can make a motion to extend or limit the debate (e.g. speaker time limits, number of times a person can speak to a question). Such motions are not debatable and require a two-thirds vote for their adoption.

What if I need information regarding the question being debated?
- Rise and request a point of information from the presiding officer.

Point of Information (How may I get additional information?)
- is a request directed to the presiding officer, or through the presiding officer to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure.
- If the speaker consents to the interruption, the time consumed will be taken out of the speaker's allotted time. The presiding officer therefore asks if the speaker is willing to be interrupted, and if the speaker consents, directs the inquirer to proceed. Although the presiding officer generally remains silent during the ensuing exchange, the inquiry, the reply, and any resulting colloquy (conversational exchange) are made in the third person through the presiding officer. To protect decorum, members are not allowed to carry on discussion directly with one another.

Some Rules for Conducting Debate (Continued)

Postpone, Table, Refer to Committee (How may I defer consideration?)
- Postpone is to defer the consideration to a future time within the same meeting or at a later meeting (requires majority vote)
- Typically, the later time is specified explicitly (postpone definitely) but a variation (also requiring majority vote) is to postpone indefinitely, which essentially "kills" the motion under consideration.
- Table is to set a motion aside temporarily without setting a time for resuming its consideration (requires majority vote). A tabled motion "dies" if it is not taken from the table by the end of the current or subsequent meeting (if not more than a quarterly interval has intervened).
- Refer to Committee is typically used if the main motion requires substantive amendment to be satisfactory or requires more information or further study. (requires majority vote)

Limit Time of Debate
- is a motion to (a) fix the hour for closing debate (b) limit time spent in debate (c) reduce or increase the number or length of speeches (d) combine several of the above.
- Such a motion can be applied to any immediately pending debatable motion, or a series of pending debatable motions, or to any consecutive part of such a series beginning with the immediately pending question. (It therefore can be made only while a debatable motion is immediately pending.)
- Such a motion may not interrupt the speaker, requires a second, is NOT debatable, is amendable, requires a two-thirds vote.
- Such a motion is exhausted (1) when all of the questions on which it was imposed have been voted on (2) when those questions affected by the order and not yet voted on have been either referred to committee or postponed indefinitely or (3) at the conclusion of the session in which the order has been adopted – whichever occurs first.

Amend a Motion (How may I change the motion?)
- "I move that this motion be amended by . . ."
- Such a motion may not interrupt the speaker, requires a second, is debatable, is amendable, and requires a majority vote.

Previous Question (How may I end the debate and call for a vote?)
- .is the motion used to bring the assembly to an immediate vote on one or more pending questions.
- Such a motion immediately closes debate on and stops amendment of the immediately pending question, takes precedence over all debatable or amendable motions to which it is applied, may not interrupt the speaker, must be seconded, is NOT debatable, is NOT amendable, requires a two-thirds vote.
- If such a motion fails to garner the two-thirds vote necessary for adoption, then debate continues as if this motion had never been made.

Some Rules for Conducting Debate (Continued)

Revisiting Business (How may I revisit business previously adopted?)

- By means of the motion to Rescind or Amend Something Previously Adopted, the assembly can change an action previously taken.
    - o Rescind – also known as Repeal or Annul – is the motion by which a previous action or order can be canceled or countermanded. The effect of Rescind is to strike out an entire main motion, resolution, rule, bylaw, section, or paragraph that has been adopted at some previous time.
    - o Amend Something Previously Adopted is the motion that can be used if it is desired to change only a part of the text, or to substitute a different version.
- Both motions must be seconded, are debatable, are amendable,
- Both motions require (a) a two thirds vote (b) a majority vote when notice of intent to make the motion, stating the complete substance of the proposed change, has been given at the previous meeting or in the call to the present meeting or (c) a vote of the majority of the entire membership – whichever is most practical to obtain.

Parliamentary Procedure (Robert's Rules) Summary

Type and Description of Motion	Requires Second	Debateable	Amendable	Vote Required for Adoption	In order when another has the floor	Can Be Reconsidered
1 Unless introduced by a committee *2 Listed in descending order of precedence* *3 If committee has not begun consideration of the question 4 Affirmative vote only* *5 Negative vote (sustaining objection or withdrawal) only* ** Ruled on by presiding officer* *** Must be enforced by the presiding officer on demand of one member unless set aside by a two-thirds vote* **** Must be enforced by the presiding officer on demand of one member*						
1. Main Motion: A formal stated or written proposal from a member or committee that requires action by the assembly.	yes[1]	yes	yes	majority	no	yes
2. Subsidiary Motions[2]: Motions that assist the assembly in dealing with a main motion.						
a. Lay on the Table: Allows the assembly to temporarily set aside the pending question to take care of other urgent items.	yes	no	no	majority	no	no
b. Previous Question: Curtails debate and calls for an immediate vote on the pending question before the assembly.	yes	no	no	2/3	no	yes
c. Limit or Extend Limits of Debate: Allowing for unusually shorter or longer debate on motions.	yes	no	yes	2/3	no	yes
d. Postpone to a Certain Time (Postpone Definitely): Delay consideration of a main motion to a later specified time.	yes	yes	yes	majority	no	yes
e. Commit (Refer): To send the pending question to committee for further investigation and/or rewording.	yes	yes	yes	majority	no	yes[3]
f. Amend: To modify the wording of a main motion	yes	yes	yes	majority	no	yes
g. Postpone Indefinitely: A motion that the assembly decline to take a position on the main question.	yes	yes	no	majority	no	yes[4]
3. Privileged Motions[2]: Motions for consideration of special matters of immediate and overriding importance which, without debate, should be allowed to interrupt consideration of anything else.						
a. Fix the Time to Which to Adjourn: To arrange the time and location of a continuation of current meeting.	yes	no	yes	majority	no	yes
b. Adjourn: To immediately end a meeting even if business is pending.	yes	no	no	majority	no	no
c. Recess: A short intermission of specified duration within a meeting.	yes	no	yes	majority	no	no
d. Question of Privilege: Questions the rights and privileges of assembly or members.	no	no	no	*	yes	no
e. Orders of the Day: Formal demand that the assembly take up business in proper order.	no	no	no	**	yes	no

Parliamentary Procedure (Robert's Rules) Summary (cont.)

Type and Description of Motion [1] Unless introduced by a committee [2] Listed in descending order of precedence [3] If committee has not begun consideration of the question [4] Affirmative vote only [5] Negative vote (sustaining objection or withdrawal) only * Ruled on by presiding officer ** Must be enforced by the presiding officer on demand of one member unless set aside by a two-thirds vote *** Must be enforced by the presiding officer on demand of one member	Requires Second	Debateable	Amendable	Vote Required for Adoption	In order when another has the floor	Can Be Reconsidered
4. Incidental Motions: Incidental motions are procedural. They deal with process that must be decided before business can resume.						
a. Point of Order: Calling upon the presiding officer for a ruling and an enforcement of the regular rules.	no	no	no	*	yes	no
b. Appeal: To refer a ruling of the presiding officer to the assembly for a vote (must occur immediately following the ruling).	yes	yes	no	majority	yes	yes
c. Point of Information: Request Information from the presiding officer relevant to the question at hand (not parliamentary).	no	no	no	*	yes	no
d. Parliamentary Inquiry: Request parliamentary assistance or clarification from the presiding officer.	no	no	no	*	yes	no
e. Division of the Assembly: Demand a standing vote of the assembly.	no	no	no	***	yes	no
f. Division of a Question: To divide a motion into parts and vote separately on each part.	yes	no	yes	majority	no	no
g. Object to Consideration: To avoid consideration of a motion considered undesirable.	no	no	no	2/3	yes	yes [5]
h. Suspend the Rules: Deviations from normal operating procedures (cannot suspend bylaws, statutes, etc).	yes	no	no	2/3	no	no
i. Consideration by Paragraph: Consideration of the main motion by "paragraph" before the whole is voted on.	yes	no	yes	majority	no	no
j. Methods of Voting: Motions relating to the methods of voting (e.g., ballot, roll call, etc).	yes	no	yes	majority	no	yes
k. Permission to Withdraw: To withdraw (subject to maker approval) a motion from consideration by the assembly.	yes	no	no	majority	yes	yes [5]
5. Motions that Bring a Question Again Before the Assembly:						
a. Take from the Table: To make pending again before the assembly a motion previously laid on the table.	yes	no	no	majority	no	yes [5]
b. Rescind/Amend Something Previously Adopted: Nullify or modify a previously adopted motion.	yes	yes	yes	2/3	no	yes [5]
c. Discharge a Committee: To reclaim for the assembly a matter previously referred to a committee.	yes	yes	yes	2/3	no	yes [5]
d. Reconsider: A motion to revisit, within the same meeting, a matter (must be made by a member of the prevailing vote).	yes	yes	no	majority	no	no

Governance History

Approved by the University Senate 09-21-2015; Approved by President Dorman 10-13-2015

~1977, 1978 Faculty partitioned into schools (Arts & Sciences, Business, Education; Nursing broke off from A&S in early 80s).

~1984, 1985 Faculty Senate was established as an advisory (not governance) body to the University President. The charge of this body was to engage in open candid dialogue about any matter of interest or concern to faculty and established an official and direct line of communication between the University President and the University Faculty.

1993 University Statutes Revised (have not yet found details to indicate the specific revisions)

1996, 1997, 1998 Board of Regents charges GCSU with "Public Liberal Arts Mission" (1996), Dr. Rosemary DePaolo named [the ninth] University President following her appointment by the Board of Regents of the University System of Georgia (1997), USG Semester Conversion (1998)

Jan 1998 President Rosemary DePaolo meets with the Faculty Senate Chair and proposes the concept of a University Senate (governance body vs. advisory body) for consideration by the Faculty Senate.

1999-2000 President Rosemary DePaolo brings in external consultants to perform a Governance Review for the University. One consultant met with focus groups on November 10-11, 1999 and January 13-14, 2000. *The consultants were Dr. Edward M. Penson of the Penson-Strawbridge consulting firm and Dr. Hugh D. Hudson, Jr, Professor of History at Georgia State University and Executive Secretary of the Georgia Conference of the American Association of University Professors (AAUP).*

18 Feb 2000 President Rosemary DePaolo announces the new electronic archive of minutes of working groups (committees, councils, Faculty Senate, University Faculty, Schools, etc).

22 Sep 2000 One of the work products produced by the Governance Task Force (consisting of 7 students, 7 staff, 7 faculty, and 7 administrators) entitled "Standards of Governance" is approved by the University Council. The Standards of Governance were articulated as six statements that were
1) the result of a review process in which each constituency (students, staff, administrators, faculty) was consulted by its representatives to offer suggested revisions to inform the final draft and
2) designed to describe desirable working relationships among students, staff, administrators and faculty.

April 2001 Faculty Bylaws Revisions were adopted by the University Faculty. These bylaws focused on rules for holding meetings of the University Faculty. There were three votes taken [Dec 2000, January 2001 and March 2001] and in each case nearly all votes cast were in the affirmative. The first two votes did not reach the two-thirds majority necessary for approval as fewer than two-thirds of the University Faculty completed a ballot in each of these elections.

11 Feb 2002 Dr. Hugh D. Hudson, Jr, Professor of History at Georgia State University and Executive Secretary of the Georgia Conference of the American Association of University Professors (AAUP), met with a campus committee to discuss two proposed versions of revisions to the University Statutes, one drafted by University Council and the other drafted by Faculty Senate.

25 Feb 2002	The University Faculty endorsed, in concept, a new governance assembly called the University Senate adopting eleven statements to guide the development of the University Senate.
12 Sep 2002	The University Council endorsed revisions to the University Statutes. (University Senate language)
23 Sep 2002	The University Faculty endorsed revisions to the University Statutes. Among the revisions was language to describe the composition and responsibilities of both the proposed University Senate and its steering committee (Executive Committee). These revisions were approved by the Board of Regents on 5 Feb 2003 making them effective as of that date.
3 Oct 2002	The Faculty Senate called for schools and departments to hold elections to select individuals to represent them on the Interim University Senate.
18 Nov 2002	The faculty elected to serve on the Interim University Senate met electing Ken Farr, Jerry Fly, Lee Gillis, and Bob Wilson as faculty for the Executive Committee. Other members of the Executive Committee of the Interim University Senate were University President Rosemary DePaolo and VPAA Anne Gormly.
8 Jan 2003	Organizational Executive Committee (ECUS) meeting: ECUS elected Ken Farr (Chair), Lee Gillis (Vice-Chair), and Jerry Fly (Secretary). In addition, ECUS formed two subcommittees to facilitate the transition to the University Senate for the 2003-2004 academic year. Members selected to serve on the subcommittee to write the initial bylaws were: Bob Wilson-Chair, Mike Digby, Dave DeVries, Anne Gormly, Betty Block, Chris Lowery, Karynne Kleine, and Quintus Sibley (ex-officio). Members selected to serve on the subcommittee to educate the university community on the University Senate were: Jerry Fly-Chair, Mike Rose, Dee Russell, and Cindy Diaz.
17 Feb 2003	The first meeting of the Interim University Senate. Agenda included reports from the Executive Committee as well as the Bylaws and the Educating the university community on the University Senate Subcommittees.
24 Mar 2003	The second (and final) meeting of the Interim University Senate. The agenda included an informational update on the SACS Quality Enhancement Plan from VPAA Anne Gormly and a report from the Bylaws Subcommittee. The Bylaws report culminated in a motion to adopt the draft as amended by discussion at this meeting. This motion carried. *In these bylaws, there were forty-nine members of the University Senate [as specified in Statutes]: the University President (as Presiding Officer), four Vice Presidents, one Staff member (Chair of Staff Council), one Student (President of Student Government Association), six Presidential Appointees and thirty-six faculty. The policy-recommending committees were the Academic Governance Committee (AGC), the Budget and Planning Committee (BPC), the Student Affairs Committee (SAC), and the University Services Committee (USC). Each of these committees consisted of fifteen people and included students, staff, administrators, and faculty. The Executive Committee [comprising an elected faculty senator from each of the four schools and the VPAA and University President] served as a steering committee of the University Senate and the elected faculty members of ECUS served as an advisory committee to the University President.*
1 Jul 2003	President Rosemary DePaolo resigned as University President effective June 30, 2003. Dr. David G. Brown was appointed by the Board of Regents of the University System of Georgia to serve as Interim University President effective July 1, 2003.

20 Oct 2003	First University Senate meeting, called to order at 12:30 p.m. by its Presiding Officer, Interim President David G. Brown.
1 Jan 2004	Dr. Dorothy Leland begins her term as [the tenth] University President following her appointment by the Board of Regents of the University System of Georgia.
11 May 2004	First Governance Retreat: outgoing and incoming University Senators to consider "Where have we been?" and "How might we improve governance?" This retreat is an annual event funded by the President's Office.
21 Jun 2004	Institutional Statutes Revisions (minor editorial changes endorsed by University Senate Feb 2004, endorsed by University Faculty March 2004, endorsed by University President March 2004) approved by Board of Regents.
3 Dec 2004	University Senate adopts Mission and Vision statements as well as an official Beliefs statement, a rewrite of the aforementioned Standards of Governance [see 22 Sep 2000 entry above]
17 Jun 2005	BoR approves Institutional Statutes revisions (streamlining the document from 25 pages to 4 pages; endorsed by University Senate 02/28/05, endorsed by University Faculty 03/23/05, endorsed by University President 03/29/05).
25 Sep 2006	University Senate adopts Governing Concepts, against which it might periodically be assessed.
6 Mar 2007	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions effective for the 2007-2008 academic year include:

6 Mar 2007 (continued):
1) Committee Structure significantly modified: the Academic Governance Committee is divided into the Academic Policy, Curriculum and Assessment Policy, and Faculty Affairs Policy Committees (affectionately APC, CAPC, FAPC), Student Affairs Committee becomes Student Affairs Policy Committee (SAPC) and University Services and Budget and Planning Committees are combined to form the Resources, Planning, and Institutional Policy Committee (RPIPC)
2) University President becomes ex officio non-voting member of University Senate
3) Presiding Officer responsibility shifts from University President to an Elected Faculty Senator
4) Four VPs, one Staff, one Student become four Selected Staff Senators and two Selected Student Senators
5) Each committee (APC, CAPC, FAPC, RPIPC, SAPC) is designated a member by an appropriate Vice President
6) Elected Faculty Senators term of service changes from two years to three years
7) The elected faculty senators on the Executive Committee modified from one from each of four schools to the University Senate Officers (Presiding Officer, Secretary) as well as one elected faculty senator from each academic unit (the Library in addition to each of the Schools). The Past Chair of ECUS continues to serve as a non-voting member.

16 Aug 2007	The first Graduate Assistant to the University Senate was introduced to the Executive Committee.
27 Aug 2007	The first University Senate meeting with an elected faculty senator serving as Presiding Officer.
6 Feb 2008	University Senate adopts an official Meeting Etiquette statement for University Senate meetings.

2 Apr 2008	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions effective for the 2008-2009 academic year include

1) Six Presidential Appointees changed to Five Presidential Appointees and 37th Elected Faculty Senator
2) Introduce the office of Presiding Officer Elect (must be an elected faculty senator) who is also ECUS Vice-Chair
3) Reduce Committee Organizational Meetings from two to one [as all officers can be elected at the same time in Spring]
4) Align election calendars for Students and Staff with preferences of Student Governance Association and Staff Council respectively
5) Remove section on Administrative Committees (getting ECUS out of the business of maintaining a list)
6) Reduce from FIVE to THREE the number of University Senator signatures for support of a bylaws revision

31 Mar 2009	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions effective for the 2009-2010 academic year include

1) Chief Academic Officer [Provost] is added as an ex officio non-voting member of the University Senate
2) A **mechanism for special meetings [called meetings between regular meetings]** is added
3) Each academic unit [Library, College] is apportioned **at least two** of the thirty-seven elected faculty senators
4) Election Procedure for Elected Faculty no longer required to be by secret ballot and now at discretion of unit
5) Nomenclature: *Vice President* to *Chief Operational Officer* [e.g. VPAA to Chief Academic Officer]; *Schools* to *Colleges*

26 May 2010	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions effective for the 2010-2011 academic year include

1) Editorial revisions correct grammatical errors and update nomenclature
2) A two-tier bylaws revision process (Editorial, Non-editorial)

20 Jun 2011	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions effective for the 2011-2012 academic year include

1) Calling standing committee (APC, CAPC, FAPC, RPIPC, SAPC) meetings including a specification of quorum and notification.

1 Jul 2011	President Dorothy Leland resigned as University President effective June 30, 2011. Dr. Stas Preczewski was appointed by the Board of Regents of the University System of Georgia to serve for one year as Interim University President effective July 1, 2011.

16 Apr 2012	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions effective the 2012-2013 academic year include

1) Introduction of CAPC Subcommittee on the Core Curriculum (SoCC)
2) Shortening motion submission timeline from 15 to 10 days.

1 Sep 2012	Dr. Steve Dorman begins his term as [the eleventh] University President following appointment by the Board of Regents of the University System of Georgia. Dr. Paul Jones is appointed by the Board of Regents to serve as Interim President effective July 1, 2012 until August 30, 2012.
1 Jul 2013	A formal allocation for the University Senate is <u>established</u> within the annual institutional budget.
1 Aug 2013	University Senate Presiding Officer is named as an ex officio member of the Academic Leadership Team, a set of individuals convening routinely with the Provost including academic deans.
27 Feb 2015	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions effective the 2015-2016 academic year include 1) SoCC Composition 2) SoCC Chair Eligibility 3) SoCC Officer Election Process 4) Define Teaching Representative.
23 Feb 2016	Amendment to the University Senate Bylaws recommended by the University Senate are approved by the University President. The amendment adds SoCC Chair to the minimal composition of SCoN.
23 Feb 2016	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions include changing the eligibility requirements for elected faculty senators to "completion of at least two (2) years of service at the university at the beginning of the fall semester following his/her election as a Senator.
5 May 2017	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions include modifying the minimum number of voting members on SoCC who must be elected faculty senators from three to two.
27 Nov 2017	University Senate passes as a budget guiding principle the appropriation of funds from the university senate budget to reimburse travel by USGFC representatives to the USGFC meetings.
27 Nov 2017	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions include aligning the US bylaws with the higher order document, Georgia College Institutional Statutes.
1 May 2018	Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions include 1) update references to the Curriculum and Assessment Policy Committee (CAPC) to Educational Assessment and Policy Committee (EAPC) 2) create "Appeals" process for committee recommendations 3) dissolution of Subcommittee on Core Curriculum (SoCC), and 4) replace Staff Council Appointee with Chief Information Officer or Designee on RPIPC

19 March 2019   Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions include

1) Dissolve Educational and Assessment Policy Committee, move its scope to Academic Policy Committee, and adjust number of Presidential Appointees accordingly

2) Allow the number of members on the standing committees (APC, FAPC, RPIPC, SAPC) to vary from 13 to 15, and adjusted the number of corps of instruction faculty accordingly.

3) Shifted the date of standing committee officer elections from within 10 days of the Senate organizational meeting to ECUS selecting the date.

26 February 2021 Revisions to the University Senate Bylaws recommended by the University Senate are approved by the University President. Revisions include

1) Added Diversity, Equity, and Inclusion Policy Committee (DEIPC) as a standing committee

2) Adjusted the members on the standing committees (APC, DEIPC, FAPC, RPIPC, SAPC) to account for the creation of DEIPC, and adjusted the number of corps of instruction faculty

Revisions to This Handbook

1. **PROPOSING**. Each academic year, the Presiding Officer Emeritus shall initiate a review of this handbook and solicit volunteers from ECUS to form a University Senate Handbook Review Committee (USHRC) which the Presiding Officer Emeritus chairs. The USHRC shall review this handbook to determine if it is in need of revision. An invitation to the university senate membership for recommended revisions to this handbook shall inform this review. Revisions may include but are not limited to:
   - Correction of errors (factual or grammatical)
   - Updates to the governance history
   - Any changes in committee information including name changes or changes in scope

2. **EXECUTIVE COMMITTEE REVIEW**. A draft of proposed revisions shall be presented by the USHRC to ECUS no later than the February ECUS meeting to ensure time for the University Senate to act on any proposed changes by the end of the academic year. Each proposed revision to this handbook shall be classified by the Executive Committee as editorial or non-editorial. Editorial revisions shall be considered as specified in item 4 below. Any non-editorial revision shall be forwarded by the Executive Committee to the University Senate as a motion and is subject to the provisions of V.Section1.C.5 of the university senate bylaws.

3. **NON-EDITORIAL REVISIONS**. Motions regarding non-editorial revisions of this handbook shall receive consideration at two consecutive regular meetings of the University Senate. At the first of these meetings, the motion shall receive a first reading wherein it is introduced by the Executive Committee (in compliance with item 2 above) and debated by the University Senate but may not be voted on. At the conclusion of this first reading, the motion must be postponed to the next regular meeting of the University Senate. At the second of these meetings, the motion shall receive a second reading wherein it shall receive disposition. Adoption of the motion shall occur with a two-thirds majority of those casting votes favoring adoption and upon approval of the University President.

4. **EDITORIAL REVISIONS**. The Executive Committee shall have the responsibility to consider and authority to adopt such revisions to this handbook as are, in its judgment, editorial in nature. Editorial revisions are non-substantive modifications that include but are not limited to clarifications, reorganizations, renaming or renumbering, inserting or deleting section titles, or other revisions made necessary because of punctuation, spelling, or other errors of grammar or expression. Such revisions shall be presented to the University Senate by the Executive Committee as information items and may be grouped or submitted individually. Any such editorial revisions shall be effective immediately following the meeting of the University Senate at which the revisions are reported.