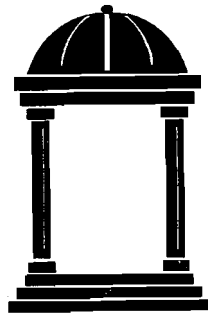


GEORGIA COLLEGE



STATUTES

**GEORGIA COLLEGE
STATUTES**

Revised July 1993

GEORGIA COLLEGE STATUTES

TABLE OF CONTENTS

	Page
ARTICLE I. THE COLLEGE	1
ARTICLE II. THE ADMINISTRATION	1
A. PRESIDENT	1
B. VICE PRESIDENT AND DEAN OF FACULTIES	1
C. VICE PRESIDENT FOR BUSINESS AND FINANCE	2
D. VICE PRESIDENT FOR STUDENT AFFAIRS	2
E. VICE PRESIDENT FOR PLANNING & INFORMATION TECHNOLOGY	2
F. DIRECTOR OF INSTITUTIONAL ADVANCEMENT	2
ARTICLE III. THE FACULTY	12
ARTICLE IV. FACULTY ORGANIZATION	20
ARTICLE V. COLLEGE STANDING COUNCILS AND COMMITTEES	24
ARTICLE VI. METHOD OF AMENDMENT	32
ARTICLE VII. RATIFICATION AND IMPLEMENTATION	33

**APPROVED BY THE REGENTS OF THE
UNIVERSITY SYSTEM OF GEORGIA**

ARTICLE I. THE COLLEGE

Section 1. Georgia College is one of the institutions comprising the University System of Georgia. It is subject to the general jurisdiction of the Board of Regents of the University System of Georgia. The term "Board of Regents" as used in these Statutes means the Board of Regents and its executive officer, the Chancellor.

Section 2. The College will confer upon candidates who have satisfied the prescribed requirements appropriate degrees in those curricula approved by the Board of Regents.

Section 3. The current Policies related to faculty and staff as adopted by the Board of Regents are incorporated into these Statutes by this reference. In case of any divergence from, or conflicts with, the official Policies of the Board of Regents to be found in these Statutes, the official Policies of the Board of Regents shall prevail.

ARTICLE II. THE ADMINISTRATION

Section 1. The Administrative Executive Officers are: the President, the Vice President/Dean of Faculties, the Vice President for Business & Finance, the Vice President for Student Affairs, the Vice President for Planning & Information Technology, and the Director of Institutional Advancement. Each officer shall be appointed by the President, with the approval of the Board of Regents, and shall hold office at the pleasure of the President. The President may recommend additional administrative officers to the Chancellor for Board of Regents approval to implement the academic and administrative programs of the College. The administrative positions listed below define the administrative officers and staff in each division or office of the College as of the date of the adoption of these Statutes.

A. President

- Director of Intercollegiate Athletics
- Director of Governor's Mansion

B. Vice President/Dean of Faculties

- Associate Vice President for Academic Administration
- Associate Vice President for Academic Affairs
- Associate Vice President for Admissions & Records
- Dean of the Graduate School/Research Services
- Dean of the School of Arts & Sciences
- Dean of the School of Business
- Dean of the School of Education
- Dean of the School of Nursing
- Dean of Continuing Education/Public Services
- Chairpersons of Academic Departments
- Director of Libraries
- Director of Career Center
- Directors of Commuter Campuses and Centers

Article II
Section 1. cont'd

C. Vice President for Business & Finance

- Comptroller
- Director of Budgets
- Director of Physical Plant
- Director of Personnel
- Director of Administrative Services
- Director of Public Safety
- Director of College Bookstores

D. Vice President for Student Affairs

- Director of Commuter Services
- Director of Counseling Services
- Director of Financial Aid
- Director of Health Services
- Director of Residence Life
- Director of Student Activities
- Director of Student Support Services
- Coordinator of Intramural-Leisure Services
- Coordinator of New Student Orientation

E. Vice President for Planning & Information Technology

- Director of Administrative Computing
- Director of Institutional Research & Planning

F. Director of Institutional Advancement

- Director of Alumni Affairs
- Director of Public Relations
- Coordinator of News Bureau

When a new office is created, the President shall define the duties and responsibilities of the office. Except when a faculty member resigns a tenured position to accept a non-tenured position, a faculty member who has academic rank and rights of tenure in the corps of instruction and who accepts an appointment to an administrative office shall retain academic rank and rights of tenure as an ex officio member of the corps of instruction but shall no rights of tenure in the administrative office. Administrative officers and staff may be granted faculty status by the President. However, faculty status does not confer the rights associated with faculty rank or tenure-track positions and only entitles the holder to the privileges of attending, speaking and voting at faculty meetings and being a member of faculty committees. The President shall maintain a list of administrative officers and staff holding faculty status which will also be on file in the Chancellor's office. Beginning with the adoption of these Statutes, the appointment letter issued by the President to each administrative officer and staff member shall specify whether the appointment carries faculty status. Whenever the terms "ex officio" and "by virtue of the office" are used in these Statutes, it shall confer only faculty status, not faculty rank.

Article II.
Section 2.

Section 2. Recognizing that the primary purpose of an academic institution is the advancement of learning, as expressed in the College's statement of purpose, and that a participatory form of decision making is assumed through identification in these statutes of a structure of delegated authority and a system of advisory and consultative councils and committees, each of the executive officers of administration shall have the following general duties and responsibilities, in addition to those that may be assigned by the President:

- A. be recognized as the official spokesman for, and have administrative jurisdiction of, all aspects of the office.
- B. exercise leadership in all aspects of the operation of the office.
- C. keep the President, the faculty, and the administration informed of all matters pertaining to the office.
- D. establish policies and procedures that assure the orderly, efficient administration of the office and that conform to those established by the Board of Regents.
- E. maintain appropriate records.
- F. prepare, submit, and administer the annual budget for the office.
- G. recommend to the immediate supervisor appointments of personnel within the administrator's area of responsibility.
- H. recommend salary changes, promotions, retention, non-renewals, and terminations for those under the administrator's jurisdiction.
- I. be responsible within the authority and mission of the office for requesting adequate funds, equipment and physical facilities, and for the proper use of these within the administrator's area of supervision.
- J. delegate duties and responsibilities as needed.
- K. submit an annual report and other reports as required.
- L. participate in an annual faculty forum evaluating the current budget and the process by which it was developed.
- M. participate in long-range planning for the growth and development of the College.
- N. assume additional duties and responsibilities as assigned.

Article II

Section 3. Each of these officers shall have the following specific duties and responsibilities and the authority to implement them in accord with that officer's best judgment.

A. PRESIDENT

The President of Georgia College shall be the chief executive officer of the institution and all of its departments and shall exercise such supervision and direction as will promote the mission and purpose of the College. The President shall be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor. The President is the chairperson, *ex officio*, of the faculty and shall preside at meetings of the faculty. During short-term absences from the campus, the President may delegate functions of the office to another administrative officer of the College. In case of the incapacitation of the President, the Chancellor shall identify how the functions of the office shall be continued. The President, within the duties and powers of the office, shall:

1. within the authority granted in the policy manual of the Board of Regents and in concert with the faculty and staff, make the College, its programs and its needs known to the public; encourage the College to offer services within its powers to the community, area, and state; and meet, as outlined in the College's statement of purpose, the educational and cultural needs of present and potential students.
2. respond appropriately to individual and organized benefactors.
3. lead, consult, advise, and, in cooperation with the faculty, develop goals and objectives consistent with the College's statement of purpose.
4. be the official liaison between faculty, staff and students and the Board of Regents.
5. be responsible for providing complete personnel records for faculty and staff.
6. recommend annually to the Board of Regents, through the Chancellor, the initial appointment and renewal of the faculty and staff of the institution, the salaries for each, and all promotions, grants of tenure, and dismissals.
7. with the approval of the Chancellor, fill faculty vacancies between meetings of the Board of Regents, with the understanding that these appointments shall be temporary until approved by the Board of Regents.
8. with approval of the Chancellor and Board of Regents, grant leaves of absence.
9. with the assistance of Deans, Vice Presidents, and other appropriate officers, be responsible for the budget of the College and its annual presentation to the Board of Regents.

Article II
Section 3.A. cont'd.

10. be responsible for decisions on and implementation of recommendations of college councils and committees as well as action on recommendations from officers of the administration. Any decisions not to implement formal recommendations shall be communicated to the affected official, council, or committee in a written explanatory statement.
11. confer all degrees and present diplomas.
12. appoint ad hoc committees as needed.
13. appoint all persons representing the institution within non-college organizations.
14. preside at official College ceremonies.
15. be responsible for administrative interpretation of these Statutes and for determining the nature and extent of the jurisdiction proper to the faculties of the schools and the College-wide faculty, acting in their councils and committees, and of the various administrative officers for which provisions are made in these Statutes. The President shall settle all questions of conflict of jurisdiction or interpretation that may arise under these Statutes. Presidential decisions may be appealed to the Board of Regents as provided in the Bylaws of the Board of Regents.
16. have the right to veto all actions of the faculty and any standing committee of the College. When the President exercises the veto power, he shall give to the group concerned a written statement of the reason for his veto. Thereafter, the group concerned shall have the right to appeal his decision to the Chancellor or the Board of Regents.
17. chair the President's Council.
18. the President shall have such other powers, duties and responsibilities as are set forth in the Policy Manual of the Board of Regents.

B. VICE PRESIDENT AND DEAN OF FACULTIES

The Vice President and Dean of Faculties shall report to the President of the College. This officer shall have the authority to plan and assist in the development and evaluation of instruction, College and public service, research, and other related functions of the institution as defined in the College's Statement of Purpose and in these Statutes. The Vice President and Dean of Faculties shall exercise the duties of the office as follows:

Article II
Section 3.B. cont'd.

1. be a member of the faculty, the graduate faculty, and the councils and committees charged with the duty of considering matters pertaining to the faculty, curriculum, instruction, research, and College and public services of the institution.
2. be responsible for the direction, coordination, supervision of budgets, personnel and physical facilities of the instructional academic programs of the schools, off-campus programs, adult and continuing education programs, dual degree programs, academic advisement and honors program, career services, admissions and records, library, and media services of the College.
3. maintain current personnel records on each faculty member, showing educational credentials, experience, professional development, development in the discipline taught in the classroom, and service to the College and community.
4. recommend to the President appointment, reappointment, promotion, leave of absence, dismissal, non-renewal, suspension, probation, salary, and tenure of faculty members and other personnel in the Academic Affairs Division.
5. be responsible for the workload and performance of all faculty members and staff within the Academic Affairs Division. The Vice President and Dean of Faculties shall have the authority to make, with the cognizance of the appropriate Dean, Department Chairperson, or Director, special assignments and secure regular evaluations of the programs of the faculty and staff in the Academic Affairs Division.
6. be responsible for evaluating the adequacy of support services in relation to the instructional, College and public service, research, and related functions of the College.
7. be responsible for the content of College catalogs, course schedules, and other publications describing academic programs.
8. be responsible for the assignment and effective utilization of all offices, classrooms, laboratory facilities, and equipment for all areas in the Academic Affairs Division.
9. administer the Student Academic Dishonesty Policy and the Student Academic Appeals Process.
10. on behalf of the faculty, approve degree candidates as nominated by the Deans and recommend degree candidates to the President.

Article II
Section 3.B. cont'd.

11. chair the Academic Council.

C. VICE PRESIDENT FOR BUSINESS AND FINANCE

The Vice President for Business and Finance shall report to the President of the College. This officer shall be responsible for business services, physical plant services and public safety. The Vice President for Business and Finance shall exercise the duties and responsibilities of the office as follows:

1. be responsible for the fiscal affairs of the College, assist in the preparation of all College budgets, and serve as financial advisor to the President and the administrative staff.
2. be in charge of business affairs of the College, with custody and control of all its funds and securities, placing them in a bank or banks that may be approved as a safe depository by the President of the College and the Board of Regents.
3. be responsible for the collection, custody and disbursement of all College funds, and receive all funds paid to the College from any source and issue receipts therefor in the name of the College.
4. be responsible for all accounting records and procedures, the preparation and interpretation of all financial reports, and the proper functioning of internal auditing procedures.
5. verify all financial claims against the College and authorize payment of legal obligations.
6. administer all College contracts with the exception of those originating in the office of the Board of Regents.
7. provide bond, which is satisfactory to the Board of Regents, for the faithful performance of the duties of the office.
8. recommend to the President, the appointments of all staff within the Business and Fiscal Affairs Division.
9. provide all department Chairpersons, Deans, Directors and other budget managers with regular financial reports. Management information reports shall be provided which will be useful for unit decision making.
10. cooperate with all College officers and departments in constant study of the business functions to improve management.

Article II
Section 3.C. cont'd.

11. be responsible for all purchases for the College when requests for purchases have been properly presented, and authorize no purchase for which funds have not been properly allocated.
12. approve the terms of disposition by any department or employee of the College of surplus items and waste materials.
13. audit and pay travel vouchers submitted by those on official College business.
14. have general physical supervision of all buildings, grounds, and equipment of the College and maintain an accurate physical facility and equipment inventory.
15. be responsible for the maintenance of and custodial services for all buildings, grounds and equipment of the College.
16. within the framework and policies of the Board of Regents, insure all property of the College against loss.
17. manage the personnel services program for the institution.
18. chair the Business Affairs Council.

D. VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs shall report to the President of the College. This officer shall be responsible for the planning, development, implementation and evaluation of student life programs, services and activities of the College. The Vice President for Student Affairs shall exercise the duties and responsibilities of the office as follows:

1. coordinate, supervise and administer the counseling services, financial aid, health services, residence life, international student services, intramural-leisure services, minority student services, new student orientation programs, student support services and student activities departments as well as the areas of Student Government Association, student social organizations, student media publications and the radio station.
2. develop annually, in consultation with the Student Affairs Council, and implement a student disciplinary code of conduct with specified due-process procedures.
3. provide procedural assistance and counsel for students seeking redress for academic grievances or appeals.
4. chair the Student Affairs Council.

Article II.
Section 3.D. cont'd.

5. chair the Student Activities Budget Committee.
6. promote effective student involvement with Georgia College and its community.
7. recommend the appointments, reappointments, promotions, leaves of absences, dismissals, suspensions, probations and salaries of personnel within the Division of Student Affairs.
8. represent the Division of Student Affairs on appropriate College councils and committees.
9. be responsible for the assignment and effective utilization of all offices, equipment and other physical facilities for all areas in the Division of Student Affairs.
10. develop, coordinate and supervise the budget of the Division of Student Affairs. Supervise the personnel within and the use of physical facilities by the Division of Student Affairs.
11. be responsible for evaluating the adequacy of support services in relation to the student affairs functions of the College.
12. be responsible for the content of the student handbook and other publications concerning student affairs programs, services and activities of the College.

E. VICE PRESIDENT FOR PLANNING & INFORMATION TECHNOLOGY

The Vice President for Planning & Information Technology shall report to the President of the College. This officer shall be responsible for administrative computing services, college-wide information technology services, and the institution's general institutional research and planning services. The Vice President for Planning & Information Technology shall exercise the duties and responsibilities of the office as follows:

1. assure that a long-range planning process is developed and periodically updated so that every 5 years the college systematically develops a new five-year plan.
2. assure that an annual planning process is developed and periodically updated so that every year the college (all units at all levels) systematically reviews the previous year's results, restates its major priorities, declares expected results and defines how results will be measured.
3. assure that the college (all units at all levels) systematically reviews, at the end of each year, the actual results measured and states specific actions to be taken as a result of these observed results.

ARTICLE II
Section 3.E. cont'd.

4. assure that adequate data are collected, analyzed, results printed and distributed in order to support systematic planning and assessment. At present, these take the form of quarterly fact booklets, quarterly-induced course matrices, an annual subject-matter index to facts and figures collected, and eight college-wide assessment surveys. In addition, at mid-term and at end of quarter a series of analyses are provided academic administrators to aid in planning. At five-year intervals, additional materials are developed, including a 5-year review of operational data and a 5-year analysis of the college-wide assessment surveys.
5. produce annually the President's Report to the Chancellor.
6. assure that surveys of the college's operation by outside organizations are completed and submitted in a timely fashion in the name of the President.
7. in the name of the President, secure from the System office all EDP approvals necessary for the acquisition of computer hardware and software.
8. represent the President as the institution's representative on the Administrative Committee for Information Technology, the Administrative Advisory Committee on Institutional Research and Planning, and the Advisory Committee on Electronic Communications.
9. assure the orderly acquisition and operation of a central administrative computer hardware system.
10. assure the orderly development of central administrative software systems.
11. provide technical leadership and campus-wide coordination for the development of College's Local Area Network.
12. serve on committees of the College or of the System when appropriate and where time allows.
13. accept travel assignments when professionally appropriate and where time and resources allow.
14. assure the development of appropriate technical skills among the staffs of administrative computing services and institutional research & planning.
15. recognizing the very close interrelationship between institutional research/ planning and administrative computing on this campus, help assure the continued close cooperation between these functions and these people and help assure a continued atmosphere of collegiality throughout this group.

ARTICLE II**Section 3.E. cont'd.**

16. assure that this office systematically, through planning and assessment, improves its operation and its service to the institution.
17. assure, by word and by deed, that planning and assessment occur throughout the institution.
18. assure, by word and by deed, that planning and information technology is viewed as a helpful, friendly and well organized professional service organization.
19. provide leadership for improving communications within the College community, especially where emerging technologies can provide help with this goal.

F. DIRECTOR OF INSTITUTIONAL ADVANCEMENT

The Director of Institutional Advancement shall report to the President of the College. This officer shall be responsible for alumni affairs and public relations. The Director of Institutional Advancement shall exercise the duties and responsibilities of the office as follows:

1. design and direct annual, capital, special gifts and deferred gifts campaigns.
2. authorize and coordinate all fund-raising efforts of the College.
3. coordinate a unified system of receipting, recording, acknowledging and recognizing gifts.
4. be responsible for the direction, coordination and supervision of public relations.
5. be responsible for direction, coordination and supervision of Institutional Advancement. This involves promoting and supporting a comprehensive program serving the Alumni, the members of the Georgia College Foundation, and the membership of the Georgia College Colonials Club.
6. recommend to the President, the appointment of all staff within Institutional Advancement.

ARTICLE III. THE FACULTY

Section 1. The faculty shall consist of the Corps of Instruction and the Administrative Officers. Full-time professors, associate professors, assistant professors, instructors, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and librarians will be included in the Corps of Instruction on the basis of comparable training.

Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty. Eligibility for tenure shall be restricted to those with faculty professional rank.

Section 2. All appointments, reappointments, promotions, and the award of tenure to the faculty are recommended by the President and subject to the approval of the Board of Regents.

A. The President shall make all reappointments and shall recommend initial appointments, promotions, and the award of tenure to the Chancellor for his approval and that of the Board of Regents. Departmental faculty shall meet, evaluate and recommend candidates for teaching positions within the department to the chairperson and some faculty shall serve as members of a screening committee (along with others so appointed) to review candidates for chairpersonships of departments and make recommendations to the appropriate School Dean.

B. No person shall, on the ground of race, color, sex, religion, creed, national origin, age, or handicap, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the College.

Section 3. The policies related to employment of relatives (nepotism) are the following:

A. The basic criteria for the appointment and promotion of faculty in Georgia College shall be appropriate qualifications and performance as set forth in the Policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

B. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare.

C. For the purposes of this policy, relatives shall be defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

ARTICLE III

Section 4. The policies related to appointment shall be the following:

A. Every appointment shall be made on the basis of merit and qualifications. Special consideration will be given to teaching ability, research ability and achievement, and general usefulness or promise to the College. Appointees as instructors and assistant professors should have, as a minimum, the Master's degree except for persons of special learning and ability and for temporary emergency appointments. Initial appointees to the rank of associate professor or full professor should have the Doctoral degree or equivalent in training, ability, and experience.

B. The appointee shall be given the appropriate teaching rank according to the criteria for promotion established below.

Section 5. The policies related to promotion shall be the following:

A. The following ranks are recognized: Professor, Associate Professor, Assistant Professor, and Instructor. Administrative officers may be given appropriate academic rank and/or status at the discretion of the President.

B. The status, qualifications and performance of all faculty members shall be reviewed annually by appropriate administrative officers for possible promotion on a merit basis and for increases in salary. Written student evaluations of instruction that emphasize teaching effectiveness shall be a part of each faculty evaluation.

C. Criteria for Promotion

1. Minimum in all professorial ranks:
 - a. Superior teaching
 - b. Outstanding service to the institution.
 - c. Academic achievement.
 - d. Professional growth and development. Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department concerned setting forth the reasons for promotion.
 - e. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted.
2. In addition to "1" above, promotions to an associate or full professorship should require the doctor's degree or its equivalent in training, ability, or experience. Neither the possession of a doctorate, nor longevity or service is a guarantee per se of promotion.

Article III
Section 5.D.

D. The following procedures for recommending or denying promotion will be followed, and written notification shall be given the faculty member whose promotion is not recommended:

- 1. Recommendations for granting promotion are made by the department chairperson to the Dean. The basis for the recommendation must be presented in writing and accompanied by supportive documentation. A faculty member not recommended for promotion by the department chairperson has ten (10) days to appeal to the Dean of the school, once the chairperson's recommendations have been received by the Dean. The Vice President's office will inform all faculty members of the appropriate deadline for recommendations for promotion. The Chairperson shall inform the faculty member in writing as to his or her recommendation.**
- 2. The Dean shall refer recommendations for promotion to the promotions committee of the school.**
- 3. The school's advisory promotion committee shall recommend, in writing, action on the proposal to its Dean.**
- 4. The Dean shall recommend, in writing, with a copy to the faculty member, action on the proposed promotion to the Vice President and Dean of Faculties with all pertinent written materials which have been submitted. If the Dean does not recommend promotion for someone recommended by the department chairperson and school committee, the faculty member shall have the right to appeal to the Vice President and Dean of Faculties within ten (10) days.**
- 5. The Vice President and Dean of Faculties shall recommend, in writing, with a copy to the faculty member, action on the proposed promotion to the President. The Vice President and Dean of Faculties submit to the President all relevant written materials which have been supplied to the office. If the Vice President and Dean of Faculties does not recommend promotion, the faculty member shall have the right to appeal to the President within ten (10) days.**
- 6. The President may recommend promotions to the Board of Regents after consultation with the appropriate administrators and faculty members. If the President does not recommend promotion, the faculty member shall be so notified and shall have the right to appeal to the Board of Regents in accordance with Board policies. The President has the right to recommend persons for promotion.**

Article III
Section 5.E.

E. The following, in combination, may be considered as equivalent to the Doctoral degree:

1. established reputation in field of interest.
2. research, scholarly publications, creative work.
3. superior teaching as shown by competence in the conduct of classes and seminars, effective relations with students, and use and development of appropriate teaching aids.
4. substantial, significant, and integrated program of study beyond the Master's degree.
5. outstanding service to the institution.
6. activities related to professional growth and development, such as participation in educational, professional, scientific and scholarly organizations, services to society, professional experience in industrial and governmental activities, practice of a learned profession, and other types of related endeavors.

Section 6. The current tenure regulations as adopted by the Board of Regents are incorporated into these Statutes by this reference.

A. The following procedures govern the process by which grants of tenure are recommended or denied, and written notification shall be given the faculty member whose recommendation is denied:

1. Recommendations for granting tenure are made by the department chairperson to the appropriate Dean. The basis for the recommendations must be presented in writing and accompanied by supportive documentation. If a faculty member eligible by virtue of time of service is not recommended by the appropriate chairperson, the faculty member may appeal in writing, within ten (10) days of the date of the recommendation, to the appropriate Dean who shall, in writing, refer his recommendations for tenure to the tenure committee of the school, with a copy to the faculty member.
2. The school's tenure committee shall recommend, in writing, action on the proposal to its Dean.
3. The Dean shall recommend, in writing, with a copy to the faculty member, action to the Vice President and Dean of Faculties. If the Dean recommends denial of tenure, the candidate may appeal to the Vice President and Dean of Faculties within ten (10) days after notice of the Dean's decision.

Article III

Section 6.A. cont'd.

4. The Vice President and Dean of Faculties shall recommend to the President, in writing, with a copy to the faculty member, action on the tenure proposal. The Vice President and Dean of Faculties submits all relevant written materials supplied to the President. If the Vice President and Dean of Faculties recommends denial of tenure, the candidate may appeal to the President within ten (10) days after notice of the Vice President's decision.
5. The President may recommend to the Chancellor and Board of Regents the granting of tenure to the faculty member. If the President recommends denial of tenure or refrains from submitting a candidate for tenure, the candidate may appeal to the Board of Regents according to Article IX of the Bylaws of the Board.
6. The President may recommend for tenure only those persons he or she deems deserving of such award.

Section 7. The current policies and procedures for dismissal of faculty members as adopted by the Board of Regents are incorporated into these Statutes by this reference.

Section 8. The current policies related to employment and resignation of faculty members as adopted by the Board of Regents are incorporated into these Statutes by this reference.

Section 9. In order to be recommended to the President for permanent or continued membership on the Graduate Faculty of Georgia College, an individual must possess the following credentials as a minimum requirement:

- A. Employed for a minimum of an academic year as a full-time member of the Georgia College faculty.
- B. Nomination by the chairperson of the faculty member's department. The nomination shall include the consideration of recommendations from other graduate faculty members of the department as well as personal qualifications. If the faculty member gives instruction in more than one department, all department chairpersons concerned shall formally concur in nomination.
- C. An earned terminal degree appropriate to the discipline or disciplines in which the faculty member gives instruction, or its equivalent. Normally, the degree will be the Ph.D., the Ed.D., the D.B.A., or other degrees of the same level. "Equivalent" shall be used very sparingly and for fully justified and fully documented reasons.
- D. Successful teaching experience in the discipline of the terminal degree and in which the faculty member gives graduate instruction.

Article III
Section 9.E.

E. Academic rank of Assistant Professor or higher. In every instance, election to the Graduate Faculty shall be on individual merit irrespective of rank.

F. Continuing evidence of scholarly achievement and professional activity. (Examples: research and publications, compositions, performances, exhibits, receipt of research of other types of academic grants, participation in activities of professional associations beyond mere membership, listing in appropriate national or international scholarly directories) . Such achievement and activity shall be fully documented prior to election.

G. Chairpersons shall annually review the qualifications of their graduate faculty members and make recommendations for deletions from the graduate faculty if justified. If the faculty member gives instruction in more than one department, all department chairpersons concerned shall formally concur in deletion.

Section 10. The rights and responsibilities of a faculty member are the following:

A. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research and public service for pecuniary return should be based upon an understanding with the authorities of the College.

B. The faculty member is entitled to academic freedom in the classroom in discussing the applicable subject.

C. The faculty member is a citizen, a member of a learned profession, and a representative of an educational institution. When speaking or writing as a citizen, the faculty member should be free from institutional censorship or discipline, but the special position in the community imposes special obligations. As a person of learning and an educator, the faculty member should remember that the public may judge the profession and the College by self-utterances. Hence, the faculty member should exercise appropriate restraint, and should make every effort to indicate that the faculty member is not an official College spokesperson.

D. The faculty member will fulfill the terms of employment, abide by the Board of Regents' Policies and the College's rules and regulations.

E. The faculty member is under a strong obligation, and has a mutual responsibility to protect the campus community from disorderly, disruptive or obstructive actions which interfere with academic pursuits of teaching, learning and other campus activities. Any employee who interferes with such activities is subject to disciplinary procedures possibly resulting in dismissal.

Article III
Section 10.F.

F. Within a reasonable length of time, every faculty member is expected to obtain the highest degree which in the appropriate field is ordinarily associated with the position of full professor. (As a general rule, no person will be advanced to the rank of associate professor who has not received this degree.) Exceptions to this rule may be made in the case of senior members of the faculty who have served the College for a number of years and in the case of those who obviously may increase their effectiveness as teachers of an art or a profession more by directly following it, or by observing it in practice, than by devoting time to further academic study.

G. A faculty member shall be expected to participate, in a manner befitting the academic position, in such extracurricular activities as are proper extensions of the appropriate field of interest, whether these be in the internal administration of the College or in representation of the College before outside groups.

H. The faculty member, unless excused by the President, is expected to attend all formal academic exercises of the College and to wear on such occasions appropriate academic regalia. Faculty absences from classes should be cleared in advance with the departmental chairperson and the Dean of the school.

I. In accordance with Regents' Policies, an employee of Georgia College should avoid actual or apparent conflict of interests between his or her college obligations and his or her outside activities. Specifically,

1. An employee of Georgia College shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
2. All full-time faculty, administrators, and other professional staff members employed by Georgia College are expected to give full professional effort to their assignments of teaching, research, and service.
3. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state or nation; or (3) is consistent with the objectives of the institution.
4. For all activities, except single-occasion activities, the employee shall report, in writing through official channels, the proposed arrangements and secure the approval of the President or his designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Article III
Section 10.J.

J. Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in Georgia College, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

In accordance with the University System Policies Georgia College has adopted the following guidelines governing consulting activities of faculty members:

1. Reimbursement of the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons.
2. Provide a written description of the consulting activity to the President or his designee together with a statement of assurance that the contemplated activity would not be in conflict with the faculty member's duties and responsibilities to the College.
3. Obtain prior written approval of the President or his designee.

K. Each faculty member must become acquainted with and conform to all rules and regulations of the College relating to that member's work. These rules and regulations shall be published and kept current in a compendium entitled Faculty Handbook for faculty and similar publication for staff. The President shall designate the administrative office responsible for each handbook, and shall provide for review of all such regulations by the faculty.

L. Participation by a faculty member in disruptive activities which interfere with the orderly processes of education will result in immediate suspension from teaching duties. Such faculty member may be assigned non-academic work, pending all legitimate appeals and decisions at the College level.

M. The current policies related to faculty affirmative action rights and grievance procedures as adopted by the Board of Regents are located in the Faculty Handbook and are incorporated into these Statutes by this reference.

ARTICLE IV. FACULTY ORGANIZATION

Section 1. The President shall be the presiding officer of the faculty.

Section 2. The faculty, through standing councils or other comparable bodies, shall make, subject to the approval of the President of the institution, the Chancellor and the Board, statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules and regulations made by the faculty shall be filed with the Chancellor. The faculty shall prescribe rules for the regulation of student publications, athletics, inter-collegiate games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to the approval of the Chancellor and the Board.

Section 3. The faculty shall have the right to initiate proposals that concern the well-being and effective functioning of the College and to set up special or standing committees or other representative bodies to carry on activities that it may initiate. Faculty motions and resolutions shall be referred to the appropriate authority for disposition according to the provisions of these Statues.

Section 4. The faculty shall have a regular faculty meeting at least once a quarter and as many other times as deemed necessary by the President. Adequate notice shall be given of all meetings. A majority of the faculty shall constitute a quorum at regular faculty meetings. All persons who hold faculty status shall be eligible to vote in regular faculty meetings and be counted in the quorum.

Section 5. The President shall appoint a Parliamentarian who shall advise as to correct procedure upon request by the President or faculty member.

Section 6. The faculty may develop a manual specifying their own procedures within the limitation of the Policies of the Board of Regents and the Statutes of this institution.

Section 7. The President shall appoint a Secretary to record minutes of faculty meetings. A copy of the minutes of each meeting of the faculty and of each meeting of a standing council shall be sent within three days after the meeting at which they are approved to the President and the Chancellor.

Article IV
Section 8.

Section 8. The faculty of each school shall, under the leadership of their respective Deans, identify organization and procedures to exercise their rights and responsibilities. The school faculty shall meet at least quarterly under the chairmanship of the Dean; the minutes of these meetings shall be distributed to the faculty of the school, the Vice President and Dean of Faculties, and the President.

Section 9. The faculty of each school, under the direction and academic leadership of the appropriate department chairperson and the Dean, shall have jurisdiction in accordance with overall College policy as follows:

- A. Recruitment of and interviewing of prospective faculty members, administrators, and staff.
- B. Initiation of the tenure, promotion, and merit-raise processes.
- C. Application of professional standards to faculty development.
- D. Monitoring of physical facilities needed for curriculum and class schedules.
- E. Recommendation of curriculum innovations, modifications, or deletions which do not directly or indirectly impair or obstruct the educational functions of the other schools or of the College.
- F. Structuring of admissions requirements to its programs in accordance with the general admissions requirements and the educational objectives of the College.
- G. Establishment of the necessary relationships with student organizations linked to major programs.
- H. Creation of ad hoc committees for specific purposes and needs whenever deemed essential by the faculty and/or administration of the school.
- I. Advisement on all matters relating to the achievement of professional goals of faculty members, the conduct and quality of the programs of study within the school, and the achievement of the goals of the College as identified in the Georgia College Statement of Purpose.
- J. Recommendation of curriculum changes, new major programs, certification areas, accreditation memberships, and professional affiliations.

Article IV
Section 10.

Section 10. There shall be a standing Faculty Grievance Committee to which all members of the faculty shall have access. The Faculty Grievance Committee shall have authority to conduct inquiries into faculty grievances, to attempt the resolution of those grievances by mediation, and to present to the President its recommendations for appropriate responses to the grievances it has considered.

A. Grievances involving promotion, salary, non-renewal of contracts or denial of tenure shall be appropriate for the consideration of the Grievance Committee only if the aggrieved faculty member reasonably alleges discrimination on the basis of sex, race, religion, national origin, handicap or age.

B. The composition of the Grievance Committee and its operating procedures shall be developed by the Faculty Senate and approved by the Faculty of the College and the President.

Section 11. No action of a school faculty shall be implemented if, in the judgment of the Vice President and Dean of Faculties, it conflicts with guidelines, procedures, minimum levels, and other standards adopted by the full faculty of the College or the Board of Regents. Whenever such judgment has been made or whenever any conflict arises in policies or procedures between a college and a school committee or between or among committees in different schools or between or among administrators of the schools, the Vice President and Dean of Faculties shall refer the matter to the Academic Council for their recommendation.

Section 12. The faculty of Georgia College shall act through its system of College and school councils and committees. It is the purpose of these councils and committees to assure a participatory form of decision making, and they are, therefore, the appropriate and necessary source of advice and counsel to the specified administrative officer for all aspects of his area of responsibility. Bylaws of school councils and committees shall be approved by the appropriate faculty. At least half of the members of school committees shall be elected on an annual basis. Committees described or listed in the Statutes represent functional responsibilities of the College, have jurisdiction in delineated areas, and shall act with the authority of the faculty as described in these Statutes. These committees shall not recommend regulations or policies concerning the internal affairs of the schools except when such action may be necessary to protect the interests of the College. These councils and committees shall report, at least annually, to the faculty through agenda items for regular or called faculty meetings or through the President's Council as described in these Statutes. These councils and committees may bring matters before the college faculty as resolutions or proposals, such resolutions or proposals being on the agenda distributed for regular or called faculty meetings. The faculty may decide to review, to amend or to rescind any action of councils or committees empowered to act on its behalf at a called faculty meeting (Article IV, Section 4.)

Article IV
Section 13.

Section 13. The College councils and committees shall be the President's Council, the Academic Council, the Graduate Council, the Teacher Education Council, the Student Affairs Council, the Undergraduate Admissions Council, the Business Affairs Council, the Athletics Committee, the Faculty Research Committee, the Faculty Development Committee, the Library and Media Services Committee, and the Student Activities Budget Committee. Each faculty representative shall be elected for two-year staggered terms or for the duration of an unexpired term created by a vacancy. Multiple representatives of a selecting unit shall have rotating terms except when otherwise specified. Each retiring representative to the President's Council shall chair a nominating committee composed of retiring committee and council representatives. According to the time frame established by the President's Council and according to approved procedures, each school/library nominating committee shall prepare a slate of two nominees for each council or committee vacancy to be filled (current members shall not be renominated for the same position), present this slate to the school/library faculty and report to the President's Council the results of their elections. The President's Council shall attest to the College faculty that proper elections have been held and shall distribute a roster of all standing and ad hoc college committees. The newly elected members take office on the first day of classes the fall quarter following their election.

Section 14. A member of a standing council or committee who is to be absent from a meeting may send a non-voting representative. In case of a vacancy, the chairpersons of the councils or committees may name a voting substitute for the period of the absence of the member or for the rest of the college year. Election of a representative to complete an unexpired council or committee term shall follow the nomination and election procedure outlined in Article IV, Section 13.

Section 15. The meetings of councils and committees are open to all interested parties unless restricted in the council or committee bylaws. The chairperson shall grant all visitors limited privilege of the floor to present proposals for agenda items or statements pertinent to matters under current consideration. The council and committee members shall be informed by chairpersons of the outcome of their recommendations. The chairperson of each council and committee shall report to his administrative supervisor the recommendation of the majority in addition to his own whenever the chairperson is in the minority.

ARTICLE V. COLLEGE STANDING COUNCILS AND COMMITTEES**Section 1. College Standing Councils****A. PRESIDENT'S COUNCIL**

The membership of the President's Council shall consist of two faculty members elected from each undergraduate school, one faculty member elected from the library, three student members nominated by the President of the Student Government Association and approved by the Student Senate and the President of the College, the Associate Vice President for Admissions and Records, the Director of Alumni Affairs, the Director of Athletics, the Vice President for Planning and Information Technology, the Director of Financial Aid, The Director of Libraries, Director of Public Relations, the Dean of Continuing Education and Public Services, the Dean of the School of Arts and Sciences, the Dean of the School of Business, the Dean of the School of Education, the Dean of the School of Nursing, the Dean of the Graduate School, the Associate Vice President for Academic Administration, the Associate Vice President for Academic Affairs, the Vice President for Student Affairs, the Director of Institutional Advancement, the Vice President for Business & Finance, the Vice President/Dean of Faculties, and the President (Chairperson). One of the elected faculty shall be selected by this Council to receive official communications concerning matters under the jurisdiction of the President's Council.

The President's Council shall be advisory to the President. It shall:

1. act as an advisory body to the President on administrative policies of the College. The President's Council shall recommend rules and regulations to facilitate the administrative operations of the College. Council meeting minutes shall be used to inform the faculty of all deliberations and actions taken.
2. consider policies and priorities relating to the long-range development of the college. The Council shall receive budget request information for each fiscal year indicating the number of proposed new faculty and staff positions.
3. recommend to the faculty amendments to the Georgia College Statutes for consideration by the Board of Regents.
4. provide the minutes of all meetings to the faculty.

Article V
Section 1.B.

B. ACADEMIC COUNCIL

The membership of the Academic Council shall consist of two faculty members from each of the four undergraduate schools elected by the faculty in each school, one student from each of the four undergraduate schools nominated by the President of the Student Government Association and approved by the Student Senate and the President of the College, the Dean of the School of Arts and Sciences, the Dean of the School of Business, the Dean of the School of Education, the Dean of the School of Nursing, the Dean of the Graduate School, the Associate Vice President for Academic Administration, the Associate Vice President for Academic Affairs, the Associate Vice President for Admissions and Records, the Director of Libraries, and the Vice President and Dean of Faculties (Chairperson).

The Academic Council shall be advisory to the Vice President and Dean of Faculties. It shall:

1. be the primary council for dealing with College requirements, policies, guidelines, procedures, minimum levels, and other standards concerning non-teacher certification undergraduate academic regulations and degree requirements.
2. review undergraduate non-teacher certification curriculum changes that affect major programs of study having components in more than one school.
3. make recommendations to the Vice President and Dean of Faculties regarding all proposals for new undergraduate degrees or for the establishing of new major areas of study within existing undergraduate degrees, except teacher certification.
4. consider new undergraduate courses, except in teacher certification, which in the judgment of a school Dean or of the Vice President and Dean of Faculties or of the majority of the Academic Council, deal with subject matter and course content of the core curriculum; or with subject matter or course content already approved for instruction in one of the schools; or with subject matter or course content which may be identified as part of a discipline not currently housed in the proposing school.
5. study all school actions which, in the judgment of the officers cited in section (4) above, are in conflict with College requirements, policies, guidelines, procedures, minimum levels, and other standards concerning the undergraduate academic regulations and degree requirements or with the Georgia College statement of purpose.

Article V
Section 1.B. cont'd.

6. receive from the appropriate Dean of the School all standards, criteria and other such governing regulations of outside accrediting or certifying agencies by which the school is guided in its development and implementation of academic programs. The Council shall study the impact of these outside agencies on the total College program of the students affected.
7. study the areas of support services to decide whether or not these areas are adequate in composition and activity to support effectively the instruction, service, research and other related functions of the institution as defined in the College's statement of purpose.
8. take the lead in the study of and proposal to the faculty of guidelines and standards in College areas of academic concern such as, but not restricted to, academic standards for student recognition and exclusion, the composition of student academic records, evaluation of student competency, course prerequisites, communication skills requirements, and scheduling.
9. recommend the criteria for evaluating faculty members, programs and departments to the appropriate academic or administrative officer.

C. GRADUATE COUNCIL

The membership of the Graduate Council shall consist of one graduate student selected by each school, five members of the graduate faculty selected from each school, the Director of Libraries, the Associate Vice President for Admissions and Records, and the Dean of the Graduate School (Chairperson) . The five members of the graduate faculty selected from each school must include the Graduate Coordinators. If there are fewer than five Graduate Coordinators in a school, the remaining members must be elected by the faculty of the school. If there are more than five Graduate Coordinators in a school, the five members must be elected from the Graduate Coordinators in the school.

The Graduate Council shall be advisory to the Dean of the Graduate School. It shall:

1. recommend minimum College standards for admission to graduate programs and for granting graduate degrees.
2. review and make recommendations concerning existing graduate programs, course and program revisions, and current operating procedures of all graduate programs except in teacher education.

Article V
Section 1.C. cont'd.

3. consider new graduate courses, except in teacher certification, which, in the judgment of the Graduate Dean or of the majority of the Graduate Council, deal with subject matter or course content already approved for instruction in one of the schools, or with subject matter or course content which may be identified as part of a discipline not currently housed in the proposing school.
4. make recommendations to the Dean of the Graduate School and in turn to the Vice President and Dean of Faculties regarding all proposals for new graduate degrees or for the establishment of new major areas of study within existing programs, except teacher education programs.
5. distribute minutes of Graduate Council meetings to graduate faculty members. Should the graduate faculty wish to question any action of the Graduate Council, a graduate faculty meeting may be convened by any five members of the graduate faculty who notify the Dean of the Graduate School in writing of their desire within ten (10) days from the date of the publication of the minutes of the meeting of the Graduate Council. The Dean of the Graduate School shall call a meeting of the graduate faculty within fifteen (15) days of this notification.
6. shall hold a minimum of one meeting per quarter.

D. TEACHER EDUCATION COUNCIL

The membership of the Teacher Education Council shall consist of two faculty members from each of the four undergraduate schools elected by the faculty in each school, one faculty member elected from the library, three students nominated by the Student Association of Educators and recommended by the President of the Student Government Association and approved by the President of the College, a teacher from the Baldwin County Public School System, and the Dean of the School of Education (Chairperson)

The Teacher Education Council shall be advisory to the Dean of the School of Education. It shall:

1. be the primary council for review and reaction to teacher education.
2. be an advisory group involved in the continuous planning of teacher education.
3. assist in keeping departments informed about state level criteria, College and state policies relating to teacher education.

Article V
Section 1.D. cont'd.

4. be an advisory group in the development and implementation of plans to establish and strengthen a network of communication and cooperation between the School of Education and other schools and administrative offices on campus.
5. assist in the maintenance of interaction and cooperation between faculty involved in teacher preparation programs.
6. meet quarterly and/or by call of the Chairperson.
7. consider new courses that are deemed by the Vice President and Dean of Faculties or a majority of members of the Teacher Education Council to present significant problems for students receiving teacher certification.
8. make recommendations regarding new program proposals for teacher certification.

E. STUDENT AFFAIRS COUNCIL

The membership of the Student Affairs Council shall consist of one faculty member elected from each undergraduate school, three student members nominated by the President of the Student Government Association and approved by the Student Senate and the President of the College, the President of the Student Government Association, a Student Affairs staff member appointed by the Vice President for Student Affairs, and the Vice President for Student Affairs (Chairperson).

The Student Affairs Council shall be advisory to the VP for Student Affairs. It shall:

1. make recommendations on all major policies, guidelines, procedures, regulations and resolutions relating to the Student Government Association.
2. make recommendations on the long range planning of the Division.
3. assist in the development of a student code of non-academic conduct governing the rights, responsibilities and discipline of students.
4. serve as a liaison to the College and the community on student affairs activities and concerns.
5. be the primary council for review of and recommendations concerning student services.
6. assist in the establishment of goals and objectives for the Division.

Article V
Section 1.F.

F. UNDERGRADUATE ADMISSIONS COUNCIL

The membership of the Undergraduate Admissions Council shall consist of two faculty members elected from each undergraduate school, a Student Affairs staff member appointed by the Vice President for Student Affairs, the Chairperson of the Developmental Studies Department, three student members nominated by the President of the Student Government Association and approved by the Student Senate and the President of the College, and the Associate Vice President for Admissions and Records (Chairperson)

The Undergraduate Admissions Council shall be advisory to the Associate Vice President for Admissions and Records. It shall:

1. recommend policies related to the admission of freshmen and undergraduate transfer applicants.
2. review individual applications for admission upon request of any member of the Council or upon appeal by an applicant for admission.

G. BUSINESS AFFAIRS COUNCIL

The membership of the Business Affairs Council shall consist of one faculty member elected from each undergraduate school, one faculty member elected from the library, one student from each undergraduate school recommended by the President of the Student Government Association and approved by the Student Senate and the President of the College, and two Business Affairs staff members appointed by the Vice President for Business and Finance, and the Vice President for Business and Finance (Chairperson).

The Business Affairs Council shall be the primary council for the review and recommendations concerning the business and fiscal operations and shall be advisory to the Vice President for Business and Finance. It shall:

1. review requests for new support services.
2. make recommendations on methods and criteria to be used for evaluation, promotion and salary increases for personnel within the Division of Business and Finance.
3. provide for the review of business operations and procedures.
4. study and provide College-wide recommendations on employee fringe benefits.
5. study and provide College-wide recommendations on development and maintenance of buildings and grounds.

Article V
Section 2.

Section 2. College Standing Committees

A. ATHLETICS COMMITTEE

The Athletics Committee membership shall consist of one faculty member elected from each undergraduate school, the Chairperson of HPER (ex officio), six student members nominated by the President of the Student Government Association and approved by the Student Senate and the President of the College, the Vice President for Student Affairs, and the Director of Athletics (Chairperson)

The Athletics Committee shall be advisory to the Director of Athletics. It shall:

1. make recommendations concerning policies governing physical facility scheduling and athletic event scheduling.
2. make recommendations regarding recruitment and participation of student athletes.
3. make recommendations relative to athletic budgets and athletic faculty needs.
4. be the primary committee for the review of and recommendations concerning inter-collegiate athletics.

B. FACULTY RESEARCH COMMITTEE

The membership of the Faculty Research Committee shall consist of two faculty members from each undergraduate school, at least one of whom must be a member of the graduate faculty, a member of the library staff, and the Dean of the Graduate School (Chairperson) . This committee shall concern itself with the support and recognition of efforts by individual faculty to add to the body of knowledge and information associated with a scholarly area of research.

The Faculty Research Committee shall be advisory to the Dean of the Graduate School. It shall:

1. recommend meaningful, viable and equitable means of recognizing faculty research effort.
2. identify assistance for faculty to satisfy requirements for external funding.
3. promote increased funding for the support of research.
4. recommend procedures and allocations for the distribution of funds in support of faculty research.

Article V
Section 2.C.

C. FACULTY DEVELOPMENT COMMITTEE

The membership of the Faculty Development Committee shall consist of two faculty members, at least one of whom should not hold an administrative appointment or position, from each School and a library staff member. The Chairperson shall be elected by the Committee from the faculty representatives.

The Faculty Development Committee shall be advisory to the Vice President and Dean of Faculties. It shall:

1. recommend guidelines and policies for college faculty development.
2. solicit and review applications and make recommendations for funding faculty development projects.

D. LIBRARY AND MEDIA SERVICES COMMITTEE

The membership of the Library and Media Services Committee shall consist of two faculty members elected from each school, one student from each undergraduate school nominated by the President of the Student Government Association and approved by the Student Senate and the President of the College, the Coordinator of Library Public Services, the Manager of GC Television Services, the Coordinator of Technical Services, the College Archivist, the Director of the Macon Campus, Director of the Dublin Campus, Director of Robins Centers, Director of R & D Center, and the Director of Libraries (Chairperson).

The Library and Media Services Committee shall be advisory to the Director of Libraries. It shall:

1. make recommendations regarding policies, procedures, and regulations governing the resources and services of the libraries.
2. develop and recommend the departmental allocations formula for the allotment of funds for the purchasing of library materials.
3. interpret and communicate new library/media policies and procedures.
4. assist in the planning and developing of the major library collections and/or special collections.
5. assist in the development of uniform media policies and procedures.

Article V
Section 2.E.

E. STUDENT ACTIVITIES BUDGET COMMITTEE

The membership of the Student Activities Budget Committee shall consist of one faculty member elected from each undergraduate school, five students nominated by the President of the Student Government Association and approved by the Student Senate and the President of the College, the President of the Student Government Association, a Student Affairs staff member appointed by the Vice President for Student Affairs, the Director of Student Activities, and the Vice President for Student Affairs (Chairperson)

The Student Activities Budget Committee shall be advisory to the Vice President for Student Affairs. It shall:

1. develop goals and guidelines for the allocation of student activity fees.
2. recommend requests for budgetary allocations based on requests from approved organizations and groups.

ARTICLE VI. METHOD OF AMENDMENT

Section 1. Proposals for amending these Statutes shall be submitted in writing to the secretary of the faculty, who shall circulate them to the faculty at least ten calendar days prior to the meeting for which the amendment will be on the agenda.

Section 2. Proposals for amending these Statutes shall be considered approved by the faculty when adopted by a fifty-one percent vote of the faculty at a faculty meeting at which a quorum is present.

Section 3. Proposals for amending these Statutes receiving faculty approval shall be presented to the President for consideration. If the President approves, the proposed amendments shall be forwarded to the Chancellor and Board of Regents for their approval. Amendments approved by the Chancellor and Board of Regents shall be implemented by following the procedures described in Article VII, Sections 2, 3, and 4.

Section 4. Each proposal to amend these Statutes must be specific as to the articles, sections, and words to be changed. Adopted amendments shall be inserted in their proper place in the Statutes, replacing the provisions amended.

Article VII.

ARTICLE VII. RATIFICATION AND IMPLEMENTATION

Section 1. These Statutes shall be submitted to the general faculty and shall be considered approved upon receiving a majority vote, provided a quorum is present. The President shall then transmit the Statutes to the Chancellor and Board of Regents for their review and approval.

Section 2. The effective date for these Statutes shall be the date the Board of Regents approves them.

Section 3. These Statutes will be fully implemented, nullifying, voiding and replacing all other governing structures and procedures, when all faculty and staff are notified of their approval by the Board of Regents.

Section 4. Each faculty and staff member under the jurisdiction of the Statutes shall be provided a copy of them as soon as practical after their implementation.

