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## Statutes Effective 5-9-2001

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# **STATUTES OF GEORGIA SOUTHERN UNIVERSITY**

## **PREAMBLE**

In case of any divergence from or conflict with the official *Bylaws* and *Policy Manual of the Board of Regents* to be found in these *Statutes*, the official *Bylaws* and *Policy Manual of the Board of Regents* shall prevail.

## **ARTICLE I. THE UNIVERSITY**

**SECTION 1.** On July 1, 1990, Georgia Southern University was designated a Type I (Regional) University, the first institution to be so designated in the University System of Georgia. It is subject to the general jurisdiction of the Board of Regents and the Chancellor of the University System of Georgia. The term “Board of Regents” as used in these *Statutes* shall mean the Board of Regents of the University System of Georgia and the term “Chancellor” shall mean the chief administrative officer of the Board of Regents of the University System of Georgia.

**SECTION 2.** The University shall confer baccalaureate, advanced, special degrees, and doctoral degrees as the candidates may be entitled to receive upon satisfactory completion of all requirements in general education and in the approved program of study as prescribed by the appropriate department/school.

**SECTION 3.** For purposes of these *Statutes*, three key terms are defined as follows:

**CORPS OF INSTRUCTION:** The Corps of Instruction of Georgia Southern University will consist of full-time professors, associate professors, assistant professors, instructors, lecturers, and teaching personnel with such other titles as may be approved by the Board. Full-time research and extension personnel and duly certified 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.

**FACULTY OF GEORGIA SOUTHERN UNIVERSITY:** The faculty of Georgia Southern University will consist of the Corps of Instruction of Georgia Southern University and those administrative officers appointed by the President of Georgia Southern University.

**ACADEMIC DEANS:** Academic Deans include Deans of Colleges and other positions recommended by the Provost and Vice President for Academic Affairs and approved by the President subject to approval of the Board of Regents.

## ARTICLE II. THE PRESIDENT

**SECTION 1.** The President shall be elected by the Board of Regents upon the recommendation of the Chancellor. The President shall hold office at the pleasure of the Board.

**SECTION 2.** The duties of the President shall be as specified in *The Policy Manual of the Board of Regents*. The President is expected to establish a sound administrative structure including those ad hoc committees as required to discharge his or her responsibilities as specified therein. The President shall be the executive head of the institution and of all departments/schools, a member of the Faculty and the graduate faculty, and shall exercise such supervision and direction as will promote the efficient operation of the institution. The President shall have jurisdiction over the formulation and organization of bylaws and operating policies of all departments/schools, divisions, colleges, and administrative offices of the University. All administrative officers shall be appointed by the President subject to the approval of the Board of Regents and shall hold office at the pleasure of the President.

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 of Regents and the Chancellor.

The President, subject to the approval of the Chancellor and the Board of Regents, may establish additional colleges, units or divisions to implement the programs of the University. When a new college, unit or division is created, the President shall delegate the duties and responsibilities of the office. The officers 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 shall provide educational leadership and shall formulate proposals and make plans for their implementation as may be deemed desirable and necessary for the development of the University.

The institutional planning process is used to set institutional goals, both long and short range; to provide strategies for implementing the goals; to monitor the budget process in light of institutional goals; and to review institutional decisions made in light of the mission of the University. The institutional planning process shall be established by the President and approved by the Faculty Senate subject to the approval of the Chancellor and consistent with the *Policy Manual of the Board of Regents*.

**SECTION 3.** In the absence of the President, those functions shall be exercised in the interim or until the next meeting of the Board of Regents by the Provost and Vice President for Academic Affairs.

**SECTION 4.** The President shall decide all questions of the interpretation of these *Statutes* and shall determine the nature and extent of the jurisdiction proper to the faculties of the colleges and divisions, to the faculty, to the committees, and to the various administrative officers for which provision is made in these *Statutes*. The President shall resolve all questions of conflict of jurisdiction that may arise among any legislative bodies of the University or among them and the Administrative Officers. From the decision of the President on such matters, an appeal may be made to the Board of Regents as provided in *The Policy Manual and the Bylaws of the Board of Regents*.

### **ARTICLE III. ACADEMIC ADMINISTRATION**

**SECTION 1.** Subject to the jurisdiction of the President, the officers of academic administration shall be the Provost and Vice President for Academic Affairs, the Academic Deans, and the University Librarian. Other administrative officers may also report to the Provost and Vice President for Academic Affairs. The President, subject to the approval of the Chancellor and the Board of Regents, may establish additional administrative offices to implement the academic programs of the University. When a new office is created, the President shall delegate the duties and responsibilities of the office. Administrative officers shall be appointed by the President and with the approval of the Board of Regents (when appropriate) and shall hold office at the pleasure of the President.

**SECTION 2.** The Provost and Vice President for Academic Affairs shall be charged with considering matters pertaining to the faculty and for matters pertaining to the curriculum. In exercising the powers and duties of the office, the Provost and Vice President for Academic Affairs shall

- A. have administrative jurisdiction over academic matters and academic personnel including the assignment of additional duties and responsibilities to those who report to the Provost and Vice President for Academic Affairs.
- B. provide leadership in the development of proper academic goals for the institution and its colleges through college and faculty instrumentalities.
- C. in the absence of the President, call meetings when necessary and serve in the President's stead when required.
- D. assist in the formulation and presentation of policies to the faculty for its consideration; the foregoing clause shall not be interpreted to abridge the right of the President or any member of the faculty to present any matter.
- E. be responsible, through the Academic Deans of the colleges, for assuring that all faculty members carry proper teaching loads and maintain a satisfactory quality of work. In

performing this task, the Provost and Vice President for Academic Affairs shall have the right to ask for evaluations of the quality of the programs and work of the faculty of the colleges.

- F. be responsible for appointment of faculty members to the graduate faculty based upon recommendations from the college dean.
- G. shall recommend to the President all tenure and promotion recommendations.
- H. be responsible for the budget, direction, coordination, and supervision of the instructional programs in the colleges of the University.
- I. be responsible for the assignment and efficient utilization of offices, classrooms, laboratory facilities, and equipment.
- J. study ways and means by which the quality of instruction in the University may be improved and make recommendations to the President, the academic deans of the colleges, and the respective faculties toward the accomplishment of this end. Matters of faculty scholarship, rank, tenure, and salaries shall be subjects of particular study by the Provost and Vice President for Academic Affairs.
- K. be responsible for the coordination of graduate courses.
- L. be responsible for the coordination of research and service projects.

**SECTION 3.** Each college within the University shall have an Academic Dean who shall be its chief executive officer and shall report to the Provost and Vice President for Academic Affairs and shall

- A. take the lead in the development and coordination of the programs of the college.
- B. present proposals for new degrees and curriculum changes in the college.
- C. recommend promotions and merit increases in salary for the faculty within the college.
- D. prepare and administer a budget for the college.
- E. recommend to the Provost and Vice President for Academic Affairs the appointment of the faculty of the college to the graduate faculty.
- F. exercise general supervision of the work of students in the college.

- G. be responsible for the program of academic advisement for the students in the college.
- H. preside at all regular and special meetings of the faculty of the college.
- I. serve as the medium of communication for all official business of the college with University authorities, students, and the public.
- J. implement the purposes of the college as provided in the regulations of the college.
- K. nominate candidates for degrees in the college.

**SECTION 4.** The University Librarian shall be considered an Academic Dean and shall report to the Provost and Vice President for Academic Affairs and shall

- A. have charge of the University libraries and be responsible for their proper administration.
- B. have direct supervision over budget preparation, allocation of funds, disbursements for library materials as well as provisions for the use of materials.
- C. recommend the adoption of such measures as will promote the efficiency and increased usefulness of the University libraries.
- D. recommend the appointment of all professional members on the library staff, with the appropriate academic rank, necessary for the efficient operation of the libraries.

#### **ARTICLE IV. THE FACULTY**

**SECTION 1.** The faculty shall consist of the Corps of Instruction and those designated by the President of Georgia Southern University to the Board of Regents as administrative officers of the institution.

**SECTION 2.** The faculty of the University shall be responsible for regulations affecting academic activities, general educational policy of the University, the welfare of the faculty, and other matters as may maintain and promote the best interests of the faculty and the University as specified in the *Policy Manual of the Board of Regents*.

The Faculty Senate shall be the representative and legislative agency of the faculty and is established according to Article V of these *Statutes*.

**SECTION 3.** Meetings of the faculty

- A. The University faculty shall meet at least twice each year upon the call of the President. The President shall call a meeting of the faculty upon a petition of ten percent of the members of the faculty.
- B. The President shall deliver annually to the faculty at a regular meeting a “State of the University” address.
- C. The President shall be the Chair and shall preside at all meetings of the faculty. In the absence or at the request of the President, the Provost and Vice President for Academic Affairs shall preside.
- D. A written agenda of the meeting shall be distributed to the faculty at least one week before any meeting at which votes are to be taken.
- E. A majority of the members of the faculty shall constitute a quorum for all meetings of the faculty.
- F. Any item related to general academic or administrative policy or the welfare of the faculty shall normally be considered by the Faculty Senate but may be included on the agenda of a faculty meeting upon a written request to the President signed by ten percent of the faculty and submitted ten days prior to the meeting of the faculty.

#### **SECTION 4. Faculty Grievance Committee**

The Faculty Grievance Committee shall have the authority to conduct inquiries into faculty grievances and to present to the Provost and Vice President for Academic Affairs its recommendation. The composition of the Grievance Committee, its jurisdiction and its operating procedures shall be developed by the Faculty Senate consistent with the *Policy Manual of the Board of Regents*, and approved by the Faculty Senate and the President.

### **ARTICLE V. THE FACULTY SENATE**

**SECTION 1.** The Faculty Senate shall serve as the representative and legislative agency of the faculty. As such, it shall serve as the official faculty advisory body to the President. Within the policy framework of the Board of Regents of the University System of Georgia and with the approval of the President, the recommendations of the Faculty Senate shall be the academic policy of the University to be implemented by the administration. The academic affairs of the University which concern the Faculty Senate and for which it shall be responsible in formulating policies and reviewing procedures include those enumerated powers of the faculty listed in Article IV.

**SECTION 2.** The President shall serve as Chair of the Faculty Senate and shall preside at all of its meetings. All actions taken by the Faculty Senate shall be subject to the approval of the President,

as executive head of the institution charged with the supervision and direction of all departments/schools of the University, and to the approval of the Chancellor and the Board of Regents. The Provost and Vice President for Academic Affairs shall preside in the absence of the President.

**SECTION 3.** The Faculty Senate shall not adopt regulations concerning the curricula or the internal affairs of the colleges except in cases where such action may be necessary to protect the interests of the University as a whole. In matters delegated to the faculty of a college or a department/school, the legislative authority of the Faculty Senate is limited to the determination of policies which affect the general welfare of the University or which are necessary for coordination or to such other policies as are referred to it by an administrator.

**SECTION 4.** The Faculty Senate shall meet at least three times during each regular session and once in the summer, and at other times upon call by the President or upon petition signed by ten members of the Faculty Senate.

**SECTION 5.** Faculty Senate recommendations shall be presented to the President for consideration. Upon receipt of a recommendation from the Faculty Senate the President shall, within thirty days, either approve or disapprove the recommendation. The recommendation shall become official policy when approved by the President, except when approval by the Chancellor or the Board of Regents is required. If a recommendation from the Faculty Senate to the President is not accepted, the President shall report in writing to the Faculty Senate the reasons for rejecting the recommendation and upon two-thirds vote of the Faculty Senate, the matter shall be referred to the faculty for consideration and recommendation.

**SECTION 6.** The University Corps of Instruction, at a called meeting upon petition of ten percent of the members of the Corps of Instruction, may reverse, rescind, or modify a decision taken by the Faculty Senate by a two-thirds majority vote of those present provided

- A. that a majority of the members of the Corps of Instruction are present at the meeting, and
- B. that the issue has been provided to the Corps of Instruction at least seven working days in advance.

**SECTION 7.** The Faculty Senate shall transmit to all members of the faculty a copy of the minutes of each meeting of the Faculty Senate.

**SECTION 8.** The Faculty Senate shall be composed of the following:

- A. Voting members. Voting members of the Faculty Senate shall include at least forty regular full-time members of the faculty of Georgia Southern University holding the rank of instructor, assistant professor, associate professor, or professor who have been members of

the faculty of the University for at least one year at the beginnings of their terms, and one student representative.

- B. Non-voting members. The non-voting members shall have authority to participate in all deliberations of the Faculty Senate, but shall not vote on recommendations of the Faculty Senate. These non-voting members include: the President and Provost and Vice President for Academic Affairs.

**SECTION 9.** The members of the Faculty Senate from the faculty shall be apportioned as follows.

- A. Each of the academic colleges and the library shall be represented by two senators.
- B. The remaining senators shall be apportioned to these units on the basis of the number of regular, full-time faculty in each unit.

**SECTION 10.** Senators from the faculty shall be elected for a term of three years. Terms shall be staggered with one-third elected each year. Terms of office shall begin on the first day of the new academic year.

- A. Elections for Senators from the faculty shall be held no later than three weeks prior to the end of the spring session.
- B. Procedures for the election of Senators from each unit shall be established by the Elections Committee of the Faculty Senate, which shall include a method of nomination, election, and tabulation of results to ensure that each Senator shall be elected by a majority of the votes cast in such elections.
- C. In addition to the senators elected from each unit, there shall be at least a first and second alternate but no more than seven alternates elected for one-year terms. These alternates, whose selection follows the criterion for Senator election, shall be empowered to attend meetings of the Faculty Senate and to vote, as proxies, for an absent Senator upon his or her request, and shall automatically fill an unexpired term for the remainder of the academic year; the alternate may also serve on committees of the Senate.
- D. No Senator shall be eligible for re-election until one year after the completion of his/her previous full three-year elected term.

**SECTION 11.** In addition to the presiding officer, the officers of the Senate shall be the

- A. Secretary, who shall serve as faculty representative to an advisory council to the President and shall have responsibility for the minutes of each meeting of the Faculty Senate.

- B. Librarian, who shall serve as faculty representative to an advisory council of the Provost and Vice President for Academic Affairs and shall present a report on the activity of this council and the standing committees of the Faculty Senate at each meeting.
- C. Other officers may be specified in the *Bylaws* of the Faculty Senate.

**SECTION 12.** The Faculty Senate shall operate in accordance with its *Bylaws* which must be approved by the Corps of Instruction. The Faculty Senate through its *Bylaws* shall establish standing committees or ad hoc committees to recommend policy and/or procedures on all matters appropriate to each respective area of responsibility. The Faculty Senate reserves the right to resolve all jurisdictional disputes and procedural questions that may arise among the committees.

#### **ARTICLE VI. ACADEMIC COLLEGES AND DEPARTMENTS/SCHOOLS**

**SECTION 1.** Each college of Georgia Southern University shall be organized with an Academic Dean and a faculty.

- A. The faculty of each college shall
  - 1) establish entrance requirements for students into the college.
  - 2) prescribe and define courses of study for students in the college.
  - 3) establish requirements for degrees and certificates offered in the college and recommend for degrees candidates who have fulfilled degree requirements.
  - 4) establish and enforce academic regulations for guidance and advisement of students in the college.
  - 5) exercise jurisdiction, in general, over all educational matters within the college.
  - 6) have the fullest measure of autonomy consistent with the maintenance of general educational policy and standards and of correct academic and administrative relations with the governing authority of the University. When doubts arise regarding the proper limits of this autonomy, the faculty of a college shall be entitled to ask that the President make a ruling on the question at issue. From the ruling of the President, an appeal may be made to the Board of Regents as provided in Article VIII, *Bylaws of the Policy Manual of the Board of Regents*.
  - 7) make no changes in the curriculum of a college which involve budgetary questions until submitted to and approved by the President.

- B. The faculty of each college are as defined in Article I, Section 3 of this document.
  - 1) Members of the faculty of each college are appointed by the President, with the approval of the Board of Regents, upon the recommendation of the Department Chair/School Director, Academic Dean, and the Provost and Vice President for Academic Affairs.
  - 2) The organization of each college shall be by departments/schools as recommended by the faculty of the college through the Academic Dean to the Provost and Vice President for Academic Affairs and to the President and the Board of Regents for approval.
  - 3) Recommendations for promotions, tenure, and salary shall be made by Department Chairs\School Directors through the Academic Dean of the college to the Provost and Vice President for Academic Affairs, who shall recommend them to the President.
- C. The President may, with the approval of the Chancellor and the Board of Regents, establish additional colleges to implement the academic and administrative programs of the University. When a new college is established, the organization with an Academic Dean and faculty, representation on the Faculty Senate, and all other duties and responsibilities shall be consistent with that of existing colleges.

**SECTION 2.** A department/school is an administrative unit of a college and exists for the purpose of providing instruction and conducting research in one of the recognized fields of teaching and investigation. A department/school shall have at least four full-time faculty members. One member shall be designated as chair of the department/director of the school.

The chair of the department/director of the school shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President. Appointments shall be made after consultation with the faculty of the particular department/school, the Dean of the college and the Provost and Vice President for Academic Affairs. A department chair/director of the school shall

- A. have general direction of the work of the department/school and establish and maintain communication with members of the department/school.
- B. be the representative of the department/school in all official communications.
- C. recommend to his or her immediate superior, after consultation with the faculty, the requirements of the majors offered in the department/school.
- D. be responsible for the quality of instruction in the department/ school.

- E. after consultation with the faculty of the department/school, recommend appointments, reappointments, promotion, tenure, and non-renewal of members of the faculty.
- F. recommend merit salary increases based upon systematic evaluations of each member of the department/school and transmit the recommendation to his or her immediate superior.

## **ARTICLE VII. BUSINESS AND FINANCE ADMINISTRATION**

**SECTION 1.** The Vice President for Business and Finance shall be charged with considering matters pertaining to the business and financial administration of the University. In exercising the powers and duties of the office, the Vice President for Business and Finance shall

- A. be charged with the business administration of the University, have custody and control of all funds and securities, and have charge of the physical property of the University.
- B. establish and maintain uniform and effective procedures of accounting, budgetary control, internal checks and audits, inventory controls, and business practices.
- C. assist the President in the preparation of the University budget and the control of budget operation.
- D. maintain proper records on all contracts and accounts and exercise general supervision over all accounts of officers of the University who receive and disburse funds.

## **ARTICLE VIII. STUDENT AFFAIRS ADMINISTRATION**

**SECTION 1.** The Vice President and Dean for Student Affairs shall be charged with considering matters pertaining to or related to student life and activities. In exercising the powers and duties of the office, the Vice President and Dean for Student Affairs shall

- A. coordinate all student programs of the University except those under the jurisdiction of the Provost and Vice President for Academic Affairs.
- B. develop regulations and policies necessary for the orderly and efficient administration of the Division of Student Affairs.
- C. have general supervision over all student organizations and meetings, administer regulations regarding student conduct, and be responsible for matters related to student life and activities outside of instructional areas as established by the faculty or its designated agency.

- D. review annually and update as needed a student conduct code in conjunction with other directors within the Division of Student Affairs.

#### **ARTICLE IX. UNIVERSITY ADVANCEMENT**

**SECTION 1.** The Vice President for University Advancement shall be charged with considering matters pertaining to institutional development, University relations, and such duties as assigned by the President.

#### **ARTICLE X. PROFESSIONAL/ADMINISTRATIVE AND STAFF EMPLOYEES**

**SECTION 1.** Employees of Georgia Southern University, exclusive of faculty, administrative officers, and other administrators specifically designated by the President, are classified as follows:

- A. Professional or administrative employees are those who are exempt from the wage and hour provisions of the Fair Labor Standards Act.
- B. Staff employees are those who are covered by the wage and hour provisions of the Fair Labor Standards Act.

The basic policies and procedures are set forth in the *Classified Personnel Policy and Procedure Manual* for Georgia Southern University and the *Personnel Policy and Procedure Manual of the Board of Regents*. This governs the rights, privileges, conditions, and benefits of employment in classified services.

#### **ARTICLE XI. RATIFICATION**

**SECTION 1.** The *Statutes* of Georgia Southern University shall take effect when approved by:

- A. by majority of the faculty.
- B. the President.
- C. the Chancellor.
- D. the Board of Regents.

#### **ARTICLE XII. AMENDMENTS**

**SECTION 1.** The President, any member of the faculty, or the Faculty Senate, has the authority to propose an amendment to the University *Statutes*. Proposals to amend, not initiated by the

President, are forwarded to the President's Office. All proposals are then handled in the following manner:

- A. A Committee on Revision of the *Statutes*, appointed by the President, shall serve to initiate and review proposals to amend the *Statutes*.
- B. Proposals to amend which originate outside the committee shall be presented to the committee for consideration and for a report to the faculty. Proposals arising in faculty meetings shall be referred to the committee for consideration and a report at the next meeting of the faculty.
- C. The Committee on Revision of the *Statutes* may propose amendments, or report its recommendations concerning proposals for amendments, at any regular meeting of the faculty or at any special meeting called for the purpose of amending. The committee shall submit all such proposals and recommendations in writing to the faculty no later than ten working days prior to a vote.
- D. Proposed amendments must be adopted by a majority of the faculty members.
- E. Amendments to the *Statutes* are in full force when approved by the faculty, the President, the Chancellor, and the Board of Regents.

### **ARTICLE XIII. MISCELLANEOUS PROVISIONS**

**SECTION 1.** All rules, regulations, and *Statutes* heretofore adopted, inconsistent with these *Statutes*, are hereby repealed.

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Previous *Statutes* were ratified by the faculty on March 3, 1970, and revised on January 8, 1972; and adopted by the Board of Regents on June 10, 1970; and revised on February 9, 1972; the *Statutes* were reviewed and ratified on January 26, 1981, adopted by the Board of Regents on June 10, 1981; revised by the faculty on February 14, 1983, and adopted by the Board of Regents on August 10, 1983; revised by the faculty on May 13, 1991, approved by the Board of Regents on December 11, 1991; revised by the Faculty on February 14, 1996, approved by the Board of Regents on April 10, 1996; revised by the Faculty on March 5, 2001, and approved by the Board of Regents. Revisions made by the Faculty Senate, January 2001, and approved by the Board of Regents, May 9, 2001.