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Bylaws of the Faculty Senate 12-1-1999

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BYLAWS OF THE FACULTY SENATE

GEORGIA SOUTHERN UNIVERSITY

ARTICLE I

PURPOSE. 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 academic activities, general educational policy of the University, the welfare of the faculty, and other matters which maintain and promote the best interests of the faculty and the University as specified in the Policy Manual of the Board of Regents.

NOTE. The term College shall refer to the five major academic units administered by the Provost and Vice President for Academic Affairs of Georgia Southern University.

ARTICLE II

MEMBERSHIP AND MEETINGS. Membership criteria are described in detail in Article V of the Statutes of Georgia Southern University. Policies for scheduling regular and called meetings and the frequency of meetings are described in the Statutes. Any member of the University community is welcome to attend any meeting of the Faculty Senate as an observer.

Faculty Senate meetings will normally be scheduled at 4 PM and will either adjourn or recess at 6 PM. A half-hour extension is possible on a motion to that effect approved by a majority of those present. If business is then not completed, a continuation session will be used to complete the agenda items. Robert's Rules of Order will provide procedural guidelines for the Faculty Senate.

By direction of the Board of Regents, the President of Georgia Southern University shall preside at all meetings of the Faculty Senate. The Provost and Vice President for Academic Affairs shall preside in the absence of the President. The President shall provide abbreviated minutes summarizing all action items to the faculty within ten working days following the meeting.

ARTICLE III

OFFICERS. The Secretary and the Librarian of the Faculty Senate shall be elected from the membership of the Senate at the first meeting of the Faculty Senate of the academic year. The Chair of the Executive Committee of the Faculty Senate shall be elected by the members at a meeting called by the President prior to the first meeting of the academic year of the Faculty Senate. All officers shall be elected for one-year terms and may succeed themselves for no more than one additional term (a total
of two consecutive years). Persons elected to these positions will have had at least one prior year of
service on the Faculty Senate.

The duties of these Senate officers are described below.

A. The SECRETARY shall collect, write, and distribute minutes to the faculty (as
defined in the Statutes of Georgia Southern University) with staff assistance from the
Office of the President. The minutes will be distributed at least 10 working days prior
to next scheduled Faculty Senate meeting. The Secretary shall serve as faculty
representative on an advisory council to the President and shall prepare and distribute
a brief statement of the issues addressed at meetings thereof to the Senate.

B. The LIBRARIAN shall provide to the members of the Faculty Senate an informative
summary report of all minutes provided to the Librarian by the chairs of the standing
committees of the Faculty Senate. The Librarian shall provide the Librarian's Report (with staff assistance from the Office of the President) to the Senate at least ten
working days prior to the scheduled meetings of the Faculty Senate. The Librarian
shall serve on an advisory council to the Provost and Vice President for Academic
Affairs and shall prepare and distribute a summary of the issues addressed at meetings
thereof to the Senate.

C. The CHAIR OF THE SENATE EXECUTIVE COMMITTEE shall ensure that the
Senate Executive Committee fulfills its responsibilities as described in Article IV, Section 1. of these Bylaws.

ARTICLE IV

COUNCILS and COMMITTEES. The Faculty Senate shall discharge its responsibilities through a
system of councils and committees appointed by and responsible to the Senate. Some of these
committees shall be designated as standing committees which have a well-defined purpose and whose
functions continue from year to year. Others shall be ad hoc committees.

Faculty membership on councils and standing committees is designated by the Bylaws. Committees shall be chaired by elected faculty or a faculty senator unless specifically provided otherwise. Chairs of standing committees shall provide minutes of each meeting to the Librarian for inclusion in the Librarian's Report. The faculty members shall be elected at the request of the President by the colleges and the library using procedures defined in the Statutes, Article V, Section 10.B. Vacancies of elected positions on councils and committees that occur following the regular election period are to be filled for the reminder of the terms using procedures internally devised by the colleges and the library. Serious consideration will be given to the election and appointment of all members to standing committees to ensure that the interests and backgrounds of the elected and appointed members are appropriate for the functions of the specific standing committees. Membership on standing committees and councils will normally be for a two year term with the terms of office staggered to ensure no more than 50 percent turnover in any given year. No faculty member may serve more than two consecutive terms on a standing committee or council.
An ad hoc committee may be created to address a particular area or areas of interest, shall have a specific charge concerning its activities, and may be dissolved by the Executive Committee of the Faculty Senate after accomplishing its purpose.

SECTION 1. Faculty Senate Executive Committee

A. The Executive Committee of the Faculty Senate shall serve as the chief governing body for all matters before the Senate, including procedure and protocol. It shall be the purpose of the Senate Executive Committee (SEC) to guide the actions of the Senate so as to enhance all Faculty Senate activities. Specifically, the Executive Committee shall

1) instruct the entire Senate at the beginning of each Senate term in the matters of Senate procedures and protocol. Additionally, the Executive Committee shall meet separately with all first-time senators at the beginning of each Senate term to discuss the philosophy and activities of the Faculty Senate at Georgia Southern University.

2) may appoint a parliamentarian for each Senate term, if requested by presiding officer. This parliamentarian may be chosen from any member of the University community. This individual will be confirmed by a majority vote of the Senate. This individual will counsel the presiding officer regarding matters of parliamentary procedure.

3) shall review the report of the Senate Librarian prior to its distribution to the faculty as a means of expediting all Senate activities.

4) shall receive, prior to the construction of each Senate's agenda, all proposed agenda items. The Chair of the Executive Committee shall advise the President regarding the inclusion of these items on the agenda.

5) nominate one faculty member to serve as the institutional representative to the National Collegiate Athletic Association. This appointment will be confirmed by a majority vote of the Faculty Senate. There shall be a two-year apprenticeship prior to becoming the institutional representative. The institutional representative will serve a six-year term of office (a total of eight years) and may not succeed himself/herself.

6) appoint members to both standing committees and ad hoc committees. In general, members will be chosen to ensure representation from across the University community. The Executive Committee will solicit interest for any nomination or appointment to a standing committee or ad hoc committee. However, in some cases qualifications for committee membership will accrue directly from the nature of the committee activity and the interest and talents of certain individuals.
7) ensure that each ad hoc committee has a specific charge that outlines measurable objectives for the committee and time constraints for the accomplishment of these objectives.

8) meet at least once a session with the Chair of each ad hoc committee to discuss the status of its activities and may meet with the Chair of any standing committee at the request of the Executive Committee's Chair. The Executive Committee will review these activities and provide advice and assistance to facilitate the successful completion of these committees' tasks.

9) ensure that each ad hoc committee submits to the Executive Committee a written final report summarizing its activities. These reports will be provided to the Senate for review and action, as needed.

10) The charge to the committees, their creation, membership, and leadership shall be the function of the Executive Committee of the Faculty Senate. The Senate may override the decision of the Executive Committee of the Faculty Senate by a majority vote of those present.

Membership. The Executive Committee of the Faculty Senate shall consist of one Senator from each college and the library elected by the membership of that college and the library. Additionally, the Senate Librarian shall serve an advisory role as non-voting member of the Executive Committee. A non-voting staff member designated by the President will serve on the Executive Committee and act as a liaison with the Executive Committee, providing staff assistance and administrative support. Senators shall be elected to the Executive Committee for two-year staggered terms. The Executive Committee shall elect one of its Senate members to serve as Chair at a meeting called by the President prior to the first meeting of the Faculty Senate.

Section II. COUNCILS.

A. The Faculty Senate shall discharge its responsibilities for academic programs and policy through two academic councils, the Undergraduate Council and the Graduate Council. The membership of these bodies is described below. The recommendations of these Councils will be forwarded to the Faculty Senate for action after review and recommendation by the Provost and Vice President for Academic Affairs.

1) Undergraduate Council.

a. The purpose of the Undergraduate Council shall be to recommend to the Faculty Senate policy and procedures concerning undergraduate
programs and curricula; to review and approve all changes in undergraduate courses, major and minor programs, emphases, and degrees; and to implement continuous review of all undergraduate academic programs.

Membership. Membership shall be composed of the Dean of Undergraduate Studies as chair, the academic deans, the University Librarian, the Registrar, the Director of Advisement and Retention, one senator, six faculty members, and either the Student Government Association President or Student Government Association Vice President for Academic Affairs. The six faculty members shall consist of one faculty member from each college and the library elected by the membership of that college. Procedures for nomination and election shall be determined by the college.

2) Graduate Council.

a. The purpose of the Graduate Council shall be to recommend to the Faculty Senate policy and procedures concerning graduate programs and curricula; to review and approve all changes to graduate courses, graduate programs and degrees; and to maintain continuous review of all graduate academic programs.

b. The Graduate Council shall review and approve policies for the appointment and retention of faculty members to the Graduate Faculty. Recommendations for appointment to the Graduate Faculty will be forwarded to the Provost and Vice President for Academic Affairs by the Dean of Graduate Studies.
Membership. Membership shall be composed of the Dean of Graduate Studies as chair, the academic deans, the University Librarian, the Registrar, one senator who is a full member of the graduate faculty, ten faculty members who are full members of the graduate faculty and one graduate student. One alternate will be elected from each college annually. The student member shall be selected using procedures devised by the Graduate Council. The ten faculty members shall consist of two graduate faculty members from each college elected by the membership of that college. Procedures for nomination and election shall be determined by the college.

SECTION 3. STANDING COMMITTEES.

A. The following committees shall be designated as permanent standing committees of the Senate.

1) **Admissions.** The Admissions Committee shall

   a. recommend policy and procedures concerning undergraduate admissions, academic suspension and academic exclusion, special admission and readmission, provisional and probationary procedure, and the learning support program.

   b. hear and act upon student appeals concerning admission, exclusion, and readmission.

   c. address other specific questions in this area that may be requested by the Senate Executive Committee.

Membership. The Director of Admissions and the Registrar shall co-Chair the Admissions Committee. In addition, one faculty member from each college and the library, one senator, and two students shall serve on this committee. The Judicial Affairs Officer shall be an ex officio member of this committee.

2) **Athletics.** The Athletics Committee shall

   a. ensure continuing oversight of all athletic programs in three major areas: academics, health/medical, and financial operations.

   b. provide a summary report to the Senate on all infractions of National Collegiate Athletic Association rules and regulations which are reported to the National Collegiate Athletic Association.
c. recommend policy and procedures for all aspects of intercollegiate athletics.

d. address other specific questions in this area that may be requested by the Senate Executive Committee.

Membership. Athletic Director, Vice President for Business and Finance, one Senator, one faculty member from each college and the library, two students appointed by the Student Government Association, and the faculty member designated as the institutional representative to the National Collegiate Athletic Association. The chair and president of Southern Boosters shall serve as non-voting members.

3) Campus Life Enrichment (CLEC). The Campus Life Enrichment Committee shall

a. implement policy and procedures for bringing to the campus programs of a cultural nature as well as lectures, both general and academic, on a campus-wide basis and for individual departments, divisions, and colleges.

b. manage all the budget allocated for these activities as well as coordinate all contracts, facilities, scheduling, and promotion for these activities.

c. address other specific questions in this area that may be requested by the Senate Executive Committee.

Membership. The CLEC Executive Director (shall serve as a staff member employed by the Provost and Vice President for Academic Affairs), Chair, one Senator, three faculty members with primary teaching and research/artistic interests in the fine arts or performing arts appointed by the Senate Executive Committee, one elected faculty member from each college and the library, a member of the Student Government Association, and a number of students (including the Student Government Association representative) equal to the number of faculty members. The students will be appointed by the Student Government Association from a slate of students recommended by the Executive Director in consultation with the faculty members on the committee.

4) Faculty Development, Research, and Service Committee: The Faculty Development, Research, and Service Committee shall
a. recommend policy and procedures covering all aspects of faculty development, research, and service.

b. review and evaluate proposals for faculty development, research, and service funding and allocate funds budgeted for that purpose.

c. address other specific questions in this area that may be requested by the Senate Executive Committee.

Membership. The Provost and Vice President for Academic Affairs or designee, Dean of Undergraduate Studies, Dean of Graduate Studies, the Director of the Office of Research Services and Sponsored Programs, three senators, three elected faculty from each college and the library shall be members. The Provost and Vice President for Academic Affairs may serve as chair or designate the chair from among the administrators on the committee.

5) **Honors.** The Honors Committee shall

a. plan, make all arrangements for, and conduct the Honors Day program.

b. secure nominations, evaluate nominations, and select finalists for awards to students such as *Who's Who Among Students in American Colleges and Universities*, Leadership and Service Awards, and other special awards presented at Honor's Day.

c. evaluate proposals for new awards as they are presented to the administration.

d. address other specific questions in this area that may be requested by the Senate Executive Committee.

Membership. One Senator, one administrator from Academic Affairs, one administrator from Student Affairs, one representative from the Office of the Registrar, the President of the Student Government Association, the Executive Vice President of the Student Government Association, and four faculty appointed by the Senate Executive Committee.

6) **Library.** The Library Committee shall

a. review and recommend policy for the library, including public services and the allocation of departmental funds.
b. address other specific questions in this area that may be requested by the Senate Executive Committee.

Membership. The University Librarian, one senator, one elected faculty member from each college and the library, one undergraduate student and one graduate student selected by the Deans of Undergraduate and Graduate Studies respectively.

SECTION 2. AD HOC COMMITTEES.

A. The following procedures shall apply in requesting and forming ad hoc committees.

1) Any member of the faculty may request that an ad hoc committee be formed by the Senate Executive Committee. The faculty member shall submit the request in writing to the Senate Executive Committee and state specifically the problem, issue, and/or area of concern. The requestor must demonstrate that the issue is one of general concern for the University and not a matter concerning only an individual college or administrative area.

2) The member of the faculty should outline what result he or she wishes to see from the committee activity, e.g., a report, revision of the statutes, a new or revised administrative approach in a particular area. (Requesting increased budgetary support in one or more areas at the expense of others is not a suitable purpose.) The faculty member requesting the formation of a committee may suggest the names of eligible persons who are interested or have special expertise in the particular problem area. These recommendations shall be considered, but final determination of the membership of a committee shall be made by the Senate Executive Committee.

3) The faculty member requesting the formation of a committee shall consult formally or informally with the Chair of the Senate Executive Committee when drafting a request.

4) The Senate Executive Committee will make a judgment on whether to proceed. All requests will be answered in writing. All requests will be provided to the Faculty Senate with a statement from the Senate Executive Committee indicating approval or disapproval and the rationale for the decision. The faculty member requesting the formation of a committee for which the request is denied may appeal to the full Faculty Senate as a regular agenda item. The Senate may override the decision of the Senate Executive Committee by majority vote of those present.

5) If the request is approved, the Senate Executive Committee shall prepare a document showing the specific area of inquiry by the new committee and the
likely duration of the committee activity. The Senate Executive Committee will select members for the committee and appoint a Senator to the committee.

6) **Ad hoc** committees shall provide an interim report to the Senate Executive Committee either verbally or in writing at least once each session. The final report of an **ad hoc** committee will be presented in writing to the Senate Executive Committee and will be submitted in a regular agenda item at a meeting of the Faculty Senate by the Chair of the **ad hoc** committee.

**SECTION 5. COMMITTEE MEMBERSHIP.** All members of the faculty, administrators, and students at Georgia Southern University shall be eligible for membership on Faculty Senate committees. No faculty member may serve as an elected member on more than one Senate standing committee nor more than two consecutive terms on the same committee. A faculty Senator may be appointed to an **ad hoc** committee as an at-large member. Any Senator is also eligible for election by a college or the library to serve on a standing committee of the Senate but may not also serve as the appointed Senator to the committee.

**ARTICLE V**

**RATIFICATION AND REVISION.** These 1991 *By Laws* were approved by the Faculty Senate by two-thirds vote, on November 14, 1991. Subsequent revision must be included as an agenda item and shall require a two-thirds vote of those present at a meeting of the Faculty Senate. The President shall call a meeting of the Corps of Instruction upon a petition of ten per cent of the members of the Corps of Instruction to consider proposed revisions to these *Bylaws* or to reverse, rescind, or modify revisions approved by the Faculty Senate.

*The Bylaws were approved by the Faculty Senate on November 14, 1991.*

*The Bylaws were revised to reflect graduate disaffiliation with two area colleges. Approved by Senate action January 22, 1996.*

*Bylaws revision to change the Graduate Council membership from five faculty members who are full members of the graduate faculty to ten faculty members who are full members of the graduate faculty. Approved by Senate action May 29, 1996.*

*Bylaws revision to change the Athletics Committee membership to include the Chair and President of the Boosters as non-voting members on the Athletics Committee. Approved by Senate action November 21, 1996.*

*Bylaws revision to adopt Robert's Rules of Order as procedural guidelines for Faculty Senate. Approved by Senate action December 2, 1998.*

*Bylaws revision to change the Undergraduate Council membership from the Director of the First Year Experience and Director of Advisement and Retention to the Director of Advisement and Retention. Approved by Senate action December 1, 1999. Approved by Presidential action December 9, 1999.*

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