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Notebook

Georgia Southern University  
Intracampus Memo  
Office of the President

Post Office Box 8033  
Marvin Pittman Administration Building

TEL 478-5211  
FAX 478-0598  
TDD 871-1454

<http://welcome.georgiasouthern.edu/president/>

TO: Dr. Clara Krug, Chair, Senate Executive Committee  
FROM: Brooks A. Keel, Ph.D., President   
DATE: March 24, 2011  
SUBJECT: **March 22, 2011, Faculty Senate Recommendation:  
Recommendations of the Ad Hoc Committee on Faculty Governance**

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Following review of the recommendation adopted by the Faculty Senate at the March 22, 2011, Faculty Senate meeting, as provided in your memo of March 23, 2011, I have approved the motion below presented to the Senate by Dr. Richard Flynn, Chair of the Ad Hoc Committee on Faculty Governance.

**MOTION**

For colleges that currently do not have bylaws for the college, we move that each of these colleges elect two members from each department or if a college does not have departments that faculty elect representation to an executive/governance committee and that the dean of each of these colleges charge this committee with writing the bylaws which would then be approved by the Dean, Provost and President. These bylaws must then be ratified by the faculty of the college in accordance with the existing procedures for implementing new bylaws or bylaws changes.

In order to ensure consistency in governance throughout the University, these bylaws shall include the establishment of a faculty-elected executive/governance committee within each college that will work in a spirit of consultation and cooperation with the Dean. Such committees exist in the College of Business Administration, the College of Information Technology and in the College of Education. At a minimum, college executive/governance committees shall be elected by the faculty, chaired by a faculty member, and conduct their meetings according to *Robert's Rules of Order*. Each committee shall serve as a liaison with the dean, administrate along with the dean bylaws changes, and facilitate along with the dean the operation of standing committees of the college.

gm

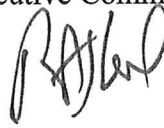
c: Dr. Jean Bartels  
Dr. Richard Flynn  
Dr. Kathy Albertson  
Ms. Candace Griffith

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TO: Dr. Clara Krug, Chair, Senate Executive Committee  
FROM: Brooks A. Keel, Ph.D., President   
DATE: February 22, 2011  
SUBJECT: February 17, 2011, Faculty Senate Recommendation:  
**Recommendations of the Ad Hoc Committee on Faculty Governance**

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Following review of the recommendation adopted by the Faculty Senate at the February 17, 2011, Faculty Senate meeting, as provided in your memo of February 21, 2011, I have approved the motion below presented to the Senate by Dr. Richard Flynn and the Ad Hoc Committee on Faculty Governance.

**MOTION**

The Ad Hoc Committee has agreed on four recommendations to bring before the Faculty Senate. The committee sees these recommendations as interdependent, but in the interest of clarity we have prepared a separate file for each recommendation. We move that the Senate adopt these recommendations.

**RATIONALE:**

The committee was charged with "gathering and evaluating data on shared governance and with making recommendations to ensure that faculty in all colleges and departments have the structure and mechanisms that allow them to play a meaningful role in the development and implementation of the policies delineated in section 110.01" of the Faculty Handbook. The attached recommendations are the result of its work.

**Recommendation One:**

**Motion:** We move that the Senate endorse the following recommendation:

The Ad Hoc Committee recommends that we must observe more carefully the Shared Governance Policies already in place. In the spirit of shared governance, the Faculty Senate in consultation with the Provost shall set up a mechanism to provide oversight in order to ensure that they are followed consistently at departmental, college, and university levels.

The committee finds that Georgia Southern already has an exemplary policy statement on Shared Governance in the Faculty Handbook. This statement was included in the charge to this committee:

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#### 110.01 Shared Governance

1. The faculty and administration of Georgia Southern University affirm their belief in the process of shared governance both as a principle and an animating spirit of our institution. Shared governance involves faculty and administration participating mutually in the development of policies at the departmental, college, and university levels. Faculty therefore have a role in developing policies including, at the appropriate levels, strategic planning; academic and curricular policies; committee establishment and appointments; selection and retention of academic unit leaders; review and revision of the shared governance process; and faculty personnel actions, including hiring and evaluation of faculty (annual evaluation, pre-tenure, tenure, post-tenure review, and promotion). As used here, "policy" is understood to include guiding and governing principles and any applicable procedures, instructions, or forms developed along with the principles
2. In pursuit of clarity and to provide ready access for faculty and administrators, these policies shall appear on the respective departmental, college, and university web sites and be available in print in the respective departmental, college, and university offices. In consultation with the chair and full-time faculty in each department, each dean should verify the existence of, review, and when necessary, initiate revision of departmental policies to confirm their consistency with college and university policies.
3. In consultation with the dean of each college, the Provost should review and, when necessary, initiate revision of college policies to confirm their consistency with university policies.
4. All faculty and administrators have the responsibility to be aware of the written policies of their respective departments and colleges, and of the University, as well as those of the Board of Regents.

[http://academics.georgiasouthern.edu/provost/handbook/Sec100\\_110.html](http://academics.georgiasouthern.edu/provost/handbook/Sec100_110.html)

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The Committee finds that adherence to these policies is often haphazard. For instance, the policies described in section 110.01 (1) are not uniformly available on the respective departmental, college, and university web sites. Shared governance could be improved simply by following the guidelines already in place.

#### Recommendation Three:

We move that:

All Colleges of the University must have a set of Bylaws posted for all faculty and staff on the college website.

At a minimum these Bylaws shall include:

1. Organization of the College
2. The Unit within the University

3. Committee
4. Tenure and Promotion
5. Student Organizations
6. Ratification Process and Dates

Bylaws shall be in full force when approved by a two-thirds majority of faculty members present at a general faculty meeting

7. Amendments

Proposals to amend the Bylaws shall be submitted to the College faculty not later than ten days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending. Proposed amendments must be adopted by a two-thirds majority of faculty members present, provided the required quorum is present at the time of voting. We recommend that Bylaws be changed in concert with the dean and with two thirds of eligible faculty approval.

8. Definitions and Classifications
9. Policy and Procedures Changes

#### Rationale:

Every college should have a set of by-laws with the nine points made above. These by-laws should be approved by the Provost and President and posted on each college's website.

For further clarification, four colleges currently have Bylaws: College of Business Administration, College of Education, College of Information Technology and the College of Science and Technology.

Recommendation Four, as amended:

#### Motion

We move that faculty in each department (or, in the case of a college without departments, elected faculty) create the criteria for tenure and promotion which must be approved by a two thirds vote of the tenured and tenure-track faculty of the unit. These criteria shall then be approved by the Department Chair, the Dean, the Provost, and the President. Once the criteria have been approved they will be submitted to the faculty executive/governance committee of each college for inclusion in the bylaws of the college.

#### Rationale:

Specific criteria for tenure and promotion should be developed at the department level. Such criteria should be consistent with the mission of the University.

gm

c: Dr. Jean Bartels  
Dr. Richard Flynn  
Dr. Kathy Albertson  
Ms. Candace Griffith