

**COLLEGE OF COASTAL GEORGIA**  
**BYLAWS OF THE FACULTY SENATE**

- Article I: Name**
- Article II: Purpose**
- Article III: Members**
- Article IV: Officers**
- Article V: Meetings**
- Article VI: Committees**
- Article VII: Miscellaneous Provisions**
- Article VIII: Faculty Review**
- Article IX: Presidential Response**
- Article X: Parliamentary**
- Article XI: Amendment of Faculty Senate Bylaws**

**ARTICLE I. Name**

This organization shall be named the College of Coastal Georgia Faculty Senate.

**ARTICLE II. Purpose**

The purpose of the Faculty Senate shall be to provide a systematic means of recommending policy and any changes in policy, except those mandated by the Board of Regents, to the president of the college and to the faculty. The Faculty Senate shall serve as the mechanism for shared governance at the college and shall be responsible for approving and amending the College of Coastal Georgia Statutes. As stipulated by section 302.06 of the Board of Regents' Policy Manual, the Faculty Senate "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 Senate "shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the president of the institution."

**ARTICLE III. Members**

Section 1. Membership. Membership of the Faculty Senate shall consist of the president, the vice-president for academic affairs (vpaa), and elected senators. The president and the vice-president for academic affairs shall be non-voting members.

Section 2. Elected Senators. Any full-time tenured, tenure-track, permanent non-tenure track teaching or clinical faculty member shall be eligible for election to the Faculty Senate. No more than two senators or 10% of elected senators shall hold an administrative office. An administrative officer is defined as an individual who has responsibility for the evaluation of other full-time faculty. Special appointment or short-term teaching faculty members are not eligible for election to the Faculty Senate.

a. Representation. The composition of the Faculty Senate shall consist of one senator elected from each academic department. In addition, three at-large senators shall be elected from the faculty, but the at-large senators must come from different departments.

b. Elections. Academic departments shall elect departmental senators by secret ballot, and the faculty will elect at-large senators by secret ballot, no later than April 15<sup>th</sup> of each year. Terms of service for senators shall begin June 1<sup>st</sup> of each year. Under normal circumstances election for departmental and at-large senate positions and associated bodies such as the statewide faculty council will normally be conducted using *Survey Monkey* or a similar electronic voting modality. Instructions for voting using this modality and a time frame for voting will be distributed to the faculty in an appropriate time frame prior to the election. Elections will be done in two phases the first being nominations for elective positions and the second being election from among the nominees. Administration and configuration for the *Survey Monkey* site (or similar site) will be managed by a person agreed to by the Senate whose name and position will be included in the senate minutes. Vote's totals will be viewed by the entire senate for purposes of determining electoral results. In the event an electronic voting modality is not available or not appropriate for a given election process an alternative process and the rationale for the same agreed to by the senate will be published in the senate minutes.

c. Length of Service. Terms shall be of two years. Senators may serve two consecutive terms, after which they must take a one-year absence before they are eligible to serve again.

Section 3. Attendance. Elected senators shall attend all meetings of the Senate unless extenuating circumstances prevent attendance. The secretary shall include an attendance record in the minutes.

Section 4. Resignation. Any senator who is appointed to an administrative office or who is unable or unwilling to perform expected or requested duties shall submit a written resignation to the chair of the Faculty Senate.

Section 5. Unexpired Terms of Service. In the case of unexpired terms of service for any senator representing a department, the department shall elect by secret ballot a replacement to fill the remaining Senate term. In the case of unexpired terms of service

for at-large senators, the chair shall seek nominations and conduct an election for those terms by electronic ballot. Faculty members shall elect replacement at-large Senators by largest number of approval votes cast for nominees.

Section 6. Recall of Senators. Department faculty may recall a senator representing their department by a majority vote of the department. The full faculty may recall an at-large senator by majority vote of the full faculty.

#### **ARTICLE IV. Officers**

Section 1. Officers. The officers of the Senate shall include the president of the college, the chair of the Senate, the vice chair, the secretary, and the parliamentarian. All officers of the Senate shall begin their term June 1<sup>st</sup>.

a. President. In accordance with the Board of Regents' Policy Manual, the president of the college shall serve as president of the Faculty Senate. The president may choose to preside at Senate meetings, but is not a voting member.

b. Chair. The chair of the Faculty Senate shall be elected by the Senate and serve for one year. The duties of the chair of the Faculty Senate shall include:

1. Presiding at Faculty Senate meetings at the request of the president.
2. Collecting agenda items and coordinating with the president arrangements for meetings of the Senate.
3. Scheduling the room and overseeing details for each meeting.
4. Appointing and charging special or ad hoc committees.
5. Conducting elections as specified in these bylaws.

c. Vice-Chair. The Vice-Chair of the Faculty Senate shall be elected annually by the Senate at the May meeting. The Vice-Chair should be elected from senators who have more than one year of service remaining. The Vice-Chair shall serve for one year, after which he/she shall succeed to the office of chair. The duties of the chair-elect shall include:

1. Keeping records of committee memberships and terms of office.
2. Collecting written reports from all committees.
3. Collecting agenda items and assisting the chair of the Faculty Senate with meeting arrangements for the Faculty Senate.
4. Presiding over Faculty Senate meetings in the absence of the chair.

d. Secretary. The secretary of the Faculty Senate shall be elected at the May meeting by the Senate membership. The duties of the secretary shall include:

1. Keeping detailed minutes of each Faculty Senate meeting.
2. Maintaining an accurate record of attendance to include the names of members present and absent.
3. Providing copies of the minutes to the college community on the institutional web site within 10 working days of each Faculty Senate meeting.

4. Collecting agenda items and assisting the chair of the Faculty Senate with meeting arrangements for the Faculty Senate.
5. Distributing Faculty Senate agendas to the president, senators, academic divisions, the library, and to the faculty list by e-mail one week prior to established meeting times.

e. Parliamentarian. The Faculty Senate shall elect one faculty senator at the May meeting to serve as parliamentarian. The parliamentarian shall settle questions regarding parliamentary procedures according to *Robert's Rules of Order: Newly Revised*.

Section 2. Executive Board. The officers of the Faculty Senate shall comprise the Executive Board of the Senate.

## **ARTICLE V. Meetings**

Section 1. Regular Meetings. The Faculty Senate shall convene in open session, in space adequate for potential visitors, meeting once per month during the academic year or more as necessary. The Faculty Senate shall determine a regular time for monthly meetings and shall provide the Faculty with a copy of the annual schedule (fall through summer) at the beginning of each fall semester. Any member of the faculty may present matters for consideration to the Faculty Senate, provided the faculty member notifies the chair or any officer of the Faculty Senate in writing at least 10 calendar days prior to the next regular meeting. Any member of the faculty who wishes to remain anonymous may present in writing matters for consideration to the chair of the Faculty Senate or any senator. This notification must reach the chair or any officer of the Senate at least 10 calendar days prior to the next regular meeting.

Section 2. Special Meetings. The chair of the Faculty Senate shall call a special meeting of the Faculty Senate upon written request of at least 25% of the senators or upon request of at least 10 faculty members, or upon request of the president.

Section 3. Executive Session. The Faculty Senate may hold an executive session at any regular or special Senate meeting by two-thirds majority approval of the members present.

Section 4. Quorum. A quorum shall exist when 50% + 1 of the elected faculty senators are present.

## **ARTICLE VI. Committees**

Section 1. The following shall apply to all standing committees of the Faculty Senate. The faculty senate as a collective body will constitute the Executive Committee.

- a. Initial Meeting. The initial meeting of each committee shall be convened within the first four weeks of the fall semester or upon creation. The senator on each committee shall call the first meeting for the purpose of electing a chair. The

preference is that the standing committee be chaired by a faculty member, elected by the standing committee during their initial meeting, who is not simultaneously a senator on the faculty senate. Minutes shall be taken at each standing committee meeting and made available to the full senate at the next meeting of the full senate.

b. Tasks. The task of each committee shall be to establish and review the policies and administration of policies in its area and offer recommendations as necessary. Recommendations to the Senate shall be submitted to the chair of the Faculty Senate or any elected officer of the Faculty Senate.

Recommendations not accepted by the Senate must be remanded to the appropriate committee.

c. Annual Report. Each committee shall submit a written annual report to the chair of the Faculty Senate no later than the end of April. The minutes of the last Senate meeting of the academic year shall incorporate these reports. d. Minutes. A copy of the minutes of each committee meeting shall be furnished to the Faculty Senate and archived as appropriate.

e. Appointments. ~~Elected~~ Re-elected committee members shall serve one-year terms unless otherwise stated as in Article III of this document. Members may be re-elected to committees for succeeding terms.

f. Representation:

(1) Senators: At least one senator from the Faculty Senate will serve on all standing and special committees. Senator representation for all committees shall be elected by majority vote by the members of the Faculty Senate.

(2) Faculty: Faculty representation on Faculty Senate committees will be determined by the Faculty Senate based on preferences expressed by faculty and the needs of the institution.

(3) Students: Student representation for standing and special committees will be determined by the Student Government Association.

g. Unexpired Terms of Service. In the event that a committee member does not complete a term, the chair of the respective committee shall recommend a replacement for an appointed member to the Faculty Senate for approval.

h. Membership on standing committees of the Faculty Senate will, to the extent possible, attempt to avoid over-representation or under-representation of any academic department on any standing committee.

Section 2. The Faculty Senate of the College of Coastal Georgia shall establish the following standing committees according to the provisions of the Board of Regents' policy 302.06:

### **College Curriculum Committee**

This committee shall recommend to the Faculty Senate by majority vote general curricular policies affecting the academic programs offered by the college (e.g., core curriculum, exit examinations, etc.). The committee shall consider all proposals for new degree programs, majors, and/or minors and make its

recommendations to the Faculty Senate for action. The committee shall review all actions of the school/division curriculum committees and shall be the organ of the college to which any academic department may make recommendations concerning curricular matters.

The College Curriculum Committee shall be composed of at least one senator along with a faculty member from every department as available. Ex officio, nonvoting members shall include a representative from the library, the vice president of academic affairs or his/her designee, and the registrar or his/her designee.

### **Committee on Faculty Welfare and Development**

[Mission] The mission of the Committee on Faculty Welfare and Development is to study and recommend ways by which the intellectual and professional life and growth of the faculty may be enhanced, as well as ways to develop a sense of faculty community through intellectual, social, and aesthetic activities. It proposes policies and programs for faculty development and investigates and makes recommendations concerning faculty welfare matters. It administers the internal teaching and learning grants for faculty; sponsors and co-sponsors workshops or forums on teaching methods and on strategies for understanding, assessing, and facilitating student learning; and proposes, initiates, and promotes other activities and services that provide a supportive environment for the professional growth and development of CCGA faculty.

[Duties] The committee shall promote various faculty enrichment activities and/or resources and shall advise on how best to foster a sense of faculty community via enrichment concerns and activities and/or resources.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report and make recommendations to the full Faculty Senate.

[Membership] The committee shall be composed of one senator along with a faculty member from every department as available. In addition, the vice president of academic affairs or his/her designee will serve as an ex officio, nonvoting member.

### **Committee on Admissions and Scholastic Standing**

[Mission] The Committee on Admissions and Scholastic Standing studies and recommends to the faculty policies concerning admission, testing, and placements and acts on all appeals or exception to entrance requirements. It considers any and all matters directed to it relating to admissions including appeals on such matters as admission and progression. It also recommends

faculty policies concerning standing of students, such as honors, warning, probation, suspension, dismissal, student classification, grade point average, and any other matter submitted to it by the faculty or registrar concerning academic standing and/or progress.

[Duties] The committee shall be engaged in the regular review of faculty policies regarding admission and academic standing and handle appeals on admission and progress. Specifically, the committee shall act on readmission appeals after suspension (not to include final suspension) and appeals regarding graduation requirements.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report annually the results of its review to the full Faculty Senate.

[Membership] The committee shall be composed of one senator, a faculty member from every department as available, and one student representative. Ex officio, nonvoting members shall include the vice president for student affairs or his/her designee, the vice president of academic affairs or his/her designee, and the registrar or his/her designee.

### **Advisement Committee**

[Mission] The Advisement Committee is charged with the oversight and enhancement of the academic advising of students.

[Duties] The committee shall define and evaluate advisement goals, objectives and procedures; evaluate the relationship between academic advisement and retention; and review both current and proposed policies concerning advisement and recommend changes to the faculty.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report annually the results of its review to full Faculty Senate.

[Membership] The committee shall be composed of one senator, a faculty member from every department as available, and one student representative. Ex officio, nonvoting members shall include the vice president of academic affairs or his/her designee and the vice president of student services or his/her designee. One student representative is also a non-voting member.

### **Faculty Appeals Committee**

[Mission] The committee shall be accessible to all members of the faculty as a formal avenue of appeal for the redress of grievances. The committee shall have the authority to conduct inquiries into faculty grievances and to present to the president of the college its recommendations for appropriate responses to the

grievances it has considered. However, prior to filing a formal complaint with the Faculty Appeals Committee, the aggrieved faculty member shall have attempted to resolve the grievance at the appropriate administrative level, that is, by appeal to administrative officers through and including (at least) one level of authority higher than the grievant's immediate supervisor. If after such appeal, the faculty member deems the grievance unresolved, he or she shall next consult with the conflict resolution liaison for determination of what alternative dispute-resolution mechanism, if any, would be appropriate. Thereafter, the faculty member may choose formally to file the grievance with the Faculty Appeals Committee. The committee may advise the grievant on a more appropriate venue for the grievance or may seek to bring about a settlement by appeal to the appropriate administrator, the vice-president for academic affairs, or the president, whoever is appropriate, if the committee chooses not to pursue the case.

[Jurisdiction] The Faculty Appeals Committee may consider the grievance of any faculty member which is reasonably related to the terms and conditions of her/his employment and which is supported by an affidavit of the grievant or other evidence which is filed in a timely manner, according to the procedures set forth in Article VIII of the Bylaws of the Board of Regents. The Faculty Appeals Committee shall consider any grievance referred to it for consideration by the president of the college or by the Board of Regents of the University System of Georgia. Types of grievances appropriate for review by the Faculty Appeals Committee may include, but are not limited to:

1. Complaints of alleged discrimination pursuant to:
  - (i) Titles VI and VII of the Civil Rights Act of 1964, including sexual harassment and racial discrimination;
  - (ii) Title IX of the Education Amendments of 1972;
  - (iii) the Equal Pay Act of 1963;
  - (iv) the Age Discrimination in Employment Act of 1967;
  - (v) Sections 504 and 505 of the Rehabilitation Act of 1973;
  - (vi) the Vietnam Era Veterans Readjustment Act of 1974;
  - (vii) the Americans with Disabilities Act of 1990.
2. Complaints alleging deviation from official college policy.
3. Employment-related grievances.
4. Complaints alleging abridgment of academic freedom.

[Exclusions] The Policy Manual of the Board of Regents (Section 803.11) states, the president of the college may at any time terminate any faculty member for cause. Cause and grounds for dismissal are listed in the tenure regulations of the Policy Manual of the Board (Section 803.09.K.) Accordingly, the Faculty Appeals Committee may not consider grievances which concern salary, tenure, promotion, non-renewal, or dismissal of a faculty member unless it is reasonably alleged that the grievance is the result of discrimination based on age, color, creed, handicap, national origin, race, religion, sex, or sexual orientation. The committee may not consider any grievance concerning which the president has made a final decision, unless requested to do so by the president, the chancellor, or the Board of Regents. Grievances based on judgment of academic qualifications such as salary, tenure, promotion, and non-renewal may be appealed at the institution level through established channels to the president of the college and thereafter, to the Board of Regents of the University System of Georgia, pursuant to the provisions of Article VIII of the Bylaws of the Board of Regents. Grievances relating to the dismissal of tenured faculty or of non-tenured faculty during a contract term are governed by Section 803.11 in the Board of Regents' Policy Manual.

[ Membership] The committee shall be composed of one senator along with a faculty member from every department as available. Of these members, one shall be elected chair and one vice chair. Subcommittees which are consistent with the operational procedures may hear cases and make recommendations for the committee. The committee shall be guided by the procedures that have approved by the faculty.

### **Committee on Learning Resources**

[Mission] The Committee on Learning Resources shall make recommendations to the faculty concerning the policies and procedures of the learning resources units of the college and shall act in an advisory capacity to the director of learning resources.

[Duties] The committee shall serve in an advisory capacity and consider the learning resources budget, allocation policies, and other new learning resources policies. It will also help promote learning resources-related communication throughout the college. It shall assist the director of learning resources in planning and conducting periodic surveys to assess the quality and use of learning resources services.

[Meeting and Reporting] The committee will meet at least once each semester and make recommendations to the full Faculty Senate.

[Membership] The committee shall be composed of two students, the director of learning resources (ex officio, nonvoting), and a faculty member from every department as available.

### **Committee on Institutional Effectiveness**

[Mission] The mission of the Institutional Effectiveness Committee shall be to oversee the assessment of the quality of education and academic related services at the college. The committee will also make recommendations to the faculty concerning evaluation policies and procedures.

[Duties] The committee shall coordinate and promote assessment of the general education and program learning outcomes to ensure that these activities are used to improve the quality of instruction, to provide feedback to faculty on ways to improve student learning, and to meet the requirements of the University System of Georgia and the Southern Association of Colleges and Schools. The committee shall provide input on the development, administration, and analysis of the evaluation system as needed as a part of ensuring the effectiveness of all units of the college.

[Membership] The committee shall be composed of one senator along with a faculty member from every department as available and the following ex officio, nonvoting members: the vice president of academic affairs or his/her designee and the director of institutional research or his/her designee.

## **ARTICLE VII. Miscellaneous Provisions**

### **Section 1: Honorary Degrees**

The awarding of honorary degrees is generally an uncommon occurrence. Such degrees are given only in extraordinary circumstances. Nominations are submitted by a faculty member (to include the president of the College of Coastal Georgia and the vice president for academic affairs) and voted on by the faculty senate within sixty days from the date of formal submission. In awarding honorary degrees, the faculty senate serves as a committee on honorary degrees as necessary.

The College of Coastal Georgia carefully awards honorary degrees to individuals making outstanding lifetime contributions to the college or society in academic, scholarly, artistic, or other worthy activities. These activities can include contributions by individuals in government (exclusive of those prohibited under Board of Regents guidelines), business, or other fields.

Unless waived by the president of the College of Coastal Georgia in concurrence with the elected faculty senate, such nominations shall include a letter of nomination from the faculty member introducing the nomination and the nominee's curriculum vita and / or other relevant supporting materials.

Normally honorary degrees are awarded during college graduation ceremonies in May, and the recipient must be present to receive the award.

## **ARTICLE VIII Faculty Review**

1. Actions of the Faculty Senate are subject to review by the full faculty.
2. The secretary of the Senate shall provide to all faculty members a complete description of all Senate resolutions when signed by the President.
3. Upon the written request of four faculty members, the president shall call, in a timely manner, a meeting of the full faculty, to discuss, review, and/or overturn any Senate resolution.
4. Faculty may overturn resolutions of the Faculty Senate by a two-thirds vote of the faculty present at any official college faculty meeting.
5. All changes to the College of Coastal Georgia Statutes as recommended by the Senate must be approved by a majority vote at a faculty meeting.

## **ARTICLE IX. Presidential Response**

1. The chair of the Faculty Senate shall, within two working days, submit to the president in writing recommendations passed by the Faculty Senate.
2. The president shall, within 30 calendar days of receiving such recommendations, respond in writing to the chair of the Faculty Senate:
  - a. Should the president approve a Senate recommendation, that recommendation shall immediately become official college policy, providing that the faculty have received notice of the recommendation and have not requested a meeting to discuss it.
  - b. Should the president veto a Senate recommendation, he/she shall within the 30 days specified above, provide to the chair of the Senate a written explanation of the reasons for his/her veto.
3. In the event of a veto, the Faculty Senate may respond by:
  - a. accepting the veto
  - b. sending to the president a compromise recommendation
  - c. rejecting the president's veto for the record with a 2/3 vote of senators present
4. The president will respond to a Senate compromise recommendation as specified above for any Senate recommendation.

## **ARTICLE X. Parliamentary Procedures**

The rules contained in the current edition of *Robert's Rules of Order: Newly Revised* shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Senate may adopt.

## **ARTICLE XI. Amendment of Faculty Senate Bylaws**

The Faculty may amend the Bylaws at a regularly scheduled faculty meeting by a two-thirds majority vote of the members present. A proposed amendment must be recommended by at least five members of the faculty and submitted to the Faculty Senate at a regular Senate meeting. The proposed amendment shall be voted on by the Faculty Senate at its next regular meeting and submitted in writing with the recommendations of the Faculty Senate to the faculty at least 10 days prior to the next

faculty meeting at which action on the amendment could be taken. An amendment shall become effective when approved by the president. The president shall submit the amendment to the Board of Regents for ratification.