

BYLAWS OF THE  
MIDDLE GEORGIA STATE COLLEGE  
FACULTY SENATE

[Effective January 1, 2013 to June 30, 2014]

Recommendations from the Faculty Governance Work Team  
for the Middle Georgia State College Faculty Senate  
[Nov. 16, 2012]

Revised: DRAFT March 14, 2013

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whole number. Regardless of the number of faculty members, each of the following  
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highest number of votes.

- E. The elected officers of the Senate shall serve until June 30, 2014. ~~for eighteen months (January 1, 2013 to June 30, 2014).~~ Thereafter, all appointments to the Senate and Standing Committees will be two year terms. No member of the Senate may hold more than one Senate office at a time.

**Article V. Meetings and Procedures of the MGSC Senate**

- A. The first meeting of the Senate shall be held as soon as practicable after the January 2013 Board of Regents meeting, and shall be for the sole purpose of organization. The Officers of the Senate shall be elected at a subsequent meeting within two weeks of the election of Senators.
- <sup>cc</sup> B. Except for the first meeting of the Senate noted in A, Regular Meetings shall be called by the Chair <sup>os</sup> <sub>h</sub> <sup>e. A</sup> <sub>e. A</sub>

7. Other Reports, Petitions, Communications, and Announcements

- G. All meetings of the Senate shall be conducted in accordance with *Robert's Rules of Order*, Newly

- G. The Senate may establish Ad Hoc Committees of the Senate following the same guidelines for Ad Hoc Committees of the Assembly. Ad Hoc Committees shall not interfere with or circumvent Standing Committees of the Senate.
- H. The Executive Committee, Academic Affairs Committee, Faculty Development Committee, Faculty Recognition Committee, and the Library & Technology Resources Committee shall consist of faculty representation as delineated in Article III-B. These five committees will serve through June 2014. Thereafter, all appointments and elections to these committees are for two year terms. The Academic Personnel Policies Committee shall consist of all full professors and their term shall be through June 2014. Thereafter, all appointments and elections to this committee are for two year terms. The Student Affairs Committee and Campus Safety Committee shall consist of one faculty and one student representative from Cochran, Dublin, Eastman, Macon, and Warner Robin1()-29(c)-25(o)-2aacon and Ass





- b. The EC Chair shall receive a one course release for each semester of service.
- c. Election: Schools shall elect representatives of the EC during spring semester. Except to break ties, the Chair of the EC does not normally vote; because the Chaitø school must be represented by a Voting Member, that school shall elect a second member as a Voting Member during the spring election. Each School will determine its election process through a vote of its full-time faculty. All elections will be performed using a secret ballot.
- d. The Chair-elect of EC shall be the ex officio Chair of ~~Alternate~~ ~~Dispute~~ Conflict Resolution, a subcommittee of EC
- e. Function:
  - i.

Academic Affairs (ex officio), and the Registrar (ex officio).

- b. Function: The Academic Affairs Committee shall recommend action to the Vice President of Academic Affairs on matters related to curriculum, courses of study, academic standards, and admissions standards; only new programs, minors, and degrees shall need the approval of the Senate.

3. Academic Personnel Policies Committee

- a. Membership: The Academic Personnel Policies Committee shall consist of faculty representation (delineated in ~~VI-C~~ Article III-B above) of the MGSC full professors, and where necessary in departments without a full professor, the senior most associate professor, the Vice President for Academic Affairs (ex officio), and the Vice Presid

**c. International Study and Travel Subcommittee**

- (1) Membership: The International Study and Travel Subcommittee shall consist of faculty representation from the Faculty Development Committee.**
- (2) Function: The International Study and Travel Subcommittee shall promote international study and scholarship opportunities for students and faculty at MGSC. It shall also oversee a budget for funding scholarship opportunities for the MGSC faculty.**

d. Technology Training Subcommittee

- (1) Membership: Members of Faculty Development Committee and specific faculty
- (2) Function: To coordinate technological training opportunities for faculty and staff.

e. Student Support Subcommittee

- (1) Membership: Members of the Faculty Development Committee with specific staff and faculty selected for their involvement in student support services.
- (2) Function: To bring together resources for the enabling of student success.

5. Faculty and Staff Recognition Committee

- a. Membership: The Faculty Recognition Committee shall consist of faculty representation (delineated in ~~VI-C~~ Article III-B above) and the Vice President of Academic Affairs (ex officio). In circumstances of Service Awards and *emeriti* designation, the committee may consult with other College personnel.
- b. Function: The Faculty Recognition Committee shall perform various duties relating to the recognition of faculty for their accomplishments. In

particular, the purpose of this committee is to honor and to support the faculty. The committee will review, formulate, and recommend policy which will maintain, enhance, and recognize the professional achievement, teaching excellence, and service contributions of the faculty.

6. Library and Technology Resources Committee

- a. Membership: The Library and Technology Resources Committee shall consist of faculty representation (delineated in ~~VI-C~~ Article III-B above), the Director of the Macon Campus Library, the Director of the Satellite Campus Libraries, and two students.
- b. Function: The Library and Technology Resources Committee shall work closely with MGSC Co-Directors to make recommendations for the improvement of the libraries with regard to services, collections (including print and electronic), and programs. This committee serves as liaison between the libraries and the faculty to encourage and mediate faculty communication with the libraries, and to advocate for library plans and resources. Additionally, the Library and Technology Resources Committee shall serve as a forum and clearinghouse for the discussion of technology issues and needs, and shall periodically review College plans for the implementation of technology on

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Academic Affairs.

(3) Pre-Tenure Review

Membership: Three tenured faculty members at or above the rank of Associate Professor

Function: Review documents including annual evaluations, self-evaluations, teaching evaluations, and the 5-Year Plan. Conduct interview with candidate and evaluate candidate using designated form, and provide report to the Department Chair. The Chair reviews subcommittee report with candidate; if deficiencies are noted, the Chair works with candidate on a plan for faculty development to place candidate in line for promotion and tenure.

f. Letters

(1) For Promotion and Tenure: letter of support shall be written by the Chair of the Department in collaboration with the Dean of the School, and submitted to the Vice President of Academic Affairs.

(2) For Post-Tenure Review: The Vice President of Academic Affairs shall conduct a post-tenure review. If deficiencies are noted, the Chair shall develop a plan for faculty development to place candidate in line for promotion and tenure.





(ex officio), and five students.

- b. Function: The Student Honors, Awards, and Graduation Committee shall perform various duties relating to the granting of student honors and awards, and recommend to the President plans for the annual graduation exercises.

#### 10. Campus Safety Committee

- a. Membership: The Campus Safety Committee shall consist of one faculty member (delineated in Article III-B ~~VI-C~~ above) and one student from each campus (five faculty and five students), the Vice President for Fiscal Affairs (ex officio), the Vice President for Student Affairs (ex officio), the Dean of ~~Nursing and~~ Health Sciences (ex officio), the Director of Plant Operations (ex officio), the Director of Public Safety (ex officio), one Public Safety officer from each campus (ex-officio), one representative from the Counseling Center ~~the Director of Counseling and Testing~~ (ex officio), and one staff representative from Residence Life.
- b. Function: The Campus Safety Committee shall make recommendations to the Senate on any aspect of campus safety, including but not limited to the classr

year, the Board shall elect a Chair-Elect, a Recorder, and a Secretary. If it has no Chair,

2. The Chair of the Institutional Review Board and the Chair of the Student Conduct Board shall be a faculty member, the Chairs of Institutional Effectiveness and Planning Board, Student Media Advisory Board, and Intercollegiate Athletics Board shall be administrator/staff with depth of expertise in the subject.

3. The Chair of the Boards, except the Student Media Board, shall serve eighteen months. Chairs call and determine the agenda of all meetings of their Boards, report, and forward to each member of the Senate and of the Assembly all recommendations to the Senate.

4. The Chair-Elect of the

(delineated in Article III-B ~~VI-C~~ above), the Vice President for Academic Affairs (ex officio), the Vice President for Fiscal Affairs (ex officio), the Vice President for Enrollment Services (ex officio), the Vice President for Student Affairs (ex-officio), ~~and the academic Deans or their designees,~~ and one senior faculty from each academic School appointed by his or her Dean.

- b. Function: The Institutional ~~Planning and~~ Effectiveness Board shall provide leadership for the overall direction and support of institution and academic program effectiveness, assessment, and improvement;

- b. Function: The Student Conduct Board provides panels to determine whether a student has violated the Student Code of Conduct; and it makes recommendations to the Senate on any aspect of student behavior or academic misconduct policy, including changes to the Student Code of Conduct.
- c. The processes to adjudicate student misconduct (behavior and academic) shall be located in the Office of Student Affairs. Prior to imposition of any sanction involving a student grade, the Vice President for Student Affairs shall consult with the Vice President for Academic Affairs or his or her duly appointed

head coach from each major intercollegiate sport, one representative from Facilities Management, one representative from the committee determining athletic scholarships, one faculty representative of the core curriculum selected and approved by the academic Deans, one staff representative from Residence Life, one staff representative from Student Affairs, and two at-large faculty members (delineated in VI-C III-B above). The members of the Intercollegiate Athletics Board are recommended by the Executive Committee, and are appointed for eighteen months (January 1, 2013–June 30, 2014 approved by the President.

- b. Function: Provide feedback and advice to the Athletics Department concerning compliance functions, academic issues, gender equity, and budget development; serves as a liaison between various members of the intercollegiate athletics department and coaches; and acts in an advisory capacity regarding recreation activity, facilities management, and fund-raising efforts.

#### 6. Strategic Planning Board

- a. Membership: Vice-President for Academic Affairs, Vice-President for Fiscal Affairs, and the Deans from each School.

- b. Function: The Strategic Planning Board shall assist in the development and evaluation of progress toward the coordinate, evaluate, and facilitate the use of institutional assessment data in support of improvement initiatives for administrative and educational support units.

D. The Senate may make recommendations to establish other Boards appropriate to the proper functioning of the Senate or may make recommendations to dissolve a Board.

### **Article VIII. Amendment of these Bylaws**

Any recommendation or motion to amend or rescind these Bylaws shall be immediately referred to the Executive Committee of the MGSC Sena