

**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]

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Article I. Name

The name of the body to be governed by these Bylaws shall be the Middle Georgia State College Faculty Senate (MGSC Senate) .

Article II. Duties and Responsibilities

- A. The MGSC Senate shall recommend to the President of the College (President) rules and regulations for the governance of the College, including but not limited to admissions, dismissal, conduct, scholarship, classes, courses of study, requirements for graduation, and student organizations and activities as may be proper for the maintenance of high educational standards. In accordance with the Policies of the Board of Regents of the University System of Georgia, communication between the Senate and the Chancellor and the Board of Regents shall be through the President. [BoR Policy Manual, 3.2.4, BoR Minutes, May 2010]
- B. The MGSC Senate shall provide such committees as may be deemed necessary and hear reports from the Officers of the College, the Chairs of the committees of the MGSC Senate, and the President of the Student Government Association.
- C. As a principle, and in accordance with the Rules of Process (Rules) maintained in the Faculty Handbook, the members of the MGSC Senate may engage in dialogue on any matter pertaining to the well-being and the effective functioning of the College.
- D. Since the MGSC Senate has no

- C. Department Chairs are not eligible for election to the Senate by their departments.
- D. Non-tenured members of the faculty may serve as Senators. A Senator may be a member or chair of a Standing Committee of the Senate, but there shall be no requirement that only Senators serve on Standing Committees. All members of the Senate are expected to attend all meetings, and attendance shall be taken.
- E. Only the elected members of the Senate shall vote on matters before it. Non-members of the Senate who serve on the

3. The Vice President for Academic Affa

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conferencing, using tools such as Skype and Face Time, web conferencing, and the
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Article VI. Standing Committees of the MGSC Senate

- A. The President of the College shall be an ex officio member of all College committees.
- B. The Chairs of Standing Committees, except for the Academic Affairs Committees, are faculty members elected from the committees themselves.
- C.

representation (delineated in VI-C above), one chair, and the Vice President for Academic Affairs (ex officio).

- 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 membe

the Vice President for Academic Affairs (ex officio), and the Registrar (ex officio).

b. Function: The Aca

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

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 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 each campus, and make recommendations to the Senate.

7. Promotion, Tenure, and Post-Tenure Review College-wide Committee

- a. Membership: The Promotion, Tenure, and Post-Tenure Review College-wide Committee shall consist of faculty representation from five full professors and two associate professors who have successfully completed three years at this rank elected at large (see election below). Only tenured faculty members at the minimum rank of Associate Professor are eligible to serve as representatives on the Promotion, Tenure, and Post-Tenure Review Campus Committee. All elections will be performed using secret ballot.
- b. Election: Representatives of the Promotion, Tenure, and Post-Tenure Review College-wide Committee shall be elected from the Middle Georgia State College Academic Roster at Fall Convocation of the Academic Assembly. The Chair of the College-wide committee will be elected from this group on a secret ballot.
- c. Function: In coordination with the Dean of each School and the Vice

President of Academic Affairs, the Promotion, Tenure, and Post-Tenure Review Campus Committee shall oversee all matters relating to promotion/tenure policies and procedures, as well as post-tenure review. As needed by Departments or Schools, populate Department/School sub-committees with faculty of required rank, train Department Chairs and Deans of Schools on promotion and tenure procedures,

- d. review candidate split recommendations from department sub-committees and Chair/Dean, and review all denials of promotion/tenure.

- (1) For Promotion and Tenure: notify candidates of Calendar of Activities and Department /School Sub-committee; populate Department/School Sub-Committees as needed

- (2) For Post-Tenure Review: provide training for the Department/ School Promotion and Tenure Sub-committees.

- e. Role of Department Chair, if no department, Dean: Review faculty portfolios, evaluate candidate using rubrics for teaching, service, and scholarship, provide scores in each category, and in consultation with the Dean, recommend tenure and/or promotion in a letter to the Vice President of Academic Affairs.

- e. Department/School Subcommittees

- (1) Promotion and Tenure

- Membership: Three faculty members randomly chosen from Department/School faculty at or above the rank the candidate is seeking.

- Function: Review faculty portfolios, evaluate candidate using rubrics for teaching, service, and scholarship using the required form, conduct a secret ballot, discuss the results, and either recommend or not recommend promotion/tenure to the College committee.

- (2) Post Tenure Review

- Membership: Three faculty members randomly chosen from Department/School at the rank of the candidate being reviewed.

- Function: Review faculty portfolios, evaluate candidate using the required form, and report

(3) Pre-Tenure Review

Membership: Three tenured faculty members at or above the
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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.

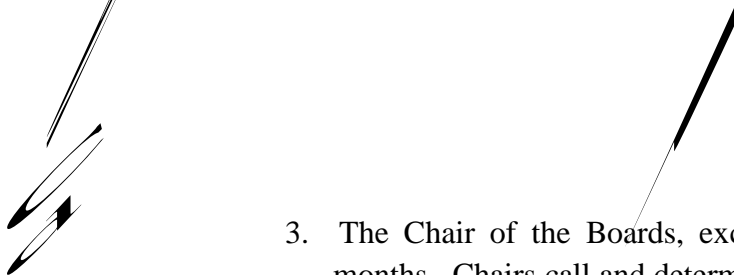
f. Letters

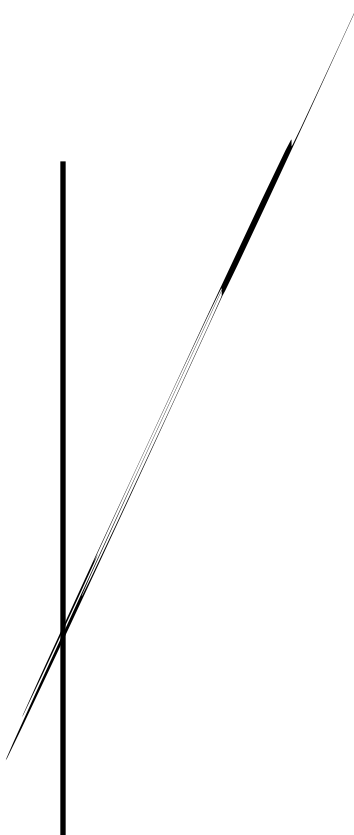
(1) For Promotion and Tenure: letter of support shall be written by the Chair of the Departm-

determined the results of each vote;
drafted the required report to recommend or not
to recommend the candidate for tenure;
drafted the required report to recommend or not
to recommend the candidate for promotion;
stapled the original ballots to the back of each report

Friday before
Fall Semester
Exams

(6) Each Sub-Committee Chair forwards Promotion
and Tenure Sub-Committee original ballots attached and a formal letter
summarizing the results of the Promotion and Tenure
Sub

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3. The Chair of the Boards, except the Student Media Board, shall serve eighteen months. Chairs call and determine the agenda of all mee



leadership for the overall direction and support of institution and academic program effectiveness, assessment, and improvement; assist in the strategic plan; perform annual evaluation of progress toward the improvement initiatives for administrative and educational support units; coordinate, evaluate, and facilitate the use of Comprehensive Program Review reports to make recommendations for program improvements or program viability to the Vice President for academic Affairs, and ensure the integrity of assessment activities.

- c. The Board shall coordinate any policies pertaining to faculty evaluation data and its use with the Academic Personnel Policies Committee.

2. Institutional Review Board

- a. Membership: Faculty and administrative staff appointed by the President of the College based upon recommendations of the Executive Committee, and one department chair from the sciences or from any health sciences department (ex officio).
- b. Function: The Institutional Review Board is a research oversight board charged with ensuring, both through advance and periodic review, that research involving human and animal subjects is conducted in compliance with the applicable federal, state, and institutional policies and procedures for the protection of subjects in research.

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- a. Membership: The Associate Vice President for Academic Affairs (ex officio), five students, five faculty members, and five staff members appointed by the President of the College. The members of the Student Conduct Board are recommended by the Executive Committee, in consultation with the Office of Student Affairs, are appointed annually by the President. Student members shall be enrolled in good standing with a minimum grade point average of 2.5, and shall be recommended by the

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 Senate (EC). With the approval of the EC, the recommendation or motion shall be included in the agenda of the next meeting after such a recommendation or motion has been approved. A two-thirds majority of the members of the Senate present and voting is required to adopt a motion to amend or rescind these Bylaws. All recommendations for change are subject to the approval of the President.