

# MACON STATE COLLEGE STATUTES

[Approved by Academic Council, April 22, 2011]

[Effective Aug. 8, 2011]



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## **Article I. The College**

### **Section 1.01 Name and Authority**

The name of this institution is Macon State College (the College). The College is a University System of Georgia institution and is governed by the Board of Regents of the University System of Georgia.

### **Section 1.02 Mission, Vision, and Programs of the College**

#### **(a) The Mission of Macon State College**

As a unit of the University System of Georgia, Macon State College is building a new model in higher education—a focused baccalaureate institution whose resources are dedicated to the advancement of a defined region. The college prepares students to succeed in a technology, information-driven global economy while developing important life and citizenship skills through a solid foundation in the liberal arts. Affordable and accessible, its professionally oriented degree programs are concentrated in selected disciplines that lead to rewarding careers and enhance the economic and cultural vitality of Central Georgia.

With a main campus in Macon, a campus in Warner Robins, and a center on Robins Air Force Base, the College offers baccalaureate degrees in areas linked directly to important regional needs in business, communications, information technology, nursing, teacher preparation, public

**(b) The Vision of Macon State College**

Macon State College will recruit, educate, and graduate students who are well-grounded in the liberal arts and prepared to become leaders in the 21st century workforce, thus fueling a new economic and cultural vitality in the Central Georgia area.

**(c) The Programs of the College**

Macon State College offers the following specific programs and services, opens many of its events to the public and offers its services and expertise to promote the cultural and economic development of the region.

**(i) *Baccalaureate***

Baccalaureate programs are focused on selected areas of study and offer students the opportunity to complete Bachelor of Science or Bachelor of Arts degrees with special emphasis on fields that support state and regional economic development.

**(ii) *College Transfer***

College Transfer programs prepare students for further academic study at Macon State College and assure transfer of credit to other units of the University System of Georgia. To achieve this purpose, numerous two-year degree programs with richly diverse electives, interdisciplinary courses, distance learning, and honors courses are offered.

**(iii) *Career***

Career programs prepare students for further academic study while providing graduates with specific knowledge and skills for employment in such fields as business, health sciences, civil service, and science technologies.

**(iv) *Student Affairs***

Student Affairs programs enrich the growth and development of students and facilitate their pursuit of educational goals by providing counseling and disabilities services; coordination of student organizations, events and activities; health, recreation and wellness programming and services; new and transfer student orientation; student conduct and advocacy; and a wide variety of cultural, social, and recreational events for the benefit of students and the community at large.

**(v) *Continuing Education***

Continuing Education services provide the public with personal enrichment courses and workshops for which continuing education credits may be awarded. Through this department the College also provides facilities and administrative services which enable statewide organizations and other units of the University System of Georgia to bring seminars, meetings, and upper level and graduate courses to the region.

**Section 1.03 Degrees and Certificates Offered by the College**

The College is authorized by the Board of Regents to confer upon those candidates who have successfully completed the prescribed course of study the degrees of Associate of Science, Associate of Applied Science, Associate of Arts, Bachelor of Science, Bachelor of Applied

Science, Bachelor of Arts, and such other degrees as may be established by the College and approved by the Board of Regents.

One-year certificates are conferred in several career fields.

Continuing Education certificates are offered for successful completion of a variety of personal and professional non-credit courses (see the Policy Manual of the Board of Regents).

#### **Section 1.04 Satellite Campuses and Off-site Courses**

In cooperation with Fort Valley State University and under contract with the United States Air Force, the College operates the Robins Resident Center at Robins Air Force Base, Warner Robins, Georgia, where courses and programs are provided to Base military and civilian personnel.

The College offers educational opportunities and degree programs for residents of Houston County and surrounding counties on its campus in Warner Robins.

Off-site credit courses with limited enrollment are offered in cooperation with area high schools and businesses.

### **Article II. The President**

#### **Section 2.01 Appointment**

The Board of Regents, through the Chancellor of the University System, appoints the President. The President is responsible to the Chancellor for the operation and management of the College and for the execution of all directives of the Board and the Chancellor.

#### **Section 2.02 Powers and Authority**

As prescribed by Board of Regents policies, the President shall (i) be the executive head of the College and all its departments, (ii) be the ex officio chair of the faculty and shall preside at all meetings of the faculty, (iii) chair the Administrative Council and shall preside at its meetings, and (iv) be the official medium through which all matters concerning the College, its faculty, and its students are communicated to the Chancellor. The President shall have such other powers and authority as shall be conferred by the Board of Regents. (See The Policy Manual of the Board of Regents).

### **Article III. The Administrative Officers**

#### **Section 3.01 Administrative Officers**

The Administrative Officers of the College hereafter referred to as the Officers of the College, shall be the President, Vice President for Academic Affairs, the Vice President for Fiscal Affairs, Vice President for External Affairs, the Vice President for Institutional Advancement and the Dean of Students. These officers have faculty status as delineated in The Policy Manual of the Board of Regents.

### **Section 3.02 Appointment of Administrative Officers**

The Administrative Officers, except the President, shall be appointed by the President and hold office at the pleasure of the President, under whose jurisdiction they serve.

### **Section 3.03 Responsibilities of the Administrative Officers**

#### **(a) Vice President for Academic Affairs**

The Vice President for Academic Affairs shall be responsible directly to the President, shall be the chief academic officer of the College and shall provide leadership for the faculty, chairs, and deans in the areas of development of curricula and improvement in instruction, and shall be a member of the Administrative Council, the Academic Assembly, and an ex officio member of the Faculty Senate. In the absence of the President, he or she shall act as the chief executive officer of the College.

#### **(b) Vice President for Fiscal Affairs**

The Vice President for Fiscal Affairs shall be responsible directly to the President, shall conduct the business and financial affairs of the College, shall have custody and control of all funds and securities of the College and all of its assets, including physical property, and is the fiscal adviser to the President. He or she shall be a member of the Administrative Council and the Academic Assembly.

#### **(c) Vice President for External Affairs**

The Vice President for External Affairs shall be responsible directly to the President, shall coordinate external affairs on behalf of the College, and shall be a member of the Administrative Council and the Academic Assembly.

#### **(d) Vice President for Institutional Advancement**

The Vice President for Institutional Advancement shall be responsible directly to the President, shall direct advancement functions, and shall be a member of the Administrative Council and the Academic Assembly.

#### **(e) Dean of Students**

The Dean of Students shall be responsible directly to the President, shall serve as chief student affairs officer for the College, shall direct the student affairs functions of the College, and shall be a member of the Administrative Council and the Academic Assembly and ex officio member of the Faculty Senate.

## **Article IV. The Faculty**

### **Section 4.01 Faculty Membership**

The faculty shall consist of the Corps of Instruction, the Administrative Officers as defined in Article III above, and other administrative positions designated by the President. Further descriptions of procedures and policies can be found in the Faculty Handbook.

#### **(a) Corps of Instruction and Its Responsibilities**

The Corps of Instruction, as defined in The Policy Manual of the Board of Regents, includes full-time Professors, Associate Professors, Assistant Professors, and teaching personnel with other titles as approved by the Board of Regents and duly certified librarians.



Members of the Corps of Instruction shall carry out their duties in a professional, ethical, and collegial manner, as defined in the Faculty Handbook.

**(b) Part-Time Faculty**

All teaching personnel on less than a full-time contract are classified as part-time faculty and hold the rank of Part-Time Instructor, but as defined in The Policy Manual of the Board of Regents, are not members of the Corps of Instruction. Part-time faculty may attend all meetings of the Academic Assembly and may speak or report, but shall not be eligible to vote. Part-time faculty are subject to the same employment criteria and procedures as full-time faculty but are not eligible for tenure.

**Section 4.02 Organization of the Faculty**

**(a) General**

The Corps of Instruction is organized for administrative purposes into instructional schools. Each school is administered by a Dean of the School who reports to the Vice President for Academic Affairs, and Department Chairs who report to the Dean of the School. Deans and chairs are appointed by the President and serve at the pleasure of the President. Faculty members are responsible to their chair and/or dean. The academic units include the School of Arts and Sciences, the School of Business, the School of Education, the School of Information Technology, the School of Nursing and Health Sciences, and any departments contained within these schools. Additional schools and departments may be created upon the recommendation of the President.

**(b) Deans of the Schools**

The Dean of a School coordinates and supervises the activities of the various disciplines within the school, working directly with the chairs and faculty. He or she shall serve a twelve-month contract. At the discretion of the President

**(d) Department Chairs**

Department Chairs provide leadership within a school and are appointed by and serve at the pleasure of the President, upon the recommendation of the Dean of the School and the Vice President for Academic Affairs. He or she shall serve a twelve month contract. He or she shall be a teaching member of the faculty of a discipline with appropriate faculty rank and tenure as a member of the faculty, and responsible to the Dean of the School. She shall assist the Dean of the School in matters related to curriculum, the evaluation, recruitment, and

**(ii) Initial Appointment of Non-Tenure Track Faculty**

- 1) Recommendations of appointment of non-tenure track faculty shall be based upon evidence of ability as an effective teacher, desirable personal qualities judged on the basis of personal interviews, complete biographical data, transcripts, and recommendations.
- 2) The initial appointment of non-tenure track faculty shall be as Lecturer. Minimum qualifications for appointment in an associate degree program or a baccalaureate degree program shall be at least eighteen semester hours of graduate credit or the equivalent in the discipline of the individual's teaching field and a master's degree. Minimum qualifications for appointment in a career terminal two-year program shall be a master's degree.
- 3) Non-tenure track faculty are not eligible for tenure and, unless otherwise specified, have no work load obligations other than teaching and teaching related responsibilities. Normally, the maximum length of service as a non-tenure track faculty member is five years.

**(b) Faculty Reappointment**

Regents Policies govern all reappointments of faculty. (See the Policy Manual of the Board of Regents)

**(c) Faculty Dismissal**

Regents Policies govern the dismissal of a tenured faculty member and of a non-tenured faculty member before the end of his or her contract. The Policies describe the grounds for dismissal and authorize the College to include additional grounds in its Statutes (See the Policy Manual of the Board of Regents and the Macon State College Faculty Handbook)

**(d) Promotion of Faculty**

**(i) Educational Qualifications**

To be eligible for consideration for promotion, tenure track or tenured faculty shall satisfy the following minimum educational qualifications:

- 1) For promotion to Associate Professor, the candidate must have a minimum of eighteen semester hours of graduate credit in the candidate's teaching discipline and must hold a minimum of a master's degree. Neither the possession of a master's degree nor longevity of service is a guarantee per se of promotion.
- 2) To be eligible for promotion to Professor, the candidate must hold an earned doctorate degree or equivalent in training, ability, and/or experience. Neither the possession of a doctoral degree nor longevity of service is a guarantee per se of promotion.

***(ii) Time in Rank***

To be eligible for promotion, a tenure-track or tenured faculty member shall meet the following minimum time in rank at Macon State College:

- 1) For promotion to Associate Professor, five years at the rank of Assistant Professor; therefor

- a. A record of superior teaching.
- b. A record of outstanding service to the institution, school, or department .
- c. A record of scholarship.
- d. A record of professional growth and development.
- e. A record of professional service to the community.

3)



members of the appropriate rank. Any remaining slots shall be filled by a random drawing of tenured faculty of equal or greater rank that is

by the Board is not a matter of right but is within the discretion of the Board. If the application for review is granted, the Board or a committee of the Board or a Hearing



*(i)*

***(iv) Procedure for Applying for Tenure for Academic Administrators***

The process for tenure candidacy for academic administrators is identical to that for promotion for academic administrators. In the event that an academic administrator is a candidate for both promotion and tenure, recommendations for action shall be determined by a single Promotion and Tenure Review Subcommittee.

***(v) Procedure for Applying for Tenure***

The process for tenure candidacy is identical to that for promotion. In the event that a faculty member is a candidate for both promotion and tenure, recommendations for action shall be determined by a single Promotion and Tenure Review Subcommittee.

***(vi) Notification of Tenure***

An individual who is awarded tenure shall be notified in writing by the President with a copy of the notification forwarded to the Senior Vice Chancellor for Academic Affairs

***(vii) Loss of Tenure or Probationary Credit***

- 1) Tenure or probationary credit toward tenure is lost upon termination from the institution, written resignation from a tenured position in order to take a ~~tenured~~ position, written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given, or written resignation for purposes of retirement.
- 2) In the event such an individual is again employed and becomes a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

***(f) Faculty Evaluation***

***(i) Documentation: The Faculty Portfolio***

- 1) Tenured or tenure-track faculty members  
Each member of the faculty shall develop and maintain a portfolio, the contents of which are delineated in the Faculty Handbook.
- 2) Non-tenure-track Faculty Members

evaluation. The evaluation shall be formative as well as summative. The evaluation is completed by the appropriate administrator in the faculty member's academic unit and reviewed and approved by the Dean. Both the faculty member and the evaluator shall signify that the evaluation has been discussed by signing the evaluation.

- 2) The annual evaluation shall be based upon the faculty portfolio, faculty performance, and the faculty self-evaluation for that year. It is the faculty member's responsibility to provide the evaluator with the relevant materials for this review. During the annual evaluation, each faculty member shall develop in consultation with the evaluator, a written plan of activities for the coming year.
- 3) If a faculty member feels that his or her final evaluation is inaccurate, the faculty member may appeal the evaluation within 30 days of the date of the evaluation. The appeal process is outlined in the faculty handbook.

- 3) If a faculty member feels that their pretenure review is inaccurate and / or detrimental:
  - a) The faculty member may respond in writing to the pretenure review evaluation, in this case the response shall be attached to the evaluation. The evaluator shall acknowledge in writing the receipt of this response, and note any changes, in the pretenure review made as a result of either the conference or the faculty member's written response.
  - b) The faculty member who has written a response and still feels the pretenure review written by the evaluator is still inaccurate and / or detrimental may file a written request that the Vice President for Academic Affairs review the pretenure review and the response. A written summary of that review shall be furnished to the faculty member and to the evaluator by the Vice President for Academic Affairs.
- 4) The results of the pretenure review shall be reflected in the annual salary recommendations.

*(iv) Post-Tenure Review*

- 1) As a means of enhancing the performance of all faculty by stressing formative development over summative evaluation, posttenure review is designed to foster the ongoing development of the faculty member. A list of required materials and the process for submitting said materials is delineated in the Faculty Handbook.
- 2) PostTenure review means that all tenured faculty are reviewed periodically in order to enhance and reward performance. This periodic review excludes any of the following administrative officers, even if they are tenured: Presidents, Vice Presidents, Associate Vice Presidents, and Dean Students. It also excludes School Deans, and Associate or Assistant Deans and Department Chairs, since the majority of their work is administrative.
- 3) Posttenure review shall begin five years after the award of tenure and shall continue at five-year intervals unless interrupted by an additional review for promotion or other personnel action. The five-year interval commences after such a promotion or other personnel action. A faculty member who is on leave during the scheduled posttenure review year would ordinarily be reviewed the year of return.
- 4) If the faculty member does not accept the posttenure review findings further appeal shall follow the College's normal grievance procedures.

**Section 4.04 Academic Freedom**

Macon State College recognizes that there are rights and responsibilities that exist concomitant with the academic freedoms underpinning the professional work of its faculty. There are two statements that specifically delineate these principles:

Macon State College, a unit of the University System of Georgia, endorses the American Council on Education's (ACE) Statement on Academic Rights and Responsibilities, which reiterates the campus community's role in intellectual pluralism and academic freedom.

The full statement may be found at the Council on Education's website. Among the key points in the statement are the following overarching principles:

- 1.

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, research for

**Article VI. Governance**

**Section 6.01 The Academic Assembly**

**(a) General**

The general

appointed for a period of one year but may be appointed for a second year. Faculty members are appointed or elected for a period of years. Faculty appointments shall be arranged so that approximately fifty percent of committee members be retained each year. Faculty members may not serve on any of these committees for more than one consecutive years. The President of the College shall be an ex officio member of all College committees. The Faculty Senate may at any time, by majority vote, recommend the establishment or disbandment of a standing committee.

The standing committees of the Faculty Senate and their general areas of responsibility are:

(i) *Executive Committee*

The Executive Committee shall:

- f recommend members to serve on Standing Committees and Boards
- f manage the nominations and the elections of officers
- f select a panel to hear faculty grievances
- f coordinate the Subcommittee for Alternate Dispute Resolution
- f review periodically the College Purpose and Mission Statement, the Statutes of Macon State College, the Bylaws of the Assembly, the Bylaws of the Faculty Senate and the Rules
- f coordinate the yearly review and update of the Handbook with the Academic Personnel Policies Committee of the Senate
- f assign Standing Committees of the Senate with yearly charges
- f determine proper jurisdiction of the Senate committees
- f maintain documentation and act upon recommendations from other committees and boards
- f advise and assist, as needed, each school's representative(s) to EC on overseeing all Standing Committee elections and appointment processes within their schools or, in the case of the Promotion and Tenure Review Committee, the departments

(ii) *Academic Affairs*

The Academic Affairs Committee shall recommend action to the Faculty Senate on matters related to curriculum, courses of study, academic standards, and admissions standards.

(iii) *Academic Personnel*

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budget for funding faculty development activities and resources, and coordinate programs for the faculty's professional advancement..

*(vi) Faculty Recognition Committee*

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 honoring and supporting 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.

*(vii) International Study and Travel Committee*

The International Study and Travel Committee shall promote international study and

~~excellence in international study and travel opportunities for students and faculty at Macon State College. It shall also excellence~~

*(xiii) Technology Resources Committee*

The Technology Resources Committee shall serve as a forum and ~~hear~~ <sup>provide</sup> for the discussion of technology problems and needs. It shall also draft and periodically update a master plan for the implementation and use of technology at Macon State College.

*(xiv) Campus Safety Committee*

The Campus Safety Committee shall make ~~recomendations~~ <sup>recommendations</sup> to the Senate on any aspect of campus safety, including but not limited to the classroom, student activities, student housing, grounds, emergency planning, and ~~road~~ <sup>surface</sup> streets accessing the College.

2.5, and shall be recommended by the Student Government Association President. The process 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 Dean of Students shall consult with the President for Academic Affairs or his or her duly appointed designee. Hearing panel composition shall consist of one faculty member, one staff member, and one student (a total of three).

### **Section 6.05 Ad Hoc Committees**

#### **(a) Ad Hoc Committees of the Assembly**

The Assembly may create Ad Hoc Committees as deemed necessary by the President or by a representative of the President. Ad hoc committees shall not interfere with or circumvent the Standing Committees or Boards of the Senate. Normally, there are both permanent ad hoc committees and those discontinued upon the completion of a temporary and particular task. Any employee of the college may serve on an Ad Hoc Committee, and alums, and community members might also serve under special circumstances. At the time of its creation, any Ad Hoc Committee shall be registered with the Executive Committee of the Senate (EC) and the Secretary of the Assembly and shall be reviewed by EC as to its membership, its work, its formal recommendations, its minutes, and its necessity. The minutes of Ad Hoc Committees shall be sent to the Secretary of the Assembly, the EC, and to the Vice President for Academic Affairs. The EC may recommend to the President that an Ad Hoc Committee be discontinued or that an additional Ad Hoc Committee be created. See Article VI Bylaws of the Academic Assembly.

Administrative Council. Student Government shall be conducted in accordance with the Constitution and Bylaws of the Student Government Association.

### **Section 6.08 Decision Making and Policy Formulation**

Faculty, staff, students, or administrators may initiate proposals for college policy. Three avenues exist by which a proposal may receive consideration:

1. Proposals pertaining to academic matters shall be referred to appropriate Standing Committee for review, consideration, and recommendation. Where matters of jurisdiction are not clear, the proposal shall be forwarded to the Executive Committee for assignment to the appropriate committee for review, consideration, and recommendation. Recommendations from the Standing Committees to amend the Bylaws of the Academic Assembly or the Bylaws of the Faculty Senate shall be forwarded to the Executive Committee for consideration and, upon approval, recommendations may be sent to the Faculty Senate for consideration. However, all proposals relating to curricula and courses shall proceed through the Department Chair, Dean of a School, or the Vice President for Academic Affairs, and to the Academic Affairs Committee.
2. Proposals of non-academic or general college policy are referred to the President for consideration by the Administrative Council.
3. Policy proposals that relate to both of these areas or those that are not clearly one or the other are referred to the President for designation to the proper group for consideration.

The Faculty Senate's areas of jurisdiction are the academic program, teaching faculty, student affairs, student admission and retention, academic regulations, educational materials, and other related matters.

The Administrative Council's areas of jurisdiction are continuing education, facilities and grounds, classified personnel, business affairs, maintenance, traffic and parking, transportation, public relations, use of facilities by outside groups, and other related matters.

The Faculty Senate, the Academic Assembly, or the Administrative Council, after acting favorably on a policy proposal pertaining to internal operations, shall submit its recommendation to the President. Recommendations of either the Faculty Senate, the Academic Assembly, or the Administrative Council become College policy or College practice only upon approval of the President or Board of Regents, as appropriate.

These Statutes shall not be construed to deny any faculty or administrative group the freedom to discuss any matter of concern to the College.

## **Article VII. Adoption, Interpretation and Amendment of the Statutes**

### **Section 7.01 Distribution of the Statutes**

The Statutes and any amendments approved by the Board of Regents shall be available to all faculty electronically. Printed copies shall be distributed to all Schools. Faculty may request a printed copy from the Office of the Vice President for Academic Affairs.

### **Section 7.02 Interpretation**

The President is the official charged with the responsibility for interpreting these Statutes.

### **Section 7.03 Amendments**

#### **(a) Initiating Amendments**

Amendments to these Statutes may be initiated by any member of the Academic Assembly, the Faculty Senate, Administrative Council, or by a Standing or Ad Hoc committee of the Board of Regents of the College. All proposed amendments must be submitted in writing to the President for assignment to the Administrative Council, the Academic Assembly, or the Faculty Senate. An amendment pertaining to administrative matters of the College shall be forwarded to the Administrative Council, and an amendment pertaining to academic matters shall be forwarded to the Executive Committee of the Faculty Senate, who shall, if necessary, forward it to the appropriate Standing Committee of the Board of Regents. Once approved by the Executive Committee, an amendment shall be presented to the Faculty Senate for approval.

#### **(b) Adoption of Amendments**

A favorable vote by a simple majority of the Administrative Council or Faculty Senate constitutes approval of recommended amendments provided a quorum of at least one more than two-thirds of the members is present. Amendments approved by the Administrative Council or Faculty Senate become effective after their approval by the President and the Board of Regents.

## **Article VIII. Miscellaneous Provisions**

### **Section 8.01 Powers of the Board of Regents**

The Board of Regents, at all times, retains the authority to modify, amend, or change these Statutes in any respect. Subsequent actions by the Board of Regents requiring changes in these Statutes shall automatically be incorporated therein, and appropriate corrections shall be made and distributed.