

**BYLAWS OF THE  
MIDDLE GEORGIA STATE COLLEGE  
FACULTY SENATE**

[Effective July 1, 2013]

[Approved Middle Georgia State College]

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**Article I. Name**

The name of the body to be governed by these Bylaws shall be the

number. Regardless of the number of faculty members, each of the following

shall be elected from the voting membership of the Senate. If the Faculty Chair cannot finish his/her term, the Faculty Vice-Chair will move into the Faculty Chair position and the MGSC Senate will elect a new Faculty Vice-Chair.

1. In the absence of the Senate Chair, the Faculty Chair shall serve as the presiding officer of the Senate; shall call and prepare an agenda for all regular meetings of the Senate; and shall submit such agendas to each member of the Senate in accordance with these Bylaws. The Faculty Chair may also call  
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- E. The elected officers of the Senate shall serve until 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 Board of Regents approval of Middle Georgia State College, and shall be the Organizational meeting at which Officers of the Senate shall be elected.
- B. Regular Meetings shall be called by the Chair of the Senate at least twice each semester. An agenda for a Regular Meeting of the Senate shall be distributed to each member of the Senate no less than ten business days prior to that meeting. Items presented for a vote must be made available to members of the Senate no less than five business days prior to a Senate meeting. [See Rules on Regular Meetings of the Senate]
- C. Special Meetings may be called by the Chair of the Senate, or in the Senate Chair's absence, by the Faculty Chair of the Senate with at least ten business days written notice stating the date, time, place, and purpose of the Special Meeting. [See Rules on Special Meetings of the Senate.]
- D. Emergency Meetings of the Senate shall be called by the Chair of the Senate or in the Senate Chair's absence, by the Faculty Chair of the Senate no less than four hours prior to the meeting. Only matters requiring immediate action by the Senate for the welfare of the College or a part thereof shall be considered as constituting an emergency. Only items stated in the call of an Emergency Meeting shall be considered by the Senate at that meeting. [See Rules on Emergency Meetings of the Senate.]
- E. A majority of the voting members

*Order, Newly Revised, these Bylaws, and the Rules.*

- H. These Bylaws and the Senate Rules of Process are to be maintained in the Faculty Handbook and shall delineate other rules of courtesy and convention in Senate matters.
- I. Senators, Standing Committee members, and Board members may come from any

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2. The Chair of the committee shall call and determine the agenda of all meetings of the committee and report and forward to each member of the Senate and the Academic Assembly all recommendations to the Senate.
3. The Chair-Elect of the committee shall assist the Chair of the committee until June 30, 2014. Thereafter, all appointments to the Senate will be two year terms.
4. The Recorder of the committee shall keep accurate minutes of all meetings of the committee and provide those to the Chair of the committee. The Chair of the committee is responsible for ensuring that a record of all actions of the committee and recommendations to the Senate are filed with the Office of the Vice President for Academic Affairs, posted on the College web site, and stored in a permanent file.
5. Recommendations of the committees to the Senate shall be forwarded by the Chair of the committee to the Faculty Chair of the Senate no less than fifteen business days prior to a meeting of the Senate at which time such recommendations are items on its agenda. A motion to suspend this rule must be adopted by the Senate for it to consider such recommendations without such notice.
6. In accordance with the Rules, a Standing Committee shall acknowledge all recommendations formally referred to it by a member of the Academic Assembly and report at each regular meeting of the Senate the status of any such recommendations not yet acted upon by the committee. A member of the Academic Assembly who formally refers a recommendation to the appropriate Standing Committee may take such a recommendation to the Senate if the committee fails to take some action within ninety a ke someegular c(e (e

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 Executive Committee shall be the ex officio Chair of Conflict Resolution, a subcommittee of the Executive Committee.

e. Function:

- i. recommend members to serve on Standing Committees and Boards
- ii. manage the nominations and the elections of Senators
- iii. provide oversight of the process for the panel to hear faculty grievances
- iv. coordinate panel activity with the Conflict Resolution subcommittee
- v. review periodically the Middle Georgia State College Purpose and Mission of the College; the Bylaws of the Assembly; the Bylaws of the Senate; and the Rules
- vi. coordinate the end of year review and update of the Faculty Handbook with the Academic Personnel Policies Committee of the Senate; review recommendations of policy and procedure presented from the Student Affairs Committee
- vii. assign Standing Committees of the Senate specific charges
- viii. determine proper jurisdiction of the Senate committees
- ix. maintain documentation and act upon recommendations from other committees and boards
- x. advise and assist, as needed, each School's representative(s) to Executive Committee on overseeing all Standing Committee elections and appointment processes within their schools.
- xi. review the Statutes with Faculty Senate during spring semester 2014; thereafter every two years.
- xii. prepare ballots for the election of Academic Assembly Officers

## 2. Academic Affairs Committee

- a. Membership: The Academic Affairs Committee shall consist of one representative from each department, department group, or school (delineated in Article III-B); the Vice President for 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 one representative from each department, department group, or school (delineated in Article III-B), the Vice President for Academic Affairs (ex officio), and the Vice President for Fiscal Affairs (ex officio).
- b. Function: The Academic Personnel Policies Committee shall, except where policies of the Board of Regents of the University System of Georgia apply or as otherwise provided in these Bylaws, recommend policies concerning the general welfare and function of the faculty. The committee shall coordinate with the Executive Committee on the annual update of the Faculty Handbook.

4. Faculty Development Committee

- a. Membership: The Faculty Development Committee shall consist of one representative from each department, department group, or school (delineated in Article III-B), and one designee from the Office of the Vice President for Academic Affairs.
- b. Function: In collaboration with the Assistant Vice President for Student Success, the Faculty Development Committee shall coordinate a program of faculty development opportunities within disciplines, across schools, and within student support services, including technology training and international study and travel, to improve the quality of teaching and learning. This committee manages a budget for funding faculty development activities and resources, solicits applications from members of the faculty for funds to travel to professional conferences, maintain

Successful development of the Faculty Development Committee is a top priority for the University System of Georgia. The committee will be responsible for developing and implementing a program of faculty development opportunities within disciplines, across schools, and within student support services, including technology training and international study and travel, to improve the quality of teaching and learning. This committee manages a budget for funding faculty development activities and resources, solicits applications from members of the faculty for funds to travel to professional conferences, maintain

Development Committee.

- (b) Function: The International Study and Travel Committee Subcommittee shall promote international study and scholarship opportunities for students and faculty at Middle Georgia State College. It shall also oversee a budget for funding scholarship opportunities for the Middle Georgia State College faculty.

(2) Technology Training

- (a) Membership: Members of Faculty Development Committee and specific faculty and staff identified with technology's delivery systems.

- (b) Function: To coordinate technological training opportunities for faculty and staff.

(3) Student Support

- (a) Membership: Members of the Faculty Development Committee with specific staff and faculty selected for their involvement in student support services.

- (b) Function: To bring together resources for the enabling of student success.

5. Faculty Recognition Committee

- a. Membership: The Faculty Recognition Committee shall consist of one representative from each department, department group, or school (delineated in Article III-B) 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 se

6. Library and Technology Resources Committee

- a. Membership: The Library and Technology Resources Committee shall consist of one representative from each department, department group, or school (delineated in Article III-B), the Director of the Library services, and two students.
  
- b. Function: The Library and Technology Resources Committee shall work closely with all campus librarians 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

annual notification to eligible faculty, a current roster of all tenure-track faculty and faculty at the rank of Lecturer, including date of hire, rank at hire, years in service, number of probationary years of credit, and first date of eligibility for promotion and/or tenure. It shall provide relevant information and training; oversee relevant policy and make recommendations as needed; verify that the portfolio site is maintained and that applications are archived in a secure manner; help populate subcommittees, as needed; approve subcommittees as required; and verify process at all stages, including to the President in the case of an appeal, or to anyone else party to a particular application. The Committee shall oversee the institution's obligation to conduct Post-tenure Review (PTR).

d. Calendar of Promotion and Tenure Activities

Notification of Intent to Apply	<b>2<sup>nd</sup> Friday in April</b> via email sent to VPAA, Dean, Chair, Chair of P and T Committee; intent to apply is no guarantee of eligibility—rather, it initiates the question of eligibility
VPAA Verification	<b>1<sup>st</sup> Friday of September:</b> VPAA meets with Deans and Chair of P and T to verify that applicants are eligible; this determination, however, should be made informally by Deans by the end of May.
Subcommittees Formed	<b>3<sup>rd</sup> Friday of September:</b> Subcommittees shall be verified by and registered with P and T Committee
Portfolios Submitted Electronically	<b>Last Friday of September:</b> All reviewers have access to same document to begin simultaneous reviews.
Letters of support/non-support	<b>3<sup>rd</sup> Friday of October:</b> A letter of support or non-support shall be uploaded to the portfolio by the Assistant Chair (of home campus if there is an Assistant Chair), the Chair (if there is a chair), and the Dean.
Subcommittee Interview Completed	<b>3<sup>rd</sup> Friday of November:</b> After discussion, vote by secret ballot to support either tenure or promotion or both; reports drafted and circulated to subcommittee members.
Subcommittee Reports Submitted to VPAA and Chair, P and T	<b>3<sup>rd</sup> Friday in January:</b> The format of these reports shall be approved by Shared Governance by the last Friday of September.
President Notifies Applicant	<b>1<sup>st</sup> Friday in April:</b> President or his or her designee notifies applicant of institution's decision in a letter.
Appeal	<b>Within 30 days of date of letter:</b> If applicant disagrees with President's decision, the appeal shall be made in writing to the President.
Review of Appeal	<b>Within 30 days of date of appeal:</b> After requesting

	that the P and T Committee verify that the process was followed and upon reviewing any optional report that said committee might issue, the President notifies the applicant of final decision.
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8. Student Affairs Committee

- a. Membership: The Student Affairs Committee, with the recommendation of the Executive Committee, shall consist of one student and one faculty member from each campus (five students and five faculty representatives), one additional student representative from the five-campus Student Government Association (SGA), and the Vice President for Student Affairs (ex officio, non-voting).
- b. Function: The Student Affairs Committee shall study and recommend policies and procedures concerning the overall Student Affairs program, and, as a group composed of at least fifty percent students, shall assist in the budgetary processes for the Student Activities Fee and Technology Fee, annually review the Student Handbook, and make recommendations to the Vice President for Student Affairs.

9. Student Honors, Awards, and Graduation Committee

- a. Membership: The Student Honors, Awards, and Graduation Committee shall consist of one representative from each department, department group,

each campus (ex-officio),







#### 4. Student Conduct Board

- a. Membership: A pool of ten students, ten faculty members, and ten staff members to include representation from each campus location from which to constitute hearing panels, and the Assistant Vice President for Student Affairs (ex officio). The Chair shall be a faculty member. The members of the Student Conduct Board are recommended by the Executive Committee, in consultation with the Office of Student Affairs, and are approved annually by the President of the College. Student members shall be enrolled in good standing with a minimum grade point average of 2.5, and shall be recommended by the President of Student Government Association, approved by the Office of Student Affairs, and approved by the Executive Committee.

- b. Function: The Student Conduct Board provides panels to determine the guilt of students charged with a violation of the Student Code of Conduct. The Student Conduct Board shall also provide panels to determine the appropriate sanctions for students found guilty of a violation of the Student Code of Conduct. The Student Conduct Board shall also provide panels to determine the appropriate sanctions for students found guilty of a violation of the Student Code of Conduct.

- 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 campus community and the College's intercollegiate athletics department and coaches; and acts in an advisory capacity regarding recreation activity, facilities management, and fund-raising efforts.

6. Student Media Advisory Board

- a. Membership: Dean of Liberal Arts or Designee, Chair (ex officio, non-voting); Director of Student Life (ex officio, voting member); NMAC Coordinator (ex officio, voting member and Recorder who changes when coordinator changes); Student Media Coordinator (ex officio, non-voting); Member of Senate (voting member), appointed by Faculty Chair of the Senate; Member of Student Government Association (voting member), appointed by SGA; At-large student (voting member), appointed by Chair; At large student (voting member), appointed by Director of Student Life; Journalism Professional (non-voting), appointed by President, replaced as necessary; Editor-in-Chief of newspaper (ex officio, non-voting); editor of the literary magazine (ex officio, non-voting); and Student Coordinator of MGSC-TV (ex officio, non-voting). Faculty and Administrators' terms of service on the Student Media Advisory Board will be through Spring semester, 2014.
- b. Function: Review and approve activities of college media and provide oversight, direction, and suggestions for intercampus media outlets and activities. This group also reviews and contributes to changes for the *Student Media Bylaws* in collaboration with the Office of Student Affairs.

6. 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 Senate. With the approval of the Executive Committee, 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.