



# **BYLAWS OF THE MIDDLE GEORGIA STATE UNIVERSITY FACULTY SENATE**

[Effective September 10, 2020]

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Vice President for Student Affairs, Vice President for Enrollment Management, Chief Information Officer and the Counsel to the President. These officers may have faculty status as delineated by BOR Policy §3.2.1.2.

- K. PTPTR: the Promotion, Tenure, and Post-Tenure Review Committee, a standing committee of the Senate.
- L. Recognized Affiliates of the Faculty Senate (RSA): Permanent working groups responsible for product that does not typically require Senate oversight. Unless otherwise indicated, the Recognized Senate Affiliates (RSA) remain under the jurisdiction of the Executive Committee of the Senate which populates the rosters and serves as the conduit between the Recognized Affiliates and the Faculty Senate.
- M. Robert's Rules of Order: A book by H. M. Robert III, et al. on parliamentary procedure entitled Robert's Rules of Order Newly Revised.
- N. SGA: the Student Government Association of Middle Georgia State University.

### **Article III. Duties and Responsibilities**

- A. The MGA Senate shall recommend to the President of the University (President) rules and regulations for the governance of the University, 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 MGA Senate may establish, alter, and abolish such Standing Committees and Recognized Senate Affiliates as deemed necessary. *Ad hoc* committees, whose mandate must be for one calendar year or less, may be established, altered, or abolished by a simple majority of the Senate. Permanent changes to Senate Standing Committees and Recognized Senate Affiliates shall require an amendment to these bylaws.
- C. The MGA Senate shall hear reports from the Officers of the University, the Chairs of the Standing Committees of the MGA Senate, and the President of the Student Government Association. The Senate may request a report from a Recognized Senate Affiliate when the Senate deems necessary.

- D.** As a principle, the members of the MGA Senate may engage in dialogue on any matter pertaining to the well-being and the effective functioning of the University.
- E.** Since the MGA Senate has no independent legal status, it may not enter into contractual agreements

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address the Senate unless and until the rules are suspended and they are recognized by the presiding officer or in direct response to a question posed by the presiding officer.

- D.** Members of the MGA Faculty Senate shall be elected in the spring to two-year terms, which will commence on July 01 immediately following the spring election and will last until June 30 following the next spring election (i.e., two years hence). If a Senator is elected out-of-cycle for reasons outlined in Article IV§G-H, or to replace the Chair whose term has been extended by one year, the new Senator will serve until the next regular Senate election for the Senator's academic unit.
- E.** Each academic unit holds elections for Faculty Senate representatives at the same time as elections for Executive Committee representatives, following the A/B rotation guidelines as outlined in Appendix One. Each academic unit will determine its Senate election process and may hold additional internal elections for appointments to Standing Committees. All elections will be performed through a vote of the academic unit's full-time faculty. All elections will be performed using a secret ballot.
- F.** If a Senator is unable to complete the term for any reason, including a reassignment or status change that makes the Senator ineligible to serve, the Senator shall notify the Senator's immediate supervisor, the Chair of the Senate, and the Chair of the Executive Committee as soon as possible, but no later than ten (10) business days after the change of status makes it impossible to serve. The Executive Committee Chair shall facilitate the election of a replacement.
- G.** A Senator may be removed from a term if, in the judgment of the Senate, the Senator is not adequately representing the Senator's unit, either by habitual and unexcused absences, or by notification from the respective unit that this Senator is not adequately serving the academic unit; in all instances, the onus for proving cause in the removal of a Senator is on whomever has made the claim. A two-thirds vote of the Senate is required to remove a Senator. If a Senator is removed, the Chair of the Senate will notify the Senator, the Senator's immediate supervisor, the Chair of the Executive Committee, and the President within five (5) business days. The Executive Committee Chair will facilitate the election of a replacement. Elections to replace Senators shall be held only when the University is in session.
- H.** The Senate shall have the authority to provide for all procedures needed to implement the transition from the governance structure defined in this document to any governance structure in place at any time in the future. The MGA Senate may periodically appoint a special *ad-hoc* committee to review the b

recommendations to the Executive Committee







**D.** The process for the election of Senate Officers will be as follows: after the spring elections but prior to the installation of new Senators, nominees for Faculty Chair (in the absence of a Chair-Elect, [See Article V§B-V§C]), Faculty Vice-Chair, Recorder, and Parliamentarian of the Senate will be listed and conducted by a secret ballot.

1. The presiding officer of the Senate shall appoint three tellers to collect the ballots, count the ballots, and immediately report the vote. In the event that no candidate receives a majority of the votes cast, a run-off election shall be conducted by secret ballot between the two candidates who received the highest number of votes.

**E.** No member of the Senate may hold more than one Senate office at a time.

#### **Article VI. Meetings and Procedures of the MGA Senate**

**A.** At the conclusion of spring elections of new Senators, the Faculty Senate Chair shall call a meeting of new Senators. The President of the University shall install new members and preside over the oath, which affirms that “I, Senator \_\_\_\_\_, shall uphold the bylaws of the University System of Georgia, the bylaws and statutes of Middle Georgia State University, and shall uphold the responsibilities of shared governance in support of the mission statement of Middle Georgia State University for the well-being of the students, the faculty, and the university.”

**B.** The calendar of meetings for the next academic year will be announced by Chair-Elect at the conclusion of spring elections. Regular Meetings shall be called by the Chair at least twice each semester and normally on the first Friday of the month. An agenda for a Regular Meeting of the Senate of

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- F.** Other members of the Standing Committees of the Senate shall be taken from the Corps of Instruction, the Officers of the University and administrative staff, the staff as represented by the Staff Council, and the student body. Only non-Senators shall serve as the appointed representative from the academic unit as articulated in Appendix One. The committee members receive their appointments from the President of the University based upon the recommendations of the Executive Committee of the Senate.
- G.** Student members on Standing Committees are recommended to the Executive Committee of the Senate by the Student Government Association through the Office of Student Affairs. Student members are appointed for a period of one year but may be re-appointed for a second year.
- H.** The Executive Committee will populate openings in the Standing Committees after MGA Faculty Senate elections in the spring semester, and finalize the committee roster at the beginning of the subsequent fall semester.
- I.** Faculty members are appointed or elected until June 30 of the final year of their appointed term. Faculty appointments to Standing Committees will be for two-year terms. Faculty typically serve on Standing Committees for one (1) term, but additional terms are expected for faculty serving on the Academic Affairs Committee. If a member is elected as Chair-Elect of a Standing Committee during the last year of that member's term, the member's term is extended one additional year.
- J.** In order to provide continuous leadership throughout the academic year and to avoid losing all experienced committee members every two years, the Executive Committee will stagger all Standing Committee appointments utilizing the A/B rotation guidelines outlined in Appendix One. Except for the Promotion, Tenure, and Post-Tenure Review Committee (PTPTR), which has its own method for staggering appointments, all other Standing Committee elections and appointments will be carried out in reference to academic units. All Standing Committee members serve two-year terms.

For the Purposes of representation on Standing Committees, full-time faculty members from the academic units who are currently represented with at least one Senator shall have at least one non-Senator representative on select Standing Committees as defined in the membership sections of the Standing Committees. Academic units with fewer than 20 full-time faculty

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on each of the other committees and boards populated by academic units but is not obligated to do so.

An academic unit can select a committee member out-of-cycle under the following conditions:

- The committee member leaves before completing the term
- The committee member leaves at the end of an extended term, such as serving as chair
- An academic unit is added to a group that does not hold elections in the same year that this academic unit joins the group

The term of a Standing Committee member that has been selected out-of-cycle ends at the beginning of the next cycle for that member's academic unit.

**K.** Vacancies of appointed members on a Standing Committee shall be filled by the Executive Committee of the Senate. Vacancies of elected members on the Executive Committee and the PTPTR Committee shall be filled by election as provided in these bylaws. If no individual is eligible to be elected to fill a vacancy on a Standing Committee, the vacancy shall not be filled.

**L.** The procedures of a Standing Committee are as follows:

- 1.** The first meeting of the committee shall be called by its Chair or by the Chair of the Executive Committee if the committee has no Chair. At its first meeting, the committee shall elect a Recorder and a Chair if it has no rising Chair-Elect.
- 2.** The Chair of the committee shall call and determine the agenda of all meetings of the committee and when warranted, create a formal recommendation to the Senate for approval (See Article VII§B). This notification should occur at least ten (10) business days prior to a Senate meeting date to have the item placed on the Senate agenda. A motion to suspend the 10-day rule must be adopted by the Senate before it will consider recommendations without such notice.
- 3.** The Recorder of the committee shall keep accurate minutes of all meetings of the committee and provide those to the Chair of the committee for review and to be placed on the agenda of the subsequent meeting. Upon approval of the committee, the Recorder will forward the minutes to the Governance Historian (See Article VII§M,4,g,xi).

4. At the first meeting of the spring semester, the committee will nominate and elect a Chair-Elect from the committee membership who will serve as Chair the following academic year. Delaying the vote until the spring semester ensures that new committee members understand the role of the committee chair before accepting the nomination. It also provides committee members the opportunity to become acquainted with potential nominees and cast an informed vote.
5. A Standing Committee shall acknowledge all formal recommendations formally referred to it by a member of the MGA faculty, staff, administration, RSA, or another Standing Committee; and report at any regular meeting of the Senate the status of any such recommendations not yet acted upon by the committee. The party originating the recommendation may take the recommendation to the Senate if the committee fails to take some action.

\*The Chair of this committee will be selected from this faculty pool. The Chair will serve a minimum of four years: Year One as a committee member, Year Two as Chair-elect, Year Three as Chair, and Year Four as Past Chair. At the final meeting of the year, the rising Chair will oversee the nomination and election of a new Chair-Elect from first year members.

† Faculty typically serve on Standing Committees for one term, but additional terms are expected for faculty serving on the Academic Affairs Committee

- b.** Function: The Academic Affairs Committee shall collaborate with the Office of the Provost to review formal academic policy petitions at the course, program, and institutional level. This is the process by which the institution “places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.”
- c.** The Academic Affairs Committee shall review, and submit to the Senate for reviews, proposals pertaining to:
  - i. New courses associated with new programs,
  - ii. New programs,
  - iii. The deactivation or deletion of programs,
  - iv. Substantive changes to a program, or
  - v. Any item that affects the Core Curriculum or General Education.
- d.** The Academic Affairs Committee shall review, and submit to the Office of the Provost for review, proposals pertaining to:
  - i. The deactivation or deletion of courses,
  - ii. Any item that will delay or prolong graduation, e.g. leads to a hidden requirement,
  - iii. New courses not associated with a new program, or
  - iv. Course modifications that are not editorial, including changes in course level or learning outcomes.
- e.** The Academic Affairs Committee shall receive, via memo from the Office of the Provost, modifications pertaining to:
  - i. BOR or USG mandates, including academic policy mandates,
  - ii. Institutional or program admission standards for the coming catalog year,





retention, progression, and graduation, potential areas of curricular growth and development, and overarching academic standards.

### 3. Diversity Committee

- a. Membership:** The Diversity Committee shall consist of the following members\* (Table continues on page 17. See \* page 17):

Full-Time Faculty as delineated in Article VII§J †	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Staff Member from the Staff Council	voting
Student Representative	voting
Provost or Designee (ex officio)	non-voting
Director of Diversity, Inclusion, and Equity/Title IX Coordinator (ex officio)	non-voting
Director of Disability Services (ex-officio)	non-voting

\*The membership of the Diversity Committee should reflect the diversity of the MGA community.

†The Chair of this committee will be selected from this faculty pool.

- b. Function:** The Diversity Committee shall assist in encouraging and nurturing a campus climate that reflects MGA’s commitment to diversity and inclusion. The Diversity Committee will uphold and protect diversity of thought, promote the free exchange of ideas, and the right to assemble.

### 4. Executive Committee

- a. Membership:** The Executive Committee shall consist of the following members:

Chair *	non-voting unless tie
Full-Time Faculty as delineated in Article VII§J	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Provost or Designee (ex officio)	non-voting
Governance Historian (ex officio)(see §M,3,d-e)	non-voting

- b.** The Executive Committee Chair shall receive a one course release for each semester of service.
- c.** The Executive Committee Chair may not serve on any other committee or Recognized Senate Affiliate except as a member of a PTPTR subcommittee when selected by a faculty undergoing PTPTR review, on *ad hoc* committees, or in ex-officio capacity.
- d.** The Governance Historian shall be a full-time member of the Corps of Instruction, from any discipline, who is eligible for election to the Senate (see Article IV §A-B). The Governance Historian shall be elected by the Executive Committee after a call to the Corps of Instruction for self-nominations to the post. The Governance Historian may not simultaneously serve as an Officer of the Senate or as Chair of the Executive Committee. Unless the Governance Historian is simultaneously serving as an elected member of the Executive Committee, the Governance Historian is not compelled to attend Executive Committee meetings.
- e.** The Governance Historian is expected to serve for at least one year, but not longer than five years. The Governance Historian may resign from the position voluntarily at any time after one year, by informing the Chair of the Executive Committee. The Governance Historian may also be obliged to vacate the office by ceasing to be eligible to serve in the position (for example, through retirement or appointment to an administrative role). The Governance Historian may also be dismissed for cause by a two-thirds vote of the Executive Committee at a regular

- i.** Analyze shared governance practices and shared governance units to ensure support of and alignment with MGA's mission statement, vision and values.
- ii.** Oversee the population of all Standing Committees and Recognized Senate Affiliates (with the exception of the Graduate Studies Council which has a council-contained population process) and recommend the slate to the President for approval.
- iii.** Facilitate the nominations and elections of Senators, the PTPTR Committee, and the Executive Committee, and keep an accurate roster of all governance units. Oversee the installation of the Governance Historian as outlined in §M,3,d. As needed, the Executive Committee will also assist academic units in internal election processes for representation on Standing Committees.
- iv.** Periodically review the Senate Bylaws. Changes to this document initiate in the Executive Committee and are then sent to the Faculty Senate for the review process. Requests for changes to the bylaws from other units should be forwarded to the Executive Committee.
- v.** Coordinate annually with the President, Provost, and Senate Chair to assign specific charges to the Standing Committees of the Senate, and to RSAs as needed.
- vi.** Determine proper jurisdictions of Standing Committees and RSAs.
- vii.** Maintain documentation and act upon recommendations from other committees and Recognized Senate Affiliates. With the exception of the Graduate Studies Council, if an RSA produces work that may require



**b.**

mandates and the procedural efforts of an effective institution. This committee shall also ensure that institutional policy does not compete with BOR policy or State and Federal law.

**7. Intercollegiate Athletics Committee**

**a. Membership:** The Intercollegiate Athletics Committee shall consist of the following members (table continued on page 22):

Full-Time Faculty as delineated in Article VII§J* (for * see page 22)	voting
Faculty Athletic Representative	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Provost or Designee (ex officio)	non-voting
Vice President of Student Affairs (ex officio)	non-voting
University Counsel (ex officio)	non-voting
Director of Athletics and Wellness (ex officio)	non-voting

\*The Chair of this committee will be selected from this faculty pool.

**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 University’s intercollegiate athletics department and coaches; and acts in an advisory capacity regarding recreation activity, facilities management, and fund raising efforts.

**8. Promotion, Tenure, and Post-Tenure Review Committee**

**a. Membership:** The Promotion, Tenure, and Post-Tenure Review Committee shall consist of the following members:

7 tenured faculty as specified below\*

- b.** Voting representatives of the PTPTR Committee shall be elected as needed from the MGA

Provost or Designee (ex officio)	non-voting
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not limited to the recruitment of faculty and students, and annual review of programs as dictated by USG policy.

This committee will coordinate with the MGA Foundation, Student Affairs, and other appropriate funding sources to secure available financial aid for students and faculty engaged in such activities.

The Student Academic Enhancement Committee will also review MGA’s comprehensive internship opportunities.

The jurisdiction of this committee includes but is not limited to the University’s international educational and service programs, domestic off-site educational and service programs; internships; student research and presentations on and off campus, such as artistic events, conferences, and biological field study; and the establishment of student chapters of professional organizations.

The Student Academic Enhancement Committee will coordinate with the Faculty Affairs Committee, the Student Affairs Committee, and the Teaching Resources and Budgetary Allocation Committee to lobby for infrastructure and funding to support these efforts.

**11. Student Affairs Committee**

- a. Membership:** The Student Affairs Committee shall consist of the following members:

Full-Time Faculty as delineated in Article VII§J*	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
1 Student (SGA Representative)	voting
1 Student (Torch Society Representative)	voting
Provost or Designee (ex officio)	non-voting
Vice President for Student Affairs (ex officio)	non-voting
Director of Student Success (ex officio)	non-voting

\*The Chair of this committee will be selected from this faculty pool.

- b. Function:** The Student Affairs Committee shall annually review the Student Handbook, RSO Documents, the Student Code of Conduct, and study and recommend policies and procedures concerning the overall Student Affairs mission and its impact on teaching, learning, and living at MGA.

**12. Teaching Resources and Budgetary Allocation Committee**

- a. Membership:** The Teaching Resources and Budgetary Allocation Committee shall consist of the following members (table continued on page 26):

- D.** The Faculty Senate is the official line of communication between the Recognized Senate Affiliates (RSAs) and the President of the University. With the exception of the Graduate Studies Council, work product that originates in the RSAs that is subject to the Senate review process shall be forwarded to the Executive Committee Chair. The Chair of the Executive Committee will review the work product upon receipt and within five (5) business days will forward the work product to the Senate or to the appropriate Standing Committee which will take up the recommendation and make a formal petition to the Senate. The Senate review process is detailed in Article VII§B-C.
- E.** The Senate may at any time, by majority vote, recommend to the Executive Committee that these Bylaws be amended to establish, disband, or alter the membership or functions of a Recognized Affiliate of the Senate. This recommendation shall be considered via the process specified in Article XI of these Bylaws.
- F.** The Faculty Senate has the authority to request an activities report from a Recognized Affiliate of the Senate at any time. The Chair of the RSA shall provide a report to the Faculty Senate Chair within 30 calendar days of the request.
- G.** With the exception of the Graduate Studies Council, the Recognized Affiliates of the Faculty Senate will be populated by the Executive Committee of the Senate after MGA Faculty Elections in the spring semester; the roster will be finalized at the beginning of the subsequent fall semester. The Chairs of the RSAs are detailed by committee in Article VIII§Q.
- H.** Members of the RSAs shall be taken from the Corps of Instruction, the Officers of the University and administrative staff, the staff as represented by the Staff Council, and the student body. The RSA members receive their appointments from the President of the University based upon the recommendations of the Executive Committee of the Senate
- I.** Student RSA members are recommended to the Executive Committee of the Senate by the Student Government Association through the Office of Student Affairs. Student members are appointed for a period of one year but may be re-appointed for a second year.
- J.** RSA members are appointed until June 30 of the final year of their appointed term, typically two-years. Faculty typically serve on RSAs for one term, but additional terms are expected for faculty serving on the Institutional Effectiveness Board, the Institutional Review Board, and the Student Conduct Board. If a member is elected as Chair-Elect of an RSA during the last year of that member's term, the member's term is extended one additional year.
- K.** In order to provide continuous leadership throughout the academic year and to avoid losing all experienced faculty RSA members every two years, the Executive Committee will typically stagger all faculty appointments utilizing the A/B rotation guidelines outlined in Appendix





Report and make recommendations to improve overall campus safety. The Campus Safety Board will also discuss all matters related to safety, in physical spaces and online, including but not limited to the classroom, student activities, residence life, grounds, risk management, emergency planning, and to surface streets providing access to the University.

- d. Any policy that emerges from the Campus Safety Board that is subject to the Senate approval process will be submitted to the Executive Committee of the Senate for review. See Article VIII§C-D.

**2 Faculty Development Board**

- a. The Faculty Development Board assists the Office of Academic Affairs, with the Provost or Designee.
- b. Membership: The Faculty Development Board shall consist of the following members (see table page 30):

Full-Time Faculty as delineated in Article VII§J *	voting
Provost or Designee (ex officio)	non-voting
Provost Fellow for Faculty Development (ex officio)	non-voting

\* The Chair of this RSA will be selected from this faculty pool.

- c. Function: In collaboration with the Center of Teaching and Learning, the Faculty Development Board shall coordinate a program of faculty development opportunities within disciplines, across colleges/schools and to improve the qud







b. Membership: At the first meeting of spring semester each year, IRB shall poll members who have completed their two-year terms regarding their wish to serve subsequent terms. Resulting empty seats will be filled by an application process to be developed and administered by IRB which prioritizes applicants who have already been trained and who have the relevant expertise in the federally mandated areas. The IRB membership shall include (note that a single member may satisfy more than one of these):

- At least two members whose primary concerns are non-scientific,
- At least one member who is able to represent the interest of children, pregnant women, persons with disabilities, and other vulnerable groups of people,
- At least one scientist,
- At least one member who is from the field of education.

Continuity of membership is desired, and current membership does not need to apply if choosing to remain on the board.

Applications will be reviewed by the IRB Chair and/or Chair-Elect and the Chair of the Executive Committee during Spring Semester, and positions shall be filled to fit current federal guidelines. The IRB membership will consist of at least 17 members. Additionally, the board will include:

Director of Institutional Research or designee	voting
1 to 2 Community members **	voting

The Chair of this RSA will be selected from this faculty pool. The Chair will serve a minimum of three years: Year One as an RSA member/Chair Elect, Year Two as Chair, and Year Three as Past Chair. At the first meeting of **the fall semester**, the RSA will nominate and elect a Chair-Elect who will serve as Chair the following academic year. This RSA may elect the incumbent Chair as the Chair-Elect, who will continue as Chair the subsequent year. **A fall semester vote is necessary for this board due to the chair-elect having specific duties that allow the board to function.** The IRB Chair shall receive a one course release per semester of service.

\*\*The one or two community members are nominated by current IRB members and appointed by the President to serve as voting members of the board. These community members may not be affiliated with the University or be immediate family of an affiliate of the University.

c. Function: The Institutional Review Board is a research oversight board charged with ensuring that researching involving human subjects is conducted in compliance with the applicable federal, state, and institutional policies and procedures for the protection of subjects in research. The

Board shall ensure compliance by reviewing the research project prior to it being conducted and through periodic review as warranted.

- d. Any policy that emerges from the Institutional Review Board that is subject to the Senate approval process will be submitted to the Chair of the Executive Committee of the Senate for review. See Article VIII§C-D.

**6. Student Conduct Board**

- a. The Student Conduct Board assists the Office of Student Affairs, with the Assistant Vice President of Student Affairs.
- b. Membership: The Student Conduct Board shall consist of the following members:

10 Student Members*†	voting
10 Faculty Members*	voting
10 Staff Members*	voting
Assistant Vice President for Student Affairs (ex officio)†	non-voting

\*The pool of ten students, ten faculty members, and ten staff members should include representation from each campus from which to constitute hearing panels.

† Faculty typically serve on RSAs for one term, but additional terms are expected for faculty serving on the Student Conduct Board.

\*\*The Assistant Vice President for Student Affairs will serve as Chair of this Board. The members of the Student Conduct Board are recommended to the President by the Executive Committee after consulttr osg8 (r)-5.t1 (w)13.2 2vrg

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Committee of the Senate for review. See Article VIII§C-D.

7. Student Fees Board

- a. The Student Fees Board assists the Office of Student Affairs, with the Vice President of Student Affairs.
- b. Membership: The Student Fees Board shall consist of the following members\*:

At least 6 Faculty Members with one from each instructional college or school	voting
5 Students, 1 from each campus	voting
10 Undergraduate students, chosen to represent the interests of the different colleges or schools	voting
1 Student from the Graduate Studies Advisory Council	voting

Full-Time Faculty as delineated in Article VII§J*	voting
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c. Function: Review and approve activities of University media and provide

- F. At its final meeting of the year, the Corps of Instruction will vote on and approve the graduates from the University for the preceding year. As a matter of courtesy, the lists of graduates will have been circulated electronically to the Corps of Instruction from the Office of the Registrar prior to the end of each semester.

## **Article X. Contingency Measures**

- A. In the event an administrative reorganization causes the units in Appendix One to no longer correspond with the organization of the university, affecting

- Senate representation,
- Standing committee representation, or
- Recognized Affiliates of the Senate Representation

any newly-formed unit will be eligible for representation in line with Article IV§A until such time as the bylaws can be revised to adjust Appendix One.

- B. The Standing Committee or RSA appointment cycle for newly-formed units will be the same as that determined in Article VII§I-J of these Bylaws.
- C. In the interim, no committee member will be required to vacate a seat prior to the expiration of its term solely as the result of an administrative organization.
- D. In the interim, the Executive Committee Chair will assign an election cycle to each newly-formed unit, with a goal of maintaining as equal a number as possible of academic units in groups A and B (See Appendix One). Any Senators whose seats would no longer exist, or who would no longer be representatives of the appropriate unit, as a result of the reorganization shall complete their terms, unless they become otherwise ineligible to serve as Senators.
- E. In the event an administrative reorganization necessitates the change of an RSA's affiliation with a division, office or administrative position, the Executive Committee, after consultation with the Chair of the affected RSA, shall designate a temporary affiliation of the RSA effective until these Bylaws are amended to reflect this reorganization.
- F. In the event an administrative or staff position, office, title, organization, publication, or any other entity referred to in these guidelines has its name changed without a substantive change in its functions, the designation in these Bylaws shall be treated as continuing to refer to that person or entity.
- G. In the event an administrative reorganization results in a substantive change in the job

responsibilities associated with, or the elimination of, a title or office granting its holder *ex officio* membership on a committee or RSA specified in these Bylaws, the Executive Committee, in consultation with the chair of the relevant committee or RSA and the Provost or duly appointed designee, may designate a temporary successor position whose holder shall serve in the *ex officio* position until such time as these Bylaws are amended to reflect the reorganization. Different temporary successor positions for the same title or office may be designated for each affected committee or RSA, as may be deemed appropriate by the Executive Committee.

- H.** Measures taken in conformance with paragraphs A-G shall remain in effect until amended or rescinded by the Executive Committee or a Bylaws amendment is approved by the President, after following the procedure described in Article XI, obviating the need for the measure.

**Article XI. Amendment of these Bylaws**

- A.** Any substantive recommendation or motion to amend or rescind these bylaws shall be immediately referred to the Executive Committee of the MGA Senate.
- B.** With the approval of the Executive Committee, the recommendation or motion shall be forwarded to the Faculty Senate for inclusion on the agenda of the next Faculty Senate meeting. 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.

**Appendix One: Rotation Guide**

<b>Academic Unit or Miscellaneous</b>	<b>Group</b>
Department of English (SoAL)	A
Department of History (SoAL)	A
Department of Mathematics and Statistics (SoC)	A
Department of Media, Culture, and the Arts (SoAL)	A
Department of Natural Sciences (SoHNS)	A
Department of Political Science (SoEBS)	A
Department of Psychology and Criminal Justice (SoEBS)	A
School of Aviation	B
School of Business	B
Department of Teacher Education and Social Work (SoEBS)	B

Group A: Elections/Appointments during even spring semester years

Group B: Elections/Appointments during odd spring semester years

A special election may be necessary to replace the seat held by a Chair-Elect from an academic unit in an off-election year. The Chair-Elect is eligible to be their academic unit's representative.