



BYLAWS OF THE MIDDLE GEORGIA STATE UNIVERSITY FACULTY SENATE

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Article I. Name

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

University Faculty Bylaws (MGA/Senate) 8/16/22. 024.0001 Eff. 07/10/2022 09:17:06 127920e0c[n] BTE

Article II. Definition of Terms

This article contains the definition of pertinent terms and acronyms used throughout this document.

- A. Academic Unit: An instructional college/school, or if there are departments within the college/school, the department.
- B. AY: Academic Year, defined by the calendar year of spring semester.
- C. BOR: the Board of Regents for the University System of Georgia.
- D. Campus: For the purposes of representation, the following campuses are recognized: Cochran, Dublin, Eastman, Macon, and Warner Robins. In the event of ambiguity or dispute, the campus designated for a particular faculty member will be the “home campus” determined by the Office of the Provost. 362t of pob5 -2 reW* nBT/F1 12 Tf1 0 0 1 54 739E 20718 Tm0 g[(I)13(nstrqqit
- E. Corps of Instruction: As outlined in the Board of Regents Policy Manual, § 3.2.1.1, a Corps of Instruction comprises

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

- 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 with any person, group, or entity. Only the President or the President’s duly authorized designee, has the authority to enter into contracts.

Article IV. Membership of the MGA Senate

A. The membership of the Senate shall consist of the following:

President of the University (ex officio)	non-voting
Provost (ex officio)	non-voting
President of the SGA (ex officio)	non-voting
Director of Library Services or Designee	voting
At-Large Faculty Senator from each Campus*	voting
Full-Time Faculty Members (excluding academic unit chairs)†	voting

* One At-Large faculty Senator from each campus will be elected by the MGA full-time faculty following the A/B rotation guidelines as outlined in Appendix One. The election will be facilitated by the Executive Committee using a secret ballot.

† Full-time faculty members, except academic unit chairs who shall be ineligible to serve on the MGA Senate, shall be elected by their respective academic units as outlined in Appendix One. Each academic unit shall be represented in the Faculty Senate by the ratio of one Senator for every ten full-time faculty members, rounding down when the remainder of the number of faculty divided by ten is four or less, and rounding up when said remainder is five or greater. Regardless of faculty population, each instructional college or school of the university shall have at least one Senator. The Chair of the Senate is a tenured member of the full-time faculty but is not necessarily the representative of an academic unit. The Senate Chair will only vote to break a tie unless the Chair also serves as an academic unit representative; in the latter case the Chair may participate in all votes in the Senate and will have an additional vote if there is a tie.

- B. All Senators, except Officers of the Senate (see Article V), shall serve as a member of a Standing Committee. A Senator shall represent the Senate only on a Standing Committee and shall not serve as the appointed representative of an academic unit as represented on Appendix One. If a Senator has other major institution-level assignments (e.g., Provost Fellow), an exemption from committee service may be requested from the Senate Chair.
- C. Only the elected members of the Senate shall vote on matters before it. Non-Senate members of the MGA Corps of Instruction, administrators, and staff are welcome to attend Senate meetings. As the Senate is intended as a forum for candid discussion

periodically appoint a special *ad-hoc* committee to review the bylaws and make recommendations to the Executive Committee to initiate changes to its governance documents.

Article V. Officers of the MGA Senate

- A. The Officers of the Senate shall be the Chair, the Vice-Chair, the Recorder, and the Parliamentarian.
 1. The Chair, Vice-Chair, Recorder, and Parliamentarian of the Senate shall be elected from the voting membership of the Senate.
 2. If an Officer of the Senate is unable to complete the term for any reason, including a reassignment or status change that makes the officer ineligible to serve, the Senate will hold a special election, facilitated by the remaining officers. The newly elected officer will serve until the next regular Senate election for the Senator's academic unit. If the Chair cannot finish the term, the Vice-Chair will move into the Chair position for the remainder of the term.
 3. The Senate Chair must be a tenured faculty member. The term for Senate Chair is one year. A Senate Chair may be reelected through the Chair-Elect process (see Article V§B). If the Senate 441.07 Tmn

Faculty Senate via the Senate Chair for review. The Senate will review and if approval is warranted, vote on the work product coming from the Standing Committees, creating a formal recommendation of the Senate. The Senate Chair shall send all formal recommendations of the Senate to the President and the Provost for review. Upon receipt, the President shall affirm or veto the recommendations and communicate that decision to the Chair; the President may also send recommendations back to the Senate with questions for consideration before making a decision to affirm or veto.

year in the spring semester for a two-year term that begins the subsequent fall semester. This election shall be conducted by the Vice-Chair of the Senate. Once elected, a representative may be re-elected without term limitation. All MGA full-time faculty who meet the following criteria are eligible to serve:

1. tenured and
- 2.

- B.** At the first spring semester meeting of the Senate, the Senate will nominate and elect a Chair-Elect following the process in Article V§D,1. The Chair-Elect may be any Senator (including current officers of the Senate) who will have tenure by the start of the following fall semester.

As needed, the Chair-Elect will shadow the current Chair for the remainder of the term. An early Spring Semester vote ensures that new Senators understand the role of the Senate

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-

- H. All meetings of the Senate shall be conducted in accordance with *Robert's Rules of Order* and these Bylaws.

Article VII. Standing Committees of the MGA Senate

- A. The President of the University shall be an ex officio (non-voting) member of all University committees.

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 members will be required to populate the following select Standing Committees and Boards: Academic Affairs Committee, Academic Quality Committee, Executive Committee, Faculty Affairs Committee, Teaching Resources and Budgetary Allocation Committee, and the Institutional Effectiveness Board. Each academic unit may nominate faculty members to serve 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

recommendation may take the recommendation to the Senate if the committee fails to take some action within ninety (90) days of the referral.

6. Voting by proxy is not permitted. Electronic voting is permitted.
7. All meetings of the Standing Committees shall be conducted in accordance with *Robert's Rules of Order* and the Bylaws.
8. In the event that the Chair is unable to preside over meetings on a limited basis in fall semester before the Chair-Elect has been chosen, the Recorder will serve as interim Chair. In the event that the Chair is unable to preside over meetings on a more protracted basis, the committee will hold a new election for an interim Chair; the interim chair will serve until a Chair-Elect is chosen in the spring semester at which point the Chair-Elect will assume the duties of the Chair.
9. At or before the final meeting of the spring semester, the committee shall create a charge for the next academic year. The committee will send a copy of this list to the chair of

Staff Member from the Staff Council	voting
Student Representative	voting

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

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 submission to the Senate approval process, the RSA will forward the work product to the Executive Committee Chair for review. The Chair of the Executive Committee will review and forward the work product to the appropriate committee within five (5) business days of receipt
- viii.** Review the Statutes with the Chair of the Faculty Senate during spring semester as specified in the University Statutes.
- ix.** Assist with the faculty grievance process as outlined in the Faculty Handbook and the University Statutes.
- x.** Establish best practices in shared governance by holding an annual training meeting for governance Chairs in coordination with the Office of the Provost.
- xi.** Collect and review charges sent by committees and recognized affiliates of the Senate for the subsequent academic year. The reviewed charges will then be sent to the Office of the Provost.
- xii.** The Governance Historian shall maintain an accurate record of the Senate roster, including dates of installation, offices held,

committees served, and completion of elected terms.

The Governance Historian shall keep an accurate record of Chairs and Recorders of the Standing Committees, including dates of installation and completion of terms.

The Governance Historian shall keep an accurate record of all members of the PTPTR committee, including dates of installation and completion of elected terms.

The Governance Historian shall be the conduit between the secretaries or recorders of all governance units and the webmaster. The Governance Historian will collect all rosters, agendas, minutes, and actions from all Standing Committees, Recognized Senate Affiliates, and Senate *Ad Hoc* Committees and coordinate their posting with the webmaster.

The Governance Historian will ensure that an accurate copy of all official governance documents including but not limited to the Statutes, the Bylaws and the Faculty Handbook is available on the website, and will keep a duplicate physical copy.

5. Faculty Affairs Committee

- a. Membership:** The Faculty 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
Provost or Designee (ex officio)	non-voting
Executive Vice President (ex officio)	non-voting

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

- b. Function:** The Faculty Affairs 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 policy, process and practice that concern the general welfare and function of the faculty, among them those that impact annual evaluation, promotion, tenure, workload, teaching and research infrastructure, emeriti designation,

awarding sabbaticals, compensation, and budget allocations and systems processes that affect the work of the faculty.

The Faculty Affairs Committee will also oversee the process of awarding institutional faculty awards for scholarship, service, and teaching; and seek additional ways to honor the work of the faculty.

The Faculty Affairs Committee shall maintain the Faculty Handbook and coordinate with the Senate to ensure that changes affecting the Faculty Handbook which a) originate in other governance units; b) are approved by the Senate; and c) are affirmed by the President are reflected in the Faculty Handbook. All revisions to the Faculty Handbook shall be forwarded to the Senate for a final review process. The Faculty Affairs Committee will collaborate with the Student Academic Enhancement Committee and the Teaching Resources and Budgetary Allocation Committee to strengthen their shared objectives.

6. Institutional Policy and Campus Affairs Committee

- a. Membership:** The Institutional Policy and Campus 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
Staff Member from the Staff Council	voting
Provost or Designee (ex officio)	non-voting
University Counsel (ex officio)	non-voting
Chief of Staff and Government Relations Officer (ex officio)	

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*	voting
Senator (ex officio), appointed by Senate Chair	non-voting
Senator (ex officio), appointed by Senate Chair	non-voting

*Only tenured faculty members with at least five years of service at MGA and at the minimum rank of associate professor with at least three years at this rank are eligible to serve on the PTPTR Committee. The PTPTR Committee shall consist of seven (7) voting members with approximately equal numbers of full professors and associate professors elected at large (see election below); and two appointed non-voting

on the number of full professors and associate professors that should be elected to maintain approximately equal numbers on the PTPTR Committee. The Chair of the PTPTR Committee will be elected from its voting members.

- c. Senators appointed to the PTPTR Committee are non-voting and shall not participate in any matter pertaining to any specific faculty member undergoing the promotion, tenure, or post-tenure review process. They will participate in discussions about the broader PTPTR process, its impact on other standing committees, and the University.
- d. Function: In coordination with the Dean of each College/School and the Office of the Provost, the PTPTR Committee shall provide relevant information to and training of the faculty about the promotion, tenure, and post tenure review processes; notify faculty of application deadlines per the Faculty Handbook; ensure that all subcommittees are populated and approved; and verify the process at all stages, including to the President in the case of an appeal, or to anyone else party to a particular application.

The PTPTR Committee shall confer with the Faculty Affairs Committee as needed.

- e. The Calendar of Promotion and Tenure Activities can be found in the Faculty Handbook (§3.02.04.5.M.7.d).

9. Student Academic Enhancement Committee

- a.

A. The President of the University shall be an ex officio (non-voting) member of all Recognized Affiliates of the University Senate.

B.

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-

the Provost. Of the eleven members, eight (8) shall be graduate-level teaching faculty, with no more than two (2) members from any specific graduate program. Normally, members will serve for at least two years, with the possibility to volunteer or reappointment for additional terms.

current federal guidelines. The IRB membership will consist of at least 17 members. Additionally, the board will include:

† 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 consultation between the Executive Committee, the Office of Student Affairs, and the Staff Council. Student members shall be enrolled in good standing with a minimum grade point average of 2.5, and shall be recommended by the Office of Student Affairs in consultation with the Student Government Association.

- c. Function: The Student Conduct Board provides panels to determine whether a student has violated the Student Code of Conduct.
- d. 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 Vice President for Student Affairs shall consult with the faculty of record for the affected course, the faculty member’s supervisor, and the Provost or the Provost’s appointed designee.
- e. Hearing panel composition shall consist of one faculty member, one staff member, and one student (a total of three).
- f. Any policy that emerges from the Student Conduct 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 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
1 Student (SGA Representative)	voting
0 or more additional students as deemed necessary to ensure the majority of members present and voting at meetings are students.	voting
Vice President for Student Affairs (ex officio)	non-voting
Executive Director, Budgets and Auxiliary Services (ex officio)	non-voting

*The Chair of this RSA will be a faculty representative elected from and by this faculty pool. The USG mandates the ratio of students to faculty for this body. In 2018, the minimum threshold was 51% students and n=4 students. USG schools are encouraged to exceed the minimum threshold.

- c. Function: The Student Fees Board oversees and manages the allocation of all mandatory fees requiring review by the University System of Georgia. As part of this work, the Student Fees Board reviews existing and new fees; studies the budget request process including calendar, forms, and workflow; provides an open allocation process, including provision for requestors to address the Board; and notifies all interested parties of allocation decisions.
- d. Any policy that emerges from the Student Fees 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.

7. Student Honors and Awards Board

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

Full-Time Faculty as delineated in Article VII§J*	voting
5 Student Representatives	voting
Provost or Designee (ex officio)	non-voting
Vice President for Student Affairs (ex officio)	non-voting

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

- c. Function: The Student Honors and Awards Board shall oversee and manage the decision process and the ceremony to confer student academic and leadership honors and awards. The Student Honors and Awards Board shall coordinate with the Office of the President to oversee and manage the selection process of the Presidential Scholar including nominations, interviews, and the recommendation to the President.
- d. Any policy that emerges from the Student Honors and Awards 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.

8. Student Media Advisory Board

or at a meeting scheduled near the conclusion of spring semester. The Spring meeting will include the Corps of Instruction, Staff, and Officers of the University. At this meeting the group as a whole will receive reports from the Officers of the University, the Chair of the Faculty Senate, the Chair of the Staff Council, the President of the Student Government Association, and other reports as requested by the President.

- 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

x

- 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

Department of Teacher Education and Social Work (SoEBS)	B
Department of Information Technology (SoC)	B
Department of Nursing (SoHNS); Department of Rehabilitation Sciences and Respiratory Therapy (SoHNS)	B
At-Large (one from each campus, applicable to Faculty Senate only)	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.