

# **POLICIES AND PROCEDURES**

## **UNIVERSITY OF WEST GEORGIA**

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# ARTICLE I. THE UNIVERSITY

## **SECTION 1. Administrative Organization**

### A. Office of the President, University of West Georgia

1. The President shall be elected by the Board of Regents upon the recommendation of the Chancellor, and he or she shall hold office at the pleasure of the Board. He or she shall have general responsibility for the operation of all aspects of the University (see Statutes, Article II).
2. The General Officers of Administration reporting directly to the President shall be the Provost and Vice President for Academic Affairs, the Vice President and Dean of Students, the Vice President of Business and Finance, the Vice President of University Advancement and the Director of Institutional Research and Planning.

### B. Officers of Administration

The Officers of Administration shall consist of: (1) The General Officers of Administration listed above; and (2) Major Administrative Officers including deans of the several colleges, the School of Nursing, the Graduate School, the Library, the Registrar, the Director of Admissions, the directors of the other academic units as listed in Article I, Section 1D, and the chairs of the various departments. These officers have the duties enumerated in Article III.

### C. Instructional Components of the University

The instructional components of the University shall be organized into four units. Each of these administrative subdivisions of the University shall have for its purpose the providing of instruction and supporting research in one of the general academic areas of study and investigation. The chief executive officer of each unit shall be a dean who shall coordinate such instruction and research in his or her assigned area. The faculty of each college/school and of each department shall consist of all professors, associate professors, assistant professors, instructors, lecturers, and senior lecturers employed to work in the instructional, administrative, or research activities of that college/school or department.

1. The Graduate School shall administer all graduate work of the University. The Dean of the Graduate School is the Chief Executive officer and the Committee on Graduate studies is the policy recommending body of the Graduate School. The Graduate Faculty shall be recommended by the Committee on Graduate Studies and appointed by the President.

2. The College of Arts and Humanities, College of Sciences and Mathematics, College of Social Sciences, Richards College of Business, the College of Education, and the School of Nursing shall each include departments appropriate to their respective areas of academic responsibility.
3. The Honors College shall administer all courses, program requirements, and policies for the Honors Program and Advanced Academy. The Honors College Dean is the Chief Executive Officer of this unit and is to be advised by the Honors Program Committee.

#### D. Other Academic Units

1. The Continuing Education/Public Services Unit, supervised by a director, shall be responsible for the coordination of the continuing education programs and special workshops.
2. The Department of Learning Support and Testing, supervised by a director and reporting to the Provost and Vice President for Academic Affairs, shall be responsible for the coordination of the Learning Support Program in cooperation with the appropriate academic and administrative agencies of the University and in accordance with the policies of the Board of Regents and the University System of Georgia.
3. Information Technology Services, supervised by a director, shall be responsible for supervision and use of the University automatic data processing facilities; consultation with all segments of the University concerning data processing problems and possibilities; assistance in the development, within academic departments, of computer science courses; and assistance in the use of data processing for research.
4. The Library, supervised by the Dean of Libraries, shall be responsible for all books, maps, charts, music scores, paintings, photographs, prints, manuscripts, and similar documents purchased with University funds or acquired in any manner by the University, except those of an administrative nature and except such as are used solely in the internal work of the several colleges/schools and departments and paid for with college/school or department funds or otherwise acquired by colleges/schools or departments. Also, the Dean of Libraries shall be responsible for coordinating the purchase, distribution, utilization and maintenance of such audio-visual equipment as is used on a university-wide basis, for planning, and producing instructional materials for use by faculties of the several colleges/schools, for advising and assisting the colleges/schools in the procurement and use of instructional materials.
5. The Special Programs Unit, supervised by a director, shall be responsible for off-campus programs, weekend and evening programs, distance learning and external degree programs.

6. The Office of Research and Sponsored Operations, supervised by the Associate Vice President, shall be responsible for the monitoring institutional performance under grants and contract and shall encourage and assist faculty in seeking external funding through grants of various sorts.

#### E. Councils

1. The President's Advisory Committee shall be the immediate advisory body to the President. The President shall appoint persons to this committee with whom he or she will consult on a regular basis to advise him or her on the administration of the University. This Committee shall consist of: a. Persons in administrative positions reporting directly to the President; and b. such other persons as the President believes will provide advice for the orderly, effective, and efficient administration of the Committee's affairs. Appointments shall be annual at the beginning of the fiscal year, and the University community shall be informed in writing of the Committee's membership at that time. If any changes are made during the year, the President shall notify the University community, in a timely manner and in writing, of any appointments, removals, or resignations.
2. The Administrative Council shall be the chief advisory body for administrative activities in the academic operations of the University. It shall consist of the Provost and Vice President for Academic Affairs (chair), Vice President and Dean of Students, Deans of the Graduate School, Arts and Humanities, Sciences and Mathematics, Social Sciences, Business, Education, the School of Nursing, Honors College, Library; the Director of Institutional Research and Planning; Directors of Continuing Education/Public Services, and Information Technology Services; the chair of the Strategic Planning Committee of the Faculty Senate; and the President of the Student Government Association.
3. The Technology Coordination Council shall create, assess, and coordinate technical standards, procedures and processes that implement UWG's information technology strategic policies; to coordinate the activities of UWG's information technology groups to foster the best use of information technology across campus; to perform periodic evaluations of UWG's IT resources; to make cooperative purchasing decisions among the information technology groups; to ensure that the information technology groups communicate with each other and with the University administration; and to advise the Technology Planning Committee of the Faculty Senate and the administration on technical issues.

The Technology Coordination Council will meet jointly once each semester with the Technology Planning Committee to promote communication and cooperation.

Membership: The University Technology Officer (chair) and the director or senior staff member of each campus IT staff (including 1 representative each from Information Technology Services, the Learning Resources Center, the College of

Arts and Humanities, College of Sciences and Mathematics, College of Social Sciences, the Richards College of Business, the College of Education, the School of Nursing, Ingram Library, the Department of Computer Science, Business Information Technology Services, Student Affairs, and Distance Education). The chair of the Technology Committee of the Faculty Senate, or a designee selected by the chair, and the University's Information Security Officer will serve ex officio.

4. The President's Advisory Committee, the Administrative Council, the Planning Council, and the Technology Coordination Council when requested by the President, shall advise on policy recommendations forwarded to the President by the Faculty Senate.

#### F. Modification

The President, in consultation with the Faculty Senate and other representatives of the University community, shall determine the divisional organizational structure necessary for the orderly, effective, and efficient administration of the University's affairs. The heads of the divisions shall recommend for the President's approval, the organizational structures that pertain to their divisions.

Appointments shall be annual at the beginning of the fiscal year, and the University community shall be informed in writing at that time of the organizational structure and the incumbents of all positions at two levels below that of the President. If any changes are made during the year, the President shall notify in a timely manner the University community in writing of any appointments, removals, or resignations.

## **ARTICLE II. THE OFFICE OF THE PRESIDENT**

### ***SECTION 1. The President***

- A. The President shall be the executive head of the University and of all its departments, and shall exercise such supervision and direction as will promote efficient operation of the institution. The President shall be elected by the Board of Regents upon the recommendation of the Chancellor and shall hold office at the pleasure of the Board of Regents. He or she shall be responsible to the Chancellor for the operation and management of the University, and for the execution of all directives of the Board of Regents and the chancellor. (See Section 203.02.05, The Policy Manual, Board of Regents.)
- B. His or her major duties are as follows:
  1. To provide educational leadership by encouraging good teaching, sound learning, and innovation in educational processes.

2. To promote good management within the University by exercising such supervision and direction as will assure efficiency in the work of every college/school, unit, office, and service of the University.
3. To engage in planning for the future development of the University through recommendations to the General Faculty and the Board of Regents.
4. To be the official medium of communication for the University, between the University and the public, the Faculties and the Chancellor, the Faculty Senate and the Chancellor, the Faculty Senate and the Student Body, the Student Body and the Chancellor.
5. To exercise such additional powers as may be assigned or set forth by the Board of Regents.

C. In the implementation of these duties, the President or his or her designee shall:

1. Prepare the annual budget of the University for presentation to the Board of Regents.
2. Recommend annually to the Board of Regents, through the Chancellor, the appointment or reappointment of members of the General Faculty and all other employees of the institution, the salary of each, and all promotions and dismissals.
3. Have the right and authority, with the approval of the Chancellor, to fill vacancies in the General Faculty and the staff between meetings of the Board of Regents with the understanding that these appointments shall be temporary until approved by the Board.
4. Appoint such special committees as are necessary to advise and assist him or her in planning and administration.
5. Have suspensive veto over all legislation or other actions of the Faculties of the University, Senate, Councils or other legislative bodies of the University.
6. Upon recommendation of the appropriate faculties, confer all degrees and issue diplomas in evidence thereof.
7. With the approval of the Board of Regents, grant leaves of absence to faculty members and, in the case of extended illness of any employee, make such salary arrangements as appear fair and equitable to the individual and the University, subject to regulations and approval of the Board of Regents.

8. Recommend to the Board of Regents, through the Chancellor, repairs to existing buildings, construction of new buildings, and other matters relative to the operation of the physical plant of the University.
9. Serve as chair and presiding officer of the General Faculty and his or her designee serves as chair of the Faculty Senate.
10. Decide all questions of the interpretation of these Statutes and determine the nature and extent of the jurisdiction proper to the faculties of the colleges/schools, the General Faculty, the councils, committees, and the several administrative officers for which provision is made in these Statutes. He or she shall settle all questions of conflict of jurisdiction that may arise between any legislative bodies of the University or between them and the administrative officers. From the decision of the President on such matters, appeal may be made to the Board of Regents through the Chancellor as provided in Article IX, By-Laws of the Board of Regents.
11. Prepare an annual report for the Chancellor and Board of Regents.

#### D. Modification

The President, in consultation with the Faculty Senate and other representatives of the University community, shall determine the divisional organizational structure necessary for the orderly, effective, and efficient administration of the University's affairs. The heads of the divisions shall recommend for the President's approval, the organizational structures that pertain to their divisions.

Appointments shall be annual at the beginning of the fiscal year, and the University community shall be informed in writing at that time of the organizational structure and the incumbents of all positions at two levels below that of the President. If any changes are made during the year, the President shall notify in a timely manner the University community in writing of any appointments, removals, or resignations.

## **ARTICLE III. OFFICERS OF ADMINISTRATION**

### ***SECTION 1. General Officers of Administration***

- A. The Provost and Vice President for Academic Affairs shall be the chief advisor to the President and be responsible to the President for coordinating the educational programs and research activities of the University: for supervising the activities of the various colleges/schools and academic units; and for enhancing the quality of instruction, research, and learning. In the absence of the President, he or she shall fulfill the responsibilities of the President.

1. His or her major duties shall be as follows:
  - a. To promote the development of educational programs and research activities which fulfill the responsibilities assigned to the University by the Board of Regents and which meet the needs of students and the geographical area served.
  - b. To unify and harmonize the collective efforts of the instructional corps and the academic administration.
  - c. To exercise general control over the utilization of resources allocated to the University for the support of instruction and research and thus monitor the scheduling of courses of instruction.
  - d. To monitor the formulation, publication, and enforcement of academic regulations and policies.
  - e. To encourage the development of reward systems designed to enhance the quality of instruction, research, and learning.
  - f. Coordinate activities in the following areas: Advisement, Testing, Advanced Placement, and the Honors Program.
2. In the implementation of these duties, the Provost and Vice President for Academic Affairs shall:
  - a. Create administrative policies and procedures designed for the following purposes: to develop an administrative team which will enhance the welfare of the students, the University, and the community; to promote the goals assigned to the University by the Board of Regents; to enforce the policies of the Board of Regents, the University of West Georgia Statutes, and the academic regulations of the faculty; to enhance the quality of instruction, research, and learning; and to maximize the wise and efficient use of institutional resources.
  - b. Study the future development of the University, including major changes in curricula and the need for additional human and physical resources, and recommend to the President priorities for the assignment of offices, classrooms, laboratories and equipment, and for the acquisition and use of additional resources.
  - c. Encourage the development of reward systems, which embody procedural due process and evaluative fairness and are designed to retain the most competent faculty and academic administration possible.

- d. Recommend to the President all appointments and reappointments to the faculties and academic administration: non-renewals of contract; change in salary, rank, and tenure; leaves of absence; and dismissals for cause.
  - e. Maintain the official personnel and professional records of the members of the faculty and officers of administration.
  - f. Supervise sponsored research, the preparation of the instructional and research budgets, the academic schedule, requests for grants, and the University Catalog.
  - g. Recommend to the President the allocation of institutional resources and the assignment of specific duties to the various colleges/schools, units, and departments.
  - h. Direct the preparation and distribution of statistical reports and memoranda which will assist the faculties of the University and academic administration in understanding the goals of the University and in fulfilling their responsibilities.
  - i. Supervise the preparation of, and submission of (by July 1 of each year), an annual report evaluating the instructional corps, the academic administration, and the educational programs and research activities of the University.
  - j. Authorize individual exceptions to academic regulations in the best interest of students and/or the University.
  - k. Perform such other duties as may be assigned to him or her by the President.
3. The Provost and Vice President for Academic Affairs shall be a person of professorial rank. He or she shall be Vice-Chair of the General Faculty, Chair of the Administrative Council, Vice-Chair of the President's Advisory Committee, and an ex-officio member of all standing committees of the Senate.

B. The Vice President of University Advancement shall report to the President.

1. His or her major duty shall be to coordinate the following activities: Public Relations, Publications and Printing, Development and Alumni Affairs, Intercollegiate Athletics.
2. In the implementation of this duty, he or she shall:
  - a. Supervise and coordinate all activities having as their objective the establishment of closer and more cordial relations between the University on the one hand and alumni, prospective students, the community, and the general public on the other.

- b. Represent the University, from time to time, at public occasions and other events and have overall responsibility for coordinating all special events such as ceremonies, dedications, graduations, conferences, convocations, etc.
- c. Have administrative responsibility for the technical preparation of all official university publications.
- d. Have overall responsibility for the dissemination of news and for relations with representatives of the mass communications media and serve as the institutional spokesperson as directed by the President.
- e. Assist the Director of Admissions in the recruiting of students.
- f. Prepare and submit to the President an annual report and an annual budget.

C. The Vice President of Business and Finance shall report to the President.

- 1. His or her major duty shall be to coordinate the activities assigned to: the Business Office, Budgeting Office, Personnel Office, Auxiliary Enterprises, Physical Plant Operation, Campus Security, and Campus Development.
- 2. In the implementation of this duty, he or she shall:
  - a. Have charge of the financial operations of the University and have custody and control of all its funds and securities.
  - b. Be responsible for the installation and administrative direction of all accounting records and procedures, the preparation and interpretation of all financial reports, and the proper functioning of internal auditing procedures.
  - c. Assist the President in the preparation of the University budget, resource allocation, and control of budget operations.
  - d. Maintain adequate records of all contracts and leases, compile cost analyses, and supervise the preparation of statistical reports.
  - e. Keep proper books of account fully setting forth the financial condition and transactions of the University, and exercise general supervision over all accounts of officers of the University which have to do with the receipts and disbursements of funds. Such officers shall keep their accounts in such manner and render to him or her such statements as he or she may require.
  - f. Examine all accounts, claims, and demands against the University. No money shall be drawn from the treasury to pay such accounts, claims, or demands,

unless they are found by him or her to be correct and unless there is money in the treasury legally available for payment thereof.

- g. Receive any and all funds paid to the University from any source in the name of the University.
  - h. Upon approval by the President, but without any liability attaching to the Board of Regents, permit the Cashier to act as treasurer for student organizations and other organizations provided such accounts are kept separate from University accounts.
  - i. Be empowered to sign checks for the University, or to delegate such power, with the approval of the Treasurer of the Board of Regents.
  - j. Have charge of all the physical property of the University, except educational equipment and apparatus, and be responsible for buildings, utilities, apparatus, real estate, the warehouse, university vehicles, repairs and upkeep of the buildings and grounds, and the moving, alteration, repair, construction, etc., of equipment and apparatus.
  - k. Exercise direct administrative control over the allocation, reallocation, use and alteration of space throughout the University plant, conferring with the Provost and Vice President for Academic Affairs with respect to space assigned for instructional purposes or faculty use, and reporting to the President with respect to all other disposition of space.
  - l. Be responsible for the operation of the auxiliary enterprises, including dormitories, dining hall, health services, bookstore, postal service, and such other auxiliary enterprises as may from time to time be added.
  - m. Supervise the work of the Director of Human Resources and in consultation with the President and appropriate staff members employ skilled and unskilled labor, and fix the hours and wages of such skilled and unskilled workers.
  - n. Prepare an annual report and an annual budget.
3. The Vice President of Business and Finance shall be a member of the General Faculty and a member of the President's Advisory Committee.

D. The Vice President and Dean of Students shall report to the President.

- 1. His or her major duty shall be to coordinate the following activities: Admissions, Registration and Records, Enrollment Management, Counseling, Financial Aid, Placement, Cooperative Education, Internship Programs, Orientation, Housing, Health Services, Student Activities, Student Discipline and Due Process, Intramurals.

2. In the implementation of this duty, he or she shall:
  - a. Encourage the development of programs, policies, and procedures which are designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of student affairs under his or her supervision.
  - b. Make recommendations to the President concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
  - c. Be responsible for enforcing the rules and regulations of the Board of Regents, the Statutes of the University of West Georgia, and duly enacted policies of the University and of the units under his or her supervision.
  - d. Recommend to the President an annual budget with written justifications for personnel services including leaves, released time and administrative support; supplies, equipment, and travel requests. This budget also shall include contingency priority plans based on anticipated budget increases or decreases.
  - e. Submit to the President an annual report evaluating the educational programs and research activities assigned to the units listed in D 1 above. Documentation supporting this evaluation shall be incorporated in the appendix of the report.
  - f. Perform such other duties as may be assigned to him or her by the President.
3. The Vice President and Dean of Students shall be a member of the General Faculty, the President's Advisory Committee and the Administrative Council. He or she shall have direct supervisory authority over the directors or other supervisors of the units described in D 1 above.
4. The Registrar shall be appointed by the President and report directly to the Vice President and Dean of Students. He or she shall maintain accurately the academic records of all students and shall carry out such additional duties as may be assigned by the Vice President and Dean of Students. The Registrar shall be a member of the General Faculty.
5. The Director of Admissions shall be appointed by the President and report directly to the Vice President and Dean of Students. He or she shall be charged with the responsibility for the admission of all undergraduate students. The Director of Admissions shall be a member of the General Faculty.
- E. The Director of Institutional Research and Planning shall report to the President. He or she shall have responsibilities which include but are not limited to the following:

1. Authority and resources necessary to coordinate the institutional assessment function as defined by Board of Regents Policy, and the Southern Association of Universities and Schools Commission on University Criteria.
2. Serve as advisor to the President and the President's Advisory Committee on compliance issues and be responsible for monitoring institutional performance in addressing Federal regulations, State law, Board of Regents policy, accrediting agency criteria and standards, and Georgia State Post Secondary Review Entity mandates.
3. Coordinate institutional planning, institutional research, and institutional assessment.
4. Serve at the pleasure of the President as a member of University-wide councils, boards, and committees; as the University representative to the University System Administrative Committee on Institutional Research and Planning; and as the University representative/liaison to the Georgia Post Secondary Review Entity.

#### F. Modification

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Appointments shall be annual at the beginning of the fiscal year, and the University community shall be informed in writing at that time of the organizational structure and the incumbents of all positions at two levels below that of the President. If any changes are made during the year, the President shall notify in a timely manner the University community in writing of any appointments, removals, or resignations.

### ***SECTION 2. Other Officers of Administration***

- A. The Deans of the several colleges/schools shall report to the Provost and Vice President for Academic Affairs.
  1. The major duty of each dean shall be to coordinate the educational programs and research activities assigned to the college/school of which he or she is dean.
  2. In the implementation of this duty, he or she shall:

- a. Encourage the development of programs, policies, and procedures which are designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.
  - b. Make recommendations to the Provost and Vice President for Academic Affairs concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
  - c. Be responsible for enforcing the rules and regulations of the Board of Regents, the *Statutes* of the University of West Georgia, and duly enacted policies of the University and of the college/school to which he or she is assigned.
  - d. Recommend to the Provost and Vice President for Academic Affairs an annual budget with written justifications for personnel services including leaves, released time, and administrative support; supplies, equipment, and travel requests. This budget also shall include contingency priority plans based on anticipated budget increases or decreases.
  - e. Submit to the Provost and Vice President for Academic Affairs an annual report evaluating the educational programs and research activities assigned to his or her college/school. Documentation supporting this evaluation shall be incorporated in the appendix of the report.
  - f. Perform such other duties as may be assigned to him or her by the Provost and Vice President for Academic Affairs.
3. The deans shall be members of the General Faculty, and of the Administrative Council. Each dean shall have direct supervisory authority over the department chairs assigned to the college/school of which he or she is dean.
- B. The Directors of activities relating to instruction, including Information Technology Services, Library, Special Programs, and Continuing Education/Public Services, shall report to the Provost and Vice President for Academic Affairs.
1. The major duty of each director is to coordinate the activities assigned to the unit for which he or she is responsible.
  2. In the implementation of this duty, he or she shall:
    - a. Encourage the development of programs, policies, and procedures which are designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.

- b. Make recommendations to the Provost and Vice President for Academic Affairs concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
  - c. Be responsible for enforcing the rules and regulations of the Board of Regents, the *Statutes* of the University of West Georgia, and duly enacted policies of the University and of the units under his or her supervision.
  - d. Recommend to the Provost and Vice President for Academic Affairs an annual budget with written justifications for personnel services, including leaves, released time and administrative support; supplies, equipment and travel requests. This budget also shall include contingency priority plans based on anticipated budget increases or decreases.
  - e. Submit to the Provost and Vice President for Academic Affairs an annual report evaluating the programs and activities assigned to his or her unit. Documentation supporting this evaluation shall be incorporated in an appendix to the report.
  - f. Perform other duties assigned to him or her by the Provost and Vice President for Academic Affairs.
3. The directors shall be members of the General Faculty and of the Administrative Council. They shall have direct supervisory authority over the units listed above.

C. The Department Chairs shall report to the deans of their respective college/school.

1. The major duty of each department chair is to coordinate the educational programs and research activities assigned to the department of which he or she is the chair.
2. In the implementation of this duty, he or she shall:
  - a. Routinely consult with members of his or her department on all substantive matters.
  - b. Encourage the development of programs, policies, and procedures designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.

- c. Make recommendations to the dean of his or her college/school concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
- d. Be responsible for enforcing the rules and regulations of the Board of Regents, the *Statutes* of the University of West Georgia, and duly enacted policies of the University, the college/school, and the department to which he or she is assigned.
- e. Submit to the dean of his or her college/school an annual budget and an annual report in the form prescribed by the dean of the college/school.
- f. Perform such additional duties as may be assigned to his or her college/school.
- g. Department chairs shall be members of the General Faculty. Each chair shall have direct supervisory authority over the instructional corps assigned to his or her department.

#### D. Modification

The President, in consultation with the Faculty Senate and other representatives of the University community, shall determine the divisional organizational structure necessary for the orderly, effective, and efficient administration of the University's affairs. The heads of the divisions shall recommend for the President's approval, the organizational structures that pertain to their divisions.

Appointments shall be annual at the beginning of the fiscal year, and the University community shall be informed in writing at that time of the organizational structure and the incumbents of all positions at two levels below that of the President. If any changes are made during the year, the President shall notify in a timely manner the University community in writing of any appointments, removals, or resignations.

## **ARTICLE IV. FACULTIES OF THE UNIVERSITY**

### ***Section 1. Role and Function of the Faculties***

#### A. Faculty Workload

- 1. Faculty are expected to teach four 3-hour courses or the equivalent per semester, unless a portion of that time is reassigned for administrative, research, or other purposes approved by the Dean or a lesser load is required to maintain specialized accreditation (e.g., AACSB).

2. Faculty are expected to assume their fair share of academic advising, registration duties, club sponsorships, and departmental committee work.
3. Faculty are expected to accept a reasonable share of institution-wide service activities, including institutional governance, when selected. However, faculty also are expected to exercise prudence in accepting such service, so that they are not taking on a disproportionate or unduly burdensome load that interferes with teaching and research.
4. Faculty are expected to have an on-going research and professional development agenda, to share the agenda with their department chair, and to make progress annually in addressing the agenda.
5. Faculty are expected to engage in public and professional service activities as time and opportunity allows.
6. Faculty are expected to average no more than one day a week in any approved outside employment.
7. Faculty may not be paid for teaching overloads during the regular academic year and will not be assigned overloads unless they are agreeable and compensatory time is provided within the subsequent two (2) semesters.
8. Summer teaching is optional, depends on need, and is limited to no more than 9 credit hours for the summer semester.

#### B. Role and Function of the General Faculty

1. Subject to approval by the President, the Chancellor and the Board of Regents, the General Faculty has primary authority and responsibility in formulating policy and rules and regulations in all matters concerning curriculum (including, but not limited to, programs and courses of study, major field requirements, core curriculum, and individual courses), to conduct and schedule classes and final examinations, to set requirements for graduation, and to specify the educational standards of the University.
2. Subject to approval by the President, the Chancellor, and the Board of Regents, the General Faculty shall formulate policies for admission, registration, dismissal, and academic discipline of students.
3. The General Faculty shall participate with the administration in the formulation and maintenance of policies for:
  - a. Appointments, promotions, tenure, salaries, dismissals, and discipline of faculty and academic administrators.

- b. Operation of the library and Information Technology Services.
  - c. The preparation of the academic calendar, including the setting of dates for commencement exercises and academic convocations.
4. The General Faculty shall participate with the administration and properly constituted representative student groups in the formulation and maintenance of policies for the following matters:
- a. Student publications, financial aid, and housing.
  - b. Intercollegiate athletics.
  - c. Student organizations (including fraternities and sororities).
  - d. All other student activities and affairs.
5. Subject to the approval of the President, the General Faculty, in exercising its responsibilities, duties and powers, may establish such committees, councils, and other bodies and may delegate such of its powers and functions as it deems expedient, provided that adequate supervision and review of the actions of committees, councils, and other bodies are maintained.

#### C. Role and Function of the Graduate Faculty

The Graduate Faculty may consider any question related to the organization, conduct or policies of graduate programs provided that before final action is taken such question shall be referred to the Graduate Programs Committee for its recommendation. Through the Graduate Programs Committee, the Graduate Faculty shall formulate and recommend policies pertaining to graduate studies and shall consider all proposals, reports, and other matters germane to the graduate program.

#### D. Role and Function of the Several Colleges/Schools

The organizational structure and procedures required for conducting academic business in each college/school, and the Irvine Sullivan Ingram Library, shall be based on the principle of representative faculty participation as reflected in the *Statutes*. College/school business not affecting other units of the University and not in conflict with Senate policy shall be channeled directly to the appropriate administrative units on the college/school or University level, and reported to the Senate for information. College/school business affecting other units of the University shall be channeled through the appropriate committee of the Senate. When necessary, the Senate will determine whether any specific item is an internal college/school matter or a University matter, and whether action of the separate colleges/schools was taken on the basis of representative faculty participation.

## **Section 2. Faculty Senate Organization**

### A. Composition of the Senate (Revised March 12, 2010)

The Senate shall be comprised solely of the voting members of the General Faculty as defined in Article I, Section 2C of the Statutes. Its membership shall include:

1. The President, an ex-officio (nonvoting) member;
2. The Provost and Vice President for Academic Affairs, an ex-officio (nonvoting) member;
3. Chair of the Senate;
4. Chair-Elect of the Senate, an ex-officio (nonvoting) member;
5. Past Chair of the Senate, an ex-officio (nonvoting) member;
6. Duly elected senators, apportioned to each college, the School of Nursing and the Library, such that the number of senators allocated to each unit shall equal 10% of their full-time faculty. The Library and the School of Nursing shall elect their senators at large. For the colleges, each department within a college elects one senator and the remaining senators allocated to that college are elected at-large by the college. Should any department fail to elect a senator in an election cycle for which it has a vacancy, that vacancy will be added to the at-large pool for its college for that election.
7. Executive Secretary

### B. The Chair of the Faculty Senate

With the consent of the President of the University, the Chair of the Faculty Senate shall preside at all Faculty Senate meetings and chair the Executive Committee of the Senate. Additional responsibilities include serving as the representative of the University of West Georgia to the University System of Georgia Faculty Council; serving as a liaison between Senate and other stakeholders in the University community; setting the agenda for Senate meetings; providing for an orientation and training for new chairs of Senate committees; resolving issues with Senators who do not serve or who resign; casting a vote only in case of a tie; and designating a replacement to preside over Senate meetings in case of absence; and mentoring the current Chair-Elect.

#### 1. Eligibility

The Chair of the Senate must be a tenured full-time faculty member who has served in the Senate within the prior three years and who is not currently Chair or Past-Chair of the Senate

2. Election of the Chair of the Faculty Senate

At the March meeting of the Faculty Senate in the current Chair's last year in office, the Senate shall nominate at least two (2) qualified persons to stand for election as the next Chair; in April the University faculty will vote in such a fashion that the winner of the election will have received a majority of votes cast. Ballots will specifically include an option for a write-in candidate.

If the newly elected Chair is currently a member of the Senate, the newly elected Chair will resign his or her Senate seat (and committee assignments) before assuming the role of the Chair-Elect and will be replaced by an election within the person's respective college or school.

3. Term of Office

The newly elected Chair of the Faculty Senate will begin service on June 1 following his or her election for a one-year term in the position of Chair-Elect of the Faculty Senate. Consecutively, he or she will automatically serve a two-year term in office as Chair of the Faculty Senate, followed by a one-year term as Past Chair of the Faculty Senate.

4. Support

To support the effective carrying out of his or her duties, in due recognition of the time commitment of such service, the Chair of the Faculty Senate shall receive reassigned time of one-course per semester of the equivalent. In consultation with the individual's supervisors up through the level of the Provost, there may be an alternative of an equivalent stipend. In the case of reassigned time, the Chair's home department shall be compensated by an amount sufficient to hire a part-time instructor to fill the gap left by the course release.

C. The Chair-Elect of the Faculty Senate

The Chair-Elect will serve as an *ex officio* member of the Faculty senate for one year before taking office as Chair. While serving in the position, the Chair-Elect will learn the responsibilities of the Chair of the Faculty Senate and will be mentored by the current Chair. Responsibilities for the Chair-Elect will include the following: attend monthly Faculty Senate meetings as an *ex officio* member; attend occasional President's Advisory Council (PAC) meetings; attend one state-level meeting for Faculty Senate leaders during the year. Should the Chair of the Faculty Senate be absent, the Chair-Elect shall preside. Should the position of the Chair of the Faculty Senate become vacant between elections, the Chair-Elect of the Faculty Senate shall fill the vacancy.

D. The Past Chair of the Faculty Senate

After the two year term in office, the Chair of the Senate will serve a two (2) year term as Past Chair, an ex-officio (nonvoting) member of the Senate. The Past Chair will serve on the Executive Committee of the Senate.

E. The Executive Secretary

The Secretary of the General Faculty shall serve as the ex-officio (nonvoting) Executive Secretary of the Senate. His or her duties shall be to prepare and maintain the official records of the Senate, to receive committee reports, to supervise the operational affairs of the Senate, maintain the Senate web site, and serve as a member of the Executive Committee of the Senate.

F. The Executive Committee of the Faculty Senate

The Faculty Senate shall include an Executive Committee with the following functions and composition.

1. Functions. The Executive Committee shall have broad responsibility for:
  - a. Planning and facilitating the activities of the Senate, including the following functions; assign senators to Senate standing committees and subcommittees; create ad hoc Senate committees and assign senators; assign senators to such non-senate university committees, task forces and search committees as may be needed; propose any legislation to the Senate the Executive Committee may deem appropriate.
  - b. Overseeing the election of the officers of the Senate, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results.
  - c. Interviewing candidates for university-wide positions and provide evaluations to the appropriate search committees.
2. Composition. The Executive Committee shall be composed of the chairs of the Senate standing committees, the Chair of the Senate, the Past Chair of the Senate, the Executive Secretary, the President of the University, and the Provost of the University.

G. Election of the Faculty Senate

The following shall be the rules which govern election to the Senate, with the exception that in any year in which a college is reorganized in such a manner as to affect the ability to adhere to these rules, the Senate shall have the authority to allow exceptions to these rules as it may deem necessary.

1. Senators shall be elected for a term of three (3) years from the General Faculty, excluding the Officers of Administration named in Article III. Academic department chairs, however, shall be eligible for election. Terms shall be staggered with one-third elected each year. Senators may be re-elected; however,

- no senator shall be eligible for re-election until at least one (1) year after completion of his or her second consecutive full (three-year) term.
2. In case of a temporary vacancy of at least one semester, a replacement shall be elected by the unit of the absent senator to serve during his or her absence.
  3. By February 15<sup>th</sup> of each year the Executive Secretary shall notify, in writing, the dean or head of each unit and the Provost and Vice President for Academic Affairs of the number of Senate positions to be filled by each unit.
  4. All members of a unit who meet the requirements set forth above are eligible to be elected as senators. To be elected a person must receive a majority of the votes cast at a meeting of the members of his or her unit which has been called for that specific purpose. That meeting should be held before April 7<sup>th</sup>, and must be announced at least two weeks prior to being held. Senators shall be elected on a basis of representative faculty participation, and consistent with the provisions of A (3) above, and shall be inaugurated at the last meeting of the Faculty Senate in spring semester. (The newly constituted Senate – and its committees shall begin office the first meeting of Summer semester.) The dean or head of each unit shall notify, in writing, the Chair of the Faculty Senate, the Executive Secretary of the Faculty Senate and the Provost and Vice President for Academic Affairs of the election results by the agenda deadline for the final Spring semester meeting of the Faculty Senate.
  5. The composition of the Senate shall be reviewed at least every five (5) years by the Senate Rules Committee. When revisions in numbers or representation are made, the terms of newly elected senators shall be modified, if necessary to one-year, two-year, or three-year terms to maintain a balanced rotating membership among units.
  6. Unexpired terms of Chair of the Senate shall be filled by the same procedure used in the initial election.

#### H. Standing Committees, Purpose

The Senate shall empower standing committees (listed in I below) to recommend policy and/or procedures on all matters appropriate to their respective areas of concern. In addition to recommending policy on matters within its purview, each standing committee shall be responsible for working with the administration in a liaison capacity to help ensure effective communication with regard to policy implementation. The effective working system of the Senate, then, will consist of the standing committees. The Senate Rules Committee reserves the right to resolve all jurisdictional and procedural questions that might arise among the committees.

#### I. Standing Committees, Functions

In order to fulfill its purposes with representation from its membership, each standing committee shall set meetings that do not conflict with the contractual obligations of its members.

J. **Standing Committee, Membership and Purpose**

Each Faculty Senate Committee shall be assigned senators to its membership. Such assignments will be made by the Senate Executive Committee in consultation with the expressed preferences of each Senator.

1. Undergraduate Programs Committee. Purposes: to recommend policy and procedures concerning undergraduate degrees and academic programs (including majors, concentrations, and minors), extended degree programs, international programs, core curriculum, and individual undergraduate courses; and to approve all undergraduate course additions or deletions from the curriculum and any reorientation of existing programs. Membership: five senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Registrar, and one appointed by the Provost; one student, appointed by SGA (Total: 15)
2. Graduate Programs Committee. Purpose: to recommend policy and procedures concerning graduate programs, curriculum, admissions, transfers, admission to candidacy, eligibility for graduation, petitions and appeals, and graduate faculty membership; and to approve all additions and deletions of graduate courses and programs and reorientations of existing programs. Membership: five senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the school of Nursing, and the Library; two administrators: the Dean of the Graduate School, and one appointed by the Provost. A student representative shall serve as a non-voting, ex-officio member of the committee.
  - a. Selection Criteria
    - (1) Currently enrolled as a graduate student in good standing
    - (2) Expected to be present at GPC scheduled meetings
    - (3) Willing to commit to a 1-2 year term
  - b. Selection Methods
    - (1) The Graduate Programs Committee Chair will solicit names from each college/school at the beginning of the academic year.
    - (2) Each college or school (COAH, COSM, COSS, COE, RCOB, SON) may submit the name of one graduate student who meets the selection criteria.
    - (3) The Graduate Programs Committee members will select one student representative at the first meeting of the academic year.
3. Honors Program Committee. Purpose: to recommend policy and procedures concerning Honors College admission and retention criteria, Honors College

- advising and curriculum matters, petitions and appeals, and the annual Honors Convocation; to recommend proposals for recognizing Honors College student achievements through the University Commencement program and other appropriate means; and to recommend means to attract prospective Honors College students, and to provide Honors College students amenities and advantages consistent with national patterns of excellence; and to make recommendations concerning honorary degrees. Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: the Dean of the Honors College, the Director of the advanced Academy, and one appointed by the Provost; one student, appointed by the Student Honors Council, (Total: 14)
4. Academic Policies Committee. Purpose: to recommend policy and procedures concerning advising, undergraduate admissions and retention, progression and graduation, registration, University calendar, class scheduling, final examinations and examination scheduling, testing, advanced placement, commencement, and catalogs--including catalog content; to consider undergraduate student petitions for exceptions to academic policy, including graduation requirements, as authorized by the Provost and Vice President for Academic Affairs; and to advise with respect to Admissions, Enrollment Management, Learning Support and Testing, Registrar, Registration and Records. Membership: four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Registrar and one appointed by the Provost; one student, appointed by SGA. (Total: 14)
  5. Faculty Development Committee. Purpose: to recommend policy concerning appointments, promotions, tenure, salaries, benefits, grievances, discipline and dismissals; to serve as the Faculty Hearing Committee in accordance with the Board of Regents established faculty grievance process; to review pedagogy for distance and classroom learning; to determine the allocation of UWG funded grant support; and to serve in an advisory capacity on faculty and institutional research, institutional diversity, sponsored operations, and other faculty development issues as may be requested by administration. Membership: three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, the Library; one administrator, appointed by the Provost. (Total: 11 or 12)
  6. Strategic Planning Committee. Purpose: to recommend policy concerning University purposes and goals (and to evaluate their degree of suitability and attainment), academic planning and growth, SACS and specialized accreditations, the Quality Enhancement Plan (QEP), and campus development and to monitor the implementation of the University's strategic plan. Membership: three or four senators; seven faculty, one elected from each of the following academic units:

the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators; the Director of Institutional Research and Planning and one appointed by the Provost; one student, appointed by SGA. (Total: 13 or 14)

7. Student Affairs Committee. Purpose: to serve in an advisory capacity to the Vice President for Student Affairs and to recommend policy and procedures concerning financial aid, orientation, housing, health and food services, career and counseling services, student security and safety, student discipline, student publications, student organizations and government, student development, internship programs, multicultural opportunities, international students, and other student matters referred to the committee. Membership: three senators; seven faculty, one elected from each of the following academic units; the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one appointed by the Provost, and one by the Vice President for Student Affairs; two student representatives, one appointed by SGA and one by the Dean of the Graduate School. (Total: 14)
8. Technology Committee. Purpose: To recommend policy and procedures concerning the integration of information and instructional technology into the academic mission, including distance and online learning; to evaluate the state of information technology at the university; and to advise with respect to the campus computer centers, and Information Technology Services. Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators; the Chief Information Officer, the Director of Distance and Distributed Education, and one appointed by the Provost; one student representative, appointed by SGA. (Total 14)
9. Facilities and Services Committee. Purpose: to serve in an advisory capacity to the Vice President for Business and Finance and to recommend policy and procedures concerning campus planning and development, auxiliary services, campus security and safety, campus facilities such as telephone services, mail services, parking and traffic control, physical plant, and environmental and sustainability issues. Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one appointed by the Provost and one by the Vice president of Business and Finance; one student representative, appointed by SGA. (Total: 13)
10. University Relations Committee. Purpose: To serve in an advisory capacity to the Vice President for University Advancement and to recommend policy and procedures concerning continuing education, university public relations, alumni relations, marketing, university events and convocations, priorities for fund raising. Membership: three senators: seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB,

COE), the School of Nursing and the Library; two administrators, one appointed by the Provos, and one by the Vice President for University Advancement; one student representative appointed by SGA. (Total: 13)

11. Intercollegiate Athletics Committee. Purpose: To recommend policy and procedures concerning athletic admission standards, athletic budgets, program expansion or reduction, and membership in associations; and to oversee the enforcement of conference, association, and accreditation rules and regulations. Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: the Director of Athletics; the NCAA representative; one appointed by the provost, and one by the Vice President for University Advancement; two students, appointed by SGA. (Total: 16)
12. Budget Committee. Purpose: to review the budget of the University and to make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University. Membership: three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; five administrators: the Director of Budget Services and one each appointed by the Provost, the Vice president for Student Affairs, the Vice President for Business and Finance, the Vice President for University Advancement; one student representative, appointed by SGA. (Total: 16 or 17)
13. Rules Committee. Purpose: to review and make recommendations to the Faculty Senate regarding the structures, composition and organizational aspects of the Faculty Senate and its committees and the rules under which they operate; to resolve disputes between Senate committees; to recommend clear, transparent, efficient and effective rules for faculty participation in shared university governance; to consider appeals for cases of alleged violations to the rules; to recommend and to coordinate revisions and updates to the *UWG Faculty Handbook, Statutes, Bylaws, Policies and Procedures*, and any operating protocols the Senate establishes. Membership: three senators; seven faculty, one elected from each of the following academic units: The five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the University General Counsel; and one appointed by the Provost. (Total 12)

#### K. Standing Committees, Restriction on Membership

1. The Executive Committee shall assign Senators from its eligible members to each standing committee. The administration members designated in Article IV, section F (excluding those identified by role in the statutes) shall be appointed by the Provost and Vice President for Academic Affairs. The undergraduate students shall be chosen in the manner determined by the Student Government Association

General Assembly. Graduate students shall be appointed by the Committee on Graduate Studies.

2. The President, Provost and Vice President for Academic Affairs, Chair of the Senate, and Executive Secretary of the Senate shall not be eligible to serve on the standing committees of the Senate, except in an ex-officio (nonvoting) capacity, and no faculty representative shall serve on more than one committee (other than the Committee on Graduate Studies).
3. The faculty representatives on the committees shall be elected from faculty excluding the Officers of Administration named in Article III. Academic department chairs, however, shall be eligible for election. The faculty representation, including senators, on each committee (except the Committee on Graduate Studies and the Honors College Committee) shall be assigned to various committees as outlined in F above.
4. The Executive Secretary shall notify, in writing, Chair of the Senate, the Deans of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; and the Provost and Vice President for Academic Affairs of the number of committee positions to be filled by each unit. Such notification shall be made by February 15<sup>th</sup>.
5. Election of non-senators to committees shall proceed in each of the following seven units: the College of Arts and Humanities, the College of Sciences and Mathematics, the College of Social Sciences, College of Business, School of Nursing, College of Education and the Library. The faculty of each unit shall elect its representatives by whatever rules that unit has approved for doing so, no later than April 15. The deans or heads of the units shall report the results of the election, in writing, to the Chair of the Faculty Senate, the Executive Secretary to the Faculty Senate and to the Provost and Vice President for Academic Affairs before the agenda deadline for the last Faculty Senate meeting of Spring semester. Administrative, ex officio appointments will be likewise reported.

#### L. Terms of Office for Committee Members

1. Elected members shall serve a two-year term and shall serve no more than two full terms consecutively on the same committee. Exceptions can be made upon reorganization/recomposition.
2. Newly elected members will assume their term effective Summer semester. [n.b. per the Registrar's office, Summer semester begins with Maymester mmcm 4/8/02]
3. Senate members ordinarily shall serve on the same committee until completion of their terms.

4. Unexpired terms due to permanent loss of a committee member shall be filled by election from the unit of the member whose term is to be filled. In case of temporary vacancy of at least one (1) semester, a replacement shall be elected by the member's unit to serve during the absence of the elected committee member.

#### M. Standing Committee Recommendations

1. Recommendations from standing committees shall routinely be presented to the full Senate. The Senate by majority vote may submit such recommendations to the President for his or her approval, or refer them back to appropriate committees for further consideration, providing appropriate reason(s) for nonacceptance. The Senate shall develop effective written means of communicating all actions to the General Faculty. On petition of twenty five (25) percent of the General Faculty, the President of the University shall call the General Faculty into special session to consider any action of the Senate, provided notice and agenda of the meeting are given to each member of the General Faculty at least five (5) days before the date of such meeting.
2. Upon receipt of a recommendation from the Senate, the President within thirty (30) days, shall either approve or disapprove the recommendation. The recommendations will become official policy when approved by the President, except when approval by the Chancellor or Board of Regents is required. If a recommendation from the Senate to the President is not accepted, the President shall report in writing to the Senate his or her reasons for rejecting the recommendation and upon two-thirds vote of the Senate the matter shall be referred to the General Faculty for consideration and recommendation.

#### N. Ad Hoc Committees, Subcommittees and Task Forces

The Senate or Executive Committee may appoint ad hoc committees. Also each standing committee of the Senate may appoint ad hoc subcommittees or task forces to meet its charge.

### ***Section 3. Modification***

Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of the General Faculty which may be taken either at a physical meeting or by means of electronic or other written forms of balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion will have passed if it receives a majority of the votes cast.

## **ARTICLE V. GENERAL POLICIES OF THE FACULTIES**

### ***SECTION 1. Release of Information About Students***

- A. Students of University of West Georgia have the right to assurance that their academic records, compiled and maintained by the University, will be recorded accurately and maintained in confidence. The University shall, however, maintain a balance between its obligation for the growth and welfare of the student and its responsibilities to society.
- B. Transcripts of educational records shall contain only information about academic status, except that disciplinary action shall be recorded in cases where it affects the student's eligibility to re-register.
- C. Disciplinary and counseling files shall be maintained separately from academic records and shall not be available to unauthorized persons on campus nor to any person off campus without the written consent of the student involved, except under legal compulsion or in cases where the health or welfare of persons or the safety of property are involved. No record shall be kept which reflects the political activities or beliefs of students. Provision shall be made for periodic routine destruction of noncurrent disciplinary records whenever appropriate administrative authorization is granted by the University.
- D. The University shall make every endeavor to keep the student's record confidential and out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff must respect the confidential nature of the student's record. At the same time, the University shall be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits.

### ***SECTION 2. Equal Opportunities of Employment, Affirmative Action Plan***

The University of West Georgia is an equal opportunity educational institution. The University of West Georgia does not discriminate against any employee or applicant for employment on the basis of race, color, sex, religion, creed, age, sexual orientation, disability, national origin, or veteran status regarding hiring, tenure, promotion, or annual or periodic performance evaluations.

### ***SECTION 3. Right to Redress***

Any faculty member, administrative officer, or employee of the University who believes that his or her rights have been invaded or ignored by any other faculty member, administrative officer, or employee of the University, and who is unable to obtain within

his or her own college or activity redress which is satisfactory to him or her, may appeal formally for redress through established channels to the President. If the President's decision does not settle the matter to his or her satisfaction, he or she may present to the President a formal appeal to the Board of Regents as provided in Article IX, By-Laws of the Board of Regents.

#### ***SECTION 4. Modification***

Modifications of the above provisions in SECTIONS 1,2, and 3 of this article may only be made through a vote of the General Faculty which may be taken either at a physical meeting or by means of electronic or other written forms of balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion will have passed if it receives a majority of the votes cast.

# BY-LAWS OF THE FACULTIES AND FACULTY SENATE

## University of West Georgia

### **ARTICLE I. BY-LAWS OF THE GENERAL FACULTY**

A. OFFICERS: The officers of the General Faculty shall be as follows:

Chair:	The President of the University
Vice Chair: Affairs	The Provost and Vice President for Academic Affairs
Secretary:	An elected faculty member
Parliamentarian:	An elected faculty member

B. ELECTION AND SUCCESSION OF OFFICERS. The Secretary and Parliamentarian shall be elected by the General Faculty for three-year terms. In the event of a vacancy, the General Faculty, upon recommendation of the Senate, shall elect a successor for the unexpired term. The Vice Chair shall preside when the chair is absent or when the chair desires to participate actively in the debate on the floor.

C. REGULAR MEETINGS. The General Faculty shall hold at least one meeting in each academic semester. Items may be placed on the agenda by any member or department by submission in writing to the Secretary. The agenda shall be distributed to each member at least one week prior to the meeting. The agenda may be amended at a regular meeting by two-thirds vote.

D. SPECIAL MEETINGS. Special meetings of the General Faculty may be held on call by the President. In addition, the President shall call a meeting of the General Faculty on application of twenty-five percent of the membership. Such Special Meetings shall be called with at least five days notice including notice of the items to be considered at the meeting. Additional items may be placed on the agenda at special meetings by two-thirds vote.

E. QUORUM. A quorum at regular and special meetings of the General Faculty shall be as defined in the current version of Roberts Rules of Order. No vote shall be taken at a meeting of the General Faculty unless a quorum is present.

F. VOTING. Only members of the General Faculty may vote. Voting in regular and special meetings may be by voice vote except that a division vote (by showing of hands or standing, whichever is most convenient to the counters) shall be taken on

request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty (20) percent of the members present. If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic or other forms of written balloting. In the case of such subsequent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion shall be approved upon a majority of votes cast.

- G. All actions of the General Faculty shall be in the form of recommendations to the President of the University. Should the President approve these actions, he or she shall inform the General Faculty at the next regular or special meeting, of the actions taken to implement these recommendations. If any action of the General Faculty should be vetoed by the President, the President shall, no later than thirty (30) days after the action by the General Faculty, submit to the General Faculty in writing his or her reasons for rejecting the action. If the matter should be approved again by a two-thirds vote of the General Faculty, a quorum being present and voting, the issue shall be submitted by the President to the Chancellor's Office for consultative purposes.

## ***ARTICLE II. BY-LAWS OF OTHER FACULTIES OF THE UNIVERSITY***

The By-Laws of the General Faculty shall apply to the other faculties of the University, except that the presiding officers shall be the deans of the respective colleges, and other officers of the body shall be determined by the faculty members of that body.

## ***ARTICLE III. BY-LAWS OF THE FACULTY SENATE***

- A. MEETINGS. Regular meetings of the Senate shall be held at least twice in each semester of the academic year on dates determined by the Senate. Special meetings may be called by the President of the University and shall be called upon written application of five (5) senators or any ten (10) members of the General Faculty. Written notice of the time, place, and agenda of senate meetings as well as proposals for consideration at the senate meeting shall be sent to each General Faculty member at least forty-eight hours in advance of the meeting. Official copies of the minutes of all meetings shall be kept on file in the Registrar's Office. Official copies of the minutes shall be made available to the University community from the Web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.
- B. AGENDA. The agenda of the Senate shall be prepared by the Executive Secretary of the Senate in cooperation with the President of the University. Normally new business intended for discussion by the Senate shall be presented in writing to the

Executive Secretary one week in advance of the regular meeting. Senate agenda may be amended by two-thirds vote of the members present.

- C. **MEETINGS OF THE STANDING COMMITTEES.** Standing Committees of the Senate shall meet not less than once each semester, with meeting announcements to be mailed to each committee member at least five (5) scheduled University calendar days prior to a meeting. Under emergency circumstances, meetings will be called as the necessity dictates. Meetings shall be called by the committee chair as business dictates or upon application in writing of five (5) committee members. The official file of the minutes of each committee meeting shall be kept in the Registrar's Office. Official copies of committee minutes shall be made available to the University community from the Web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.
- D. **CHAIRS OF THE STANDING COMMITTEES.** Each Senate committee shall annually elect one (1) faculty member of the Senate as chair. The election shall be held at a special meeting of the continuing members and the newly selected members of the committee to be called by the out-going chair before the end of each spring semester. Results of the election will be reported within one (1) week, in writing, to the Executive Secretary of the Faculty Senate and the Provost and Vice President of Academic Affairs. The newly elected chair shall take office at the beginning of the summer semester
- E. **VOTING.** Voting in the Senate shall be by either voice or show of hands. At the discretion of the presiding officer or by request of one (1) senator, vote will be by roll-call, with the vote of each senator recorded in the minutes. Voting in the committees shall be by a show of hands, and a record shall be kept of vote totals.
- F. **QUORUM.** A quorum for the Senate and its committees shall be fifty (50) percent of the membership of the respective bodies.

#### ***ARTICLE IV. RULES OF ORDER***

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of all the bodies described in these By-Laws in all cases where they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order a given body may adopt.

#### ***ARTICLE V. AMENDMENT OR REPEAL OR BY-LAWS***

Motion for change or repeal of these By-Laws shall be presented in writing to all members of the General Faculty. The proposed amendment shall be voted on either: 1) at the next meeting of that body and must carry by a simple majority vote of the members present; or: 2) by means of electronic or other written balloting independent of a meeting.

In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion shall be approved upon a majority of votes cast.