

## UNG Faculty Senate Bylaws

### BYLAWS OF THE UNIVERSITY OF NORTH GEORGIA FACULTY SENATE

#### ARTICLE I. Name

The name of this organization shall be the University of North Georgia Faculty Senate.

#### ARTICLE II. Purpose

The purpose of the Faculty Senate shall be to provide a systematic means of recommending policy matters to the President and to the Faculty. Refer to Article IV of the Statutes of the University of North Georgia. The Senate shall serve as the mechanism for shared governance at the University and shall be the body to which the statutory, standing, and special committees of the Senate shall report.

#### ARTICLE III. Members

**Section 1. Membership.** Membership of the Faculty Senate shall consist of Elected Senators. Non-voting, ex-officio members include the President of the University, the Provost, and the Immediate Past Chair unless the Immediate Past Chair is also an elected Senator. The Immediate Past Chair shall serve in the ex-officio capacity for one year.

**Section 2. Elected Senators.** Any member of the Corps of Instruction, as described in the Statutes of the University of North Georgia, is eligible for election to the Senate.

a. Representation. Each Academic Unit (defined as an academic department unless a College or campus is governed by an alternative administrative structure), the Military Department and the Library shall have one or more Senators elected from its unit. Academic Units with twenty or more full-time Faculty members shall be represented by two elected Senators. Academic Units with fewer than twenty, full time Faculty members shall be represented by one elected Senator. In addition, two at-large Senators shall be elected to represent each campus with more than ten Faculty members, whose primary assignment is on that campus. If the campus has more than forty assigned full-time Faculty members, the campus shall elect two additional at-large Senators.

b. Elections. Representative units shall elect Senators by secret ballot by January 21 and shall forward names of elected Senators to the Chair of the Senate immediately after the election. The

Chair shall seek nominations for at-large Senators no later than January 28. Elections at each campus shall be conducted by survey ballot of the Faculty, whose primary assignment is at that campus, by February 4. Electronic or email ballots are acceptable. Faculty members shall elect at-large Senators by the largest number of approval votes cast for nominees. Ties will be decided by the Senate. Terms of service for Senators shall begin at the beginning of the summer term.

c. Length of Service. Terms shall be for two years. Following the first year, approximately half of the Senators shall be elected annually.

**Section 3. Attendance.** Elected Senators shall attend all meetings of the Senate either in person or electronically unless extenuating circumstances prevent attendance. Explanations of absences from meetings shall be submitted to the Chair of the Senate within ten days of the missed meeting. The Secretary shall include an attendance record in the minutes. Senate members should make every effort to attend all meetings, and explanations may be voted on by the Faculty Senate to determine whether or not the explanation is sufficient to be deemed excused.

**Section 4. Resignation.** Any Senator who is unable or unwilling to perform expected or requested duties shall submit a written resignation to the Chair of the Senate. More than two unexcused absences from meetings of the Senate per academic year will constitute an act of voluntary membership resignation. Any such vacancy will be filled by a special election conducted by the appropriate constituents. The Secretary will notify the Chair and the head of the relevant constituency of any such resignation. This election process should be completed with adequate time for the newly elected faculty member to attend the next Faculty Senate meeting.

**Section 5. Unexpired Terms of Service.** In the case of unexpired terms of service for any Senator representing a unit, the unit shall elect by secret ballot a replacement to fill the remaining Senate term. In the case of unexpired terms of service for at-large Senators, the Chair of the Senate shall seek nominations and conduct an election for these terms by survey ballot. Faculty members shall elect replacement at-large Senators by the largest number of approval votes cast for nominees. Ties will be decided by the Senate.

#### **ARTICLE IV. Officers**

**Section 1. Officers.** The officers of the Senate shall include the Chair of the Senate, the Vice-Chair of the Senate, Secretary, and Parliamentarian.

a. Chair. The Chair of the Senate shall be elected by secret ballot annually by the Senate membership. Any duly elected Senator or Senator-elect with at least one-year remaining at the time of the election on his or her service term is eligible. The Chair shall preside at Senate meetings but does not vote except to break a tie. The duties of the Chair shall include chairing the Executive Board, collecting agenda items and arranging for meetings of the Senate,

scheduling the room and overseeing details for each meeting, appointing ad hoc committees and conducting elections as specified in these Bylaws. Furthermore, the Chair shall examine the committee structure of the Faculty Senate and recommend at the last Senate meeting of the spring semester that committees that have transacted no business during the past two years be disbanded.

b. Vice-Chair. The Vice-Chair of the Faculty Senate shall be elected by secret ballot annually by the Senate membership. Any duly elected Senator or Senator-elect with at least one-year remaining at the time of the election on his or her service term is eligible. The Vice-Chair shall preside over the Senate in the temporary absence of the Chair or if the Chair requests the Vice-Chair to do so. The Vice-Chair shall also be responsible for charging the committees under the purview of the Faculty Senate, maintaining a current committee membership list, and insuring that the Chair is informed of any unnecessary or ineffective committees. The Chair shall determine other duties of the Vice-Chair. The Vice-Chair is a voting member of the Senate, unless serving as the Chair.

c. Secretary. The Secretary of the Senate shall be elected by secret ballot annually by the Senate membership. The duties of the Secretary shall include keeping minutes documenting motions, actions and discussion topics of each Senate meeting, posting copies to the Senate web site no later than two weeks after each Senate meeting, and maintaining an accurate record of attendance to include the members, who are present and absent. The Secretary shall also assist the Vice-Chair in archiving minutes of all committees.

d. Parliamentarian. The Parliamentarian of the Senate shall be elected by secret ballot annually by the Senate membership. Any duly elected Senator or Senator-elect with at least one-year remaining at the time of the election on his or her service term is eligible. The Parliamentarian settles questions regarding parliamentary procedures, according to Robert's Rules of Order: Newly Revised.

**Section 2. Elections.** Election of the Chair, Vice-Chair, Secretary, and Parliamentarian shall take place at the last Senate meeting of the spring semester. Newly elected Senators may attend the last Senate meeting of the spring semester for the purpose of electing the Chair, Vice-Chair, Secretary and Parliamentarian. The voting body in the election of the Chair, Vice-Chair, Secretary, and Parliamentarian shall consist of seated Senators who are rotating over to the next year and the newly elected Senators. Nominations for the Chair, Vice-Chair, Secretary, and Parliamentarian shall be solicited by the outgoing Chair. Those making nominations shall secure permission from the nominee. Additional nominations may be received prior to voting. The Chair, Vice-Chair, Secretary, and Parliamentarian shall be elected by a majority of votes cast. Any run-off election shall be held between the top two candidates for any of the offices listed above.

## **ARTICLE V. Meetings**

**Section 1. Regular Meetings.** The Faculty Senate shall meet in open session in a space that is adequate for potential visitors, at least four times per semester during the academic year, with additional meetings called as necessary. The Executive Board of the Faculty Senate shall determine the dates and times for regular meetings and shall provide the Faculty with a copy of the annual schedule (fall and spring) at the beginning of each fall semester. Any member of the Faculty may present a problem or suggestion in person or in writing to the Faculty Senate for its consideration, provided the Faculty member notifies the Chair of the Senate in writing at least ten calendar days prior to the next regular meeting. If a faculty member wishes to remain anonymous, the faculty member may present in writing a problem or suggestion for Faculty Senate consideration through the Chair or any Senator, who will keep the faculty member's identity confidential. This notification must reach the Chair at least ten calendar days prior to the next regular meeting.

**Section 2. Special Meetings.** The Chair shall call a special meeting of the Faculty Senate provided approval is granted by the Executive Board or upon written request of at least 25 percent of the Senators.

**Section 3. Executive Session.** The Faculty Senate may hold an executive session at any regular or special Senate meeting by simple majority approval of the members present.

**Section 4. Quorum.** A quorum shall exist when more than fifty percent of the voting members of the Faculty Senate is present.

## **ARTICLE VI. The Executive Board**

**Section 1. Membership.** The membership of the Executive Board shall consist of the Officers of the Senate (as defined in Article IV) and an at-large Senator from each campus who is in the final year of his or her term. In addition, the Immediate Past Chair of the Senate will serve in an advisory role as a non-voting, ex-officio member unless he or she is a member defined in this section.

**Section 2. Duties.** The Executive Board shall charge all committees and orient all chairs to their roles. The Board shall also set the agenda for Faculty Senate meetings and distribute a copy of the upcoming agenda to all Senators at least one week prior to the Senate meeting. The Executive Board shall meet at least monthly.

## **ARTICLE VII. Committees**

**Section 1. Organization of Committees.** The following shall apply to all standing committees of the Faculty Senate:

a. Chair Selection. The Leadership and Appointments Committee will appoint a Senator on each committee that has no designated chair as an interim chair for the express purpose of calling a meeting and electing a chair. Unless designated by position, chairs will be identified by the committee before the end of spring semester prior to the next academic year in which they will serve.

b. Initial Meeting. The initial meeting of each committee shall be convened within the first two weeks of the fall semester. The Executive Board will charge the committees during the initial meeting with general and/or specific goals.

c. Tasks. The task of each committee shall be to review the policies and administration of policies in its area and offer recommendations, if necessary. Recommendations to the Senate shall be submitted to the Executive Board for inclusion on the agenda.

d. Reporting. Each committee chair is requested to give a brief, 2-3 minute report at least once per semester at a Faculty Senate meeting, noting important work accomplished or ongoing in the committee, and providing an opportunity for feedback from the Faculty Senate on important matters before the committee.

e. Annual Committee Report. Each committee shall submit a written annual report electronically to the Chair of the Senate no later than the last regular meeting of the academic year. The report shall include a list of all items placed on the committee's agenda and note the disposition of each. The minutes of the last Senate meeting of the academic year shall incorporate these reports and they shall be posted on the Committee System website. The Senate Chair shall submit the annual report to the University President.

f. Accountability. If a committee fails to meet or fails to report to the Faculty Senate for two consecutive semesters, the Senate may appoint a Faculty Senator as interim chair upon the second failure to report/meet, and the Senate may review the committee's purpose, composition, and duties to determine whether the committee should be a) removed from the Faculty Senate by-laws and recommended to another governance entity (e.g. Staff Council or the President) b) consolidated with another committee, or c) eliminated entirely.

g. Minutes. A copy of the minutes of each committee meeting, excluding items considered confidential, shall be furnished electronically to the Vice Chair within ten days of the committee meeting.

h. Appointments. Appointments to committees shall be for two-year staggered terms; however, members may be reappointed to committees for succeeding terms.

i. Elections.

(1) Elections to the Leadership and Appointments Committee: The Chair of the Senate shall solicit nominations no later than February 11 for Senate representatives to the Leadership and

Appointments Committee. The Chair of the Senate shall conduct the election of Senate representatives to the Leadership and Appointments Committee by survey ballot no later than February 18. The Chair of the Senate shall solicit nominations no later than February 25 for faculty members on the Leadership and Appointments Committee. The Chair of the Senate shall conduct the election of faculty to the Leadership and Appointments Committee by survey ballot no later than March 4. Committee members shall be elected by largest number of approval votes cast for nominees. Ties will be decided by the Senate.

(2) Elections to the Other Standing and Statutory Committees: The Chair of the Senate shall solicit nominations no later than March 11 for faculty membership on standing and statutory committees that require elected faculty members. The Chair shall conduct the election of faculty to committees by survey ballot no later than March 25. Committee members shall be elected by largest number of approval votes cast for nominees. Ties will be decided by the Senate.

h. Replacements. (i) If a committee chair or member, who was initially selected by the faculty or Faculty Senate, is not fulfilling the duties of the position, the Faculty Senate may, by majority vote, remove the incumbent, thus vacating the position. (ii) In the event that a committee member does not complete a term, the Leadership and Appointments Committee shall recommend a replacement for an appointed member to the Faculty Senate for approval. In the event that this member is an elected individual, a special election following the guidelines of the original election shall be held.

j. Student Representation. The appointing body of a committee with student members shall attempt to represent the student constituencies of the university (resident, commuter, undergraduate, graduate, military, non-military, multicultural, international, etc.) equitably in the assignment of those student members.

k. Staff Representation. Professional staff serve on committees where their subject matter expertise and functional areas may be of benefit. Chairs may coordinate with other professional staff as required in the performance of their duties.

## **Section 2. Committees**

### **a. Academic Affairs Committee**

Purpose: The Academic Affairs Committee is a University-wide committee whose purpose will be to serve in an advisory capacity to the Provost concerning academic programs and to review and recommend academic policies that affect undergraduate academic programs which do not fall under the purview of the General Education Committee.

Composition: The committee shall be composed of the following members:

1. Administration members:
  1. The Provost, who will serve as committee chair

2. The Dean of each academic college
  3. The Dean of Honors and Graduate Studies
  4. Each academic department coordinator
  5. The Registrar
  6. The Associate Vice President for Enrollment Management or designee
  7. The Dean of Libraries
  8. The Director of Global Engagement
  9. Associate Provost for Institutional Effectiveness
  10. The Director of Distance Education and Technology Integration
  11. Director of the Center for Teaching, Learning, and Leadership
2. Faculty members:
    1. Two Faculty Senators appointed by the Senate Leadership and Appointments Committee
    2. Four faculty elected at large, who will serve for two-year, staggered terms.
3. Student members:
    1. Three non-voting student representatives, chosen by the Student Government Association.

D. Other membership requirements: The at-large faculty members shall be from four different academic departments and shall not be department coordinators. The committee must include representation from each campus of the University.

Duties: The committee shall review programs of study, course offerings, instructional procedures, changes to the curricula of undergraduate and certificate degree programs, academic standards, and other academic concerns and duties as they occur or at the request of the Provost or the College Faculty. All changes to the Faculty Handbook must be presented to the Academic Affairs Committee for action. New courses and other programmatic matters that can impact academic units outside of the college or department from which they originate are to be presented to the Provost's Council for review and determination if they need to be forwarded to the Academic Affairs Committee. Should the Provost's Council have a negative vote on any matter, it is to be sent to the unit of origination for revision and resubmission to the council. Upon second review by the council, items originally needing full review of the Academic Affairs Committee will be forwarded to the committee with an indication of "support" or "non-support" of the Provost's Council. Routine program matters such as title changes, course deletion, and number changes will be approved in the Provost's Council and forwarded to the Academic Affairs Committee for informational purposes only. All actions of the Academic Affairs Committee and the Provost's Council related to academic matters are submitted as recommendations to the Provost for final action.

## **b. The Academic, Computing, Testing, and Tutoring (ACTT) Center Advisory Committee**

Purpose: The ACTT Center Advisory Committee serves in an advisory capacity to the Senior Vice President for University Affairs and the Director of the ACTT Center and Tutoring Services regarding the operations of the ACTT Center.

Composition: The committee shall be composed of the following members:

A. Chair: Member of the Faculty from the membership below

B. Faculty members:

1. Eight faculty members, with at least one faculty member from each academic College and one faculty member from the Library, and three at large members, who will be appointed by the Leadership and Appointments Committee.

C. Other membership requirements:

1. Each campus on which an ACTT Center is located must be represented.

Duties: The duties of the Committee include the following:

1. Study the ACTT Center needs in view of the total academic program and advise the Director of the ACTT Center and Tutoring Services on matters of general policy, on the development of resources, and on means which may best integrate the ACTT Center with other academic and student service activities;
2. Serve as a liaison among the faculty, the Director of the ACTT Center and Tutoring Services, ACTT Center staff members, and University administrators;
3. Perform such other duties as requested by the Director of the ACTT Center and Tutoring Services, the President, the Provost, and the University Faculty.

## **c. Admissions and Fee Waiver Committee**

Composition: The committee shall be composed of the following members:

Purpose: The Admissions Committee is a University-wide committee whose purpose shall be to serve two primary functions: (1) To serve in an advisory capacity to the -Provost concerning matters related to academic policies involved in the admission and readmission of students; and (2) To enforce regulations relative to the university's admission, readmission, and probation and suspension policies to include hearing appeals from students who have been placed on academic suspensions, are seeking readmission after being placed on academic suspensions.

1. Administration members:
  1. The Associate Provost for Academic Administration, who serves as Chair
  2. Associate Vice President of Enrollment Management
  3. University Registrar
  4. University College Admissions Director
  5. Cadet Admissions Director
  6. Baccalaureate Admissions Director
  7. Coordinator of Graduate Studies
  8. One Department Head from each College, appointed by the Leadership and Appointments Committee
  9. The Corps of Cadets Commandant or designee
  10. The Athletics Director or designee
  11. The Professor of Military Science or designee
  
2. Faculty members:
  1. One Faculty Senator appointed by the Leadership and Appointments Committee
  2. Four faculty, elected at large, who will serve for two-year, staggered terms
  
3. Other membership requirements: The at-large faculty members shall be from four different academic departments and shall not be department coordinators. The committee must include representation from each campus of the University.
  
4. The Admissions and Fee Waiver Committee shall further have two subcommittees, one for students pursuing a baccalaureate degree and another for those students pursuing an associate's degree. The membership of the Committee will decide the composition of each subcommittee.

Duties: In its capacity as an advisor to the Provost concerning admission and readmission academic policies, the duties of the Committee and its two subcommittees include recommending criteria for admission and readmission. In its capacity in enforcing the academic standing and fee waiver policies, the duties of the Committee and its two subcommittees include hearing appeals from students who (1) have been placed on academic suspension, (2) seek readmission after having been placed on academic suspension, or (3) have requested exemptions from fees. The Committee and its subcommittees will also perform such other admissions duties as requested by the President, Provost, and/or University Faculty.

#### **d. American Democracy Project and Constitution Day Committees**

Purpose: Each campus within the University shall maintain an American Democracy Project and Constitution Day Committee. The purpose of these committees shall be to create a greater intellectual understanding and commitment to participate in the civic life of the United States, and to recognize Constitution and Citizenship Day.

Composition: Each campus committee shall be composed of the following members:

A. The Chair of each campus committee shall be appointed by the Vice President for Academic Affairs.

B. Administration membership:

1. The senior academic administrator on each campus or designee
2. The Executive Assistant to the senior administrator on each campus

C. Faculty membership:

1. Each campus committee will include four faculty members, appointed by the Leadership and Appointments Committee

D. Student membership:

1. Each campus committee shall include one student representative, chosen by the Student Government Association.

Duties: To organize and publicize events to fulfill its purpose.

### **e. Athletics Committee**

Purpose: The Athletics Committee is a University-wide committee whose purpose shall be to review proposals relating to intercollegiate or other extramural athletic programs. Committee recommendations shall be forwarded to the President of the University.

Composition: The committee shall be composed of the following 28 members:

A. Chair of the Committee: Member of the Faculty from the membership below

B. Administration Membership:

1. Athletic Director, ex officio
2. The Vice President for Student Affairs
3. Dean of Students
4. The Title IX Coordinator
5. The Associate Dean of Students
6. The Director of Recreation and Wellness
7. The Assistant Commandant of Cadets

C. Faculty Membership:

1. The NCAA Faculty Athletic representative
2. A faculty member who is also on the UNG Foundation
3. One Faculty Senator elected from among the University-wide faculty at large for a two year term.
4. Four Faculty members appointed for staggered 2-year terms by the Leadership and Appointments Committee. These faculty will be appointed from among the university-wide faculty at large.

D. Student membership:

1. Fifteen students chosen by the Student Government Association from among the population of Students from across the entire university, including an appropriate number of Student-athletes.

Duties: The committee shall review proposals and make recommendations relating to intercollegiate and extramural athletics programs of the University. Recommendations shall deal with, but are not limited to, financing and budgeting of programs, scheduling for individual teams, establishing of criteria for athletic awards, and determining facilities required to support an effective intercollegiate as well as an extramural sports program. The committee will also perform other duties related to athletics programs as requested by the President or University Faculty.

#### **f. Diversity Council**

Purpose: The Diversity Council is a University-wide committee whose purpose shall be to analyze and recommend strategies to ensure that the University's strategic plan addresses diversity and inclusion; assist in planning, implementing, and evaluating activities and programs relating to diversity; and assist in enhancing the cultural competency of faculty, students, and staff.

Composition: The Diversity Council shall be composed of the following:

1. Administrative members:
  1. Provost or designee
  2. Associate Vice President/Dean of Student Affairs
  3. Director of Diversity Initiatives & Intercultural Relations
  
2. Faculty members:
  1. Six faculty members, one representing each of the academic colleges and one at large member, appointed by the Leadership and Appointments Committee
  
3. Student members:
  1. Six student representatives, chosen by the Student Government Association, with representation for each campus.
  
4. Other membership requirements: At least one faculty member and at least one student shall be members of minority groups.

Duties: The Council is responsible for analyzing and recommending diversity strategies, which includes: 1) assessing the University's climate of diversity and the inclusion of diversity across the curriculum; and 2) making recommendations to the appropriate University officials to better achieve a diverse and inclusive culture and curriculum. This includes assisting the Director of Diversity Initiatives & Intercultural Relations in developing and implementing a comprehensive

delivery system for minority students. The Council is responsible for assisting in planning, implementing, and evaluating activities, programs, and services relating to diversity, including but not limited to celebrations of the following events: Black History Month, Hispanic Heritage Month, and Diversity Week. The Council is responsible for assisting in the development and implementation of workshops, activities and professional development sessions that enhance the cultural competency of faculty, students, and staff.

#### **g. Faculty Advisory Committee on Budgets**

Purpose: The Faculty Advisory Committee on Budgets is a University-wide committee whose purpose shall be to ensure communication between faculty and administration regarding budgetary decisions.

Composition: The committee shall be composed of the Chair of the Faculty Senate and one Senator, appointed by the Leadership and Appointments Committee, from each campus currently represented on the Senate.

Duties: To serve in an advisory capacity to the President and the President's cabinet (Vice Presidents and other senior administrators) and to help facilitate communication between the faculty and administration regarding budgetary matters. The Committee will also perform such other budget-related duties as requested by the President, Provost, Senior Vice President for University Affairs, and/or the University Faculty.

#### **h. Faculty Affairs Committee**

Purpose: The Faculty Affairs Committee is a University-wide committee whose purpose shall be to review policies affecting faculty welfare.

Composition:

- A. The Chair of the Faculty Senate
  
- B. Eight tenured faculty, with at least one from each Campus
  
- C. One at-large faculty member appointed by the Leadership and Appointments Committee

D. The Chair shall be elected by the committee

E. Other membership requirements: Four members shall be elected by the Senate to staggered terms and five shall be appointed to staggered terms by the Leadership and Appointment Committee.

Duties: The Committee shall review policies (other than individual grievances) relative to evaluation, tenure, promotion and recruitment, issues pertaining to faculty welfare, governance, and benefits, and other such duties as requested by the University Faculty.

### **i. Committee on Faculty Compensation**

Purpose: The Committee on Faculty Compensation is a University-wide committee whose purpose shall be to review and make recommendations on issues and policy related to faculty compensation.

Administrative Representations (ex-officio, non-voting)

1. The Provost or designee
2. Senior Vice President for Business and Finance or designee

Faculty Representation

Six faculty members, appointed by the Leadership and Appointments Committee, consisting of at least one faculty senator and assuring diversity amongst colleges and campuses.

### **j. General Education Committee**

Purpose: The General Education Committee is a University-wide committee whose purpose shall be to review and recommend courses for inclusion in the core curriculum, general education competencies and assessment strategies, and the extent to which students have attained such competencies.

Composition: The committee shall be composed of the following members:

A. Chair – The Chair of the General Education Committee shall be a faculty member appointed by the Provost from the following list of members

B. Administration membership:

1. Associate Vice Provost for Academic Affairs (ex-officio, non-voting member)
2. Associate Provost for Institutional Effectiveness or designee
3. Associate Vice President and Dean of University College
4. Coordinator for Academic Assessment (ex-officio, non-voting member)
5. Accreditation and Assessment Director
6. University Registrar (ex-officio, non-voting member)
7. Director, Distance Education and Technology Integration
8. Director, Academic Advising

C. Faculty Membership: the following faculty members appointed by the Provost:

1. Four from the College of Arts and Letters (one must be foreign language faculty)
2. Two from the College of Science and Mathematics (one must be mathematics faculty)
3. One from the College of Health Professions
4. One from the Mike Cottrell College of Business
5. One from the College of Education
6. One from the Institute for Environmental & Spatial Analysis
7. One from the Library

D. Other membership requirements: The Leadership and Appointments Committee will appoint one at-large faculty member to the General Education Committee. The Committee must include representation from each campus of the University.

Duties: The General Education Committee oversees the assessment of the effectiveness of the core curriculum and general education competencies. It reviews and makes recommendations concerning the core curriculum and the general education learning outcomes, and it develops appropriate methods for assessing general education learning outcomes. It oversees curriculum mapping to identify the connection between general education courses and learning outcomes. The General Education Committee assists in maintaining compliance with SACS-COC Comprehensive Standard 3.5.1, which states, "The institution identifies college-level general education competencies and the extent to which graduates have attained them." Other related

duties may be assigned to the General Education Committee by the Provost, the Associate Provost for Institutional Effectiveness, or the University Faculty. The committee's decisions constitute recommendations to the Provost and the Associate Provost for Institutional Effectiveness.

#### **k. Graduate Council**

Purpose: The purpose of the Graduate Council shall be to guide the direction of the graduate program under the supervision of the President of the University and the Provost. The Graduate Council shall review and formulate graduate academic policies for the University.

Composition: The Graduate Council shall be composed of the following:

A. Chair – The Dean of Honors and Graduate Studies

B. Administration Members:

1. Associate Provost for Academic Affairs
2. Associate Provost for Institutional Effectiveness
3. The Director of Distance Education and Technology Integration
4. Dean of Libraries

C. Faculty Members:

1. One faculty member from each graduate program. Faculty from the departments that do not house the degrees above but who teach graduate students shall collectively elect one representative. The Associate Provost will conduct this election. The graduate program with the largest number of students, as measured by full-time equivalency standard, shall have one additional faculty representative.
2. The Senate Leadership and Appointments Committee shall appoint one Senator who is a faculty member who teaches graduate students.
3. The Senate Leadership and Appointments Committee shall appoint one at large faculty member to the Graduate Council.
4. The Graduate Student Senate shall select one graduate student representative. A department that

is petitioning for a new graduate degree program may select a faculty member to serve on the Graduate Council in a non-voting capacity.

5. The Registrar or the Registrar's designee shall serve in a nonvoting capacity.

Duties: The Graduate Council shall review graduate admissions requirements, graduate comprehensive program reviews, any regulations pertaining to graduate certificate and degree programs, including their attendant courses of study, and other duties related to graduate studies as requested by the Provost or University Faculty. New graduate courses and other programmatic matters that can impact academic units outside of the school or division from which they originate are to be presented to the Provost's Council for review and determination if they need to be forwarded to the Graduate Council.

- Should the Provost's Council have a negative vote on any matter, it is to be sent to the unit of origination for revision and resubmission to the Provost's Council. Upon second review by the Provost's Council, items originally needing full review of the Graduate Council will be forwarded to the council with an indication of "support" or "non-support" of the Provost's Council.
- Routine program matters such as title changes, course deletion, and number changes will be approved in the Provost's Council and forwarded to the Graduate Council for informational purposes only. All actions of the Graduate Council and the Provost's Council related to academic matters are submitted as recommendations to the Provost for final action.
- The Graduate Council shall be responsible for establishing academic policies for the graduate program. The council shall review and approve new program proposals as well as proposed revisions in the existing program. After approval by the Graduate Council, new proposals that also affect undergraduate instruction will be forwarded to the Academic Affairs Committee for approval of those provisions that affect undergraduate instruction.

### **I. Hoag Lecture Series Committee**

Purpose: The Hoag Lecture Series committee operates on the Dahlonega campus. Its purpose is to promote the late President Merritt E. Hoag's philosophy of a fully educated individual, by bringing to campus speakers who have distinguished themselves in various disciplines and whose presence encourages students to broaden their intellectual boundaries—learning about the arts, literature, science, history, philosophy, religion, and more.

Composition: The committee shall be composed of the following members:

1. Administration membership:
  1. Associate Provost for Academic Affairs or designee
  
2. Faculty Membership:
  1. One faculty member from each College on the Dahlonega campus, appointed by the Associate Provost for Academic Affairs
  2. The Leadership and Appointments Committee will appoint one at-large faculty member
  
3. The Chair shall be elected by the committee
  
4. Term of Service: Members will serve a term of two academic years.

Duties: Solicit nominations for events, investigate the feasibility of each, invite the speaker, plan the event, publicize the event, suggest curricular and co-curricular ties, and host the event.

### **m. Leadership and Appointments Committee**

Purpose: The Leadership and Appointments Committee is a University-wide committee whose purpose shall be to recommend to the Faculty Senate the appointment of faculty members to all standing committees and to the offices of Parliamentarian and Secretary to the Faculty.

Composition: The committee shall be composed of the following 14 members:

- A. Four Senators, all with at least two years of service to the university, elected by the Senate from the University wide faculty at large with not all four being from the same campus. They will be elected during spring semester to represent each College and to serve two year staggered terms.
  
- B. Three faculty members elected by the faculty on the Dahlonega Campus to serve two year staggered terms.

C. Three faculty members elected by the faculty on the Oakwood Campus to serve two year staggered terms.

D. Two faculty members elected by the faculty on the Oconee Campus to serve two year staggered terms.

E. The Vice President for Student Affairs shall serve as an ex-officio non-voting member of the committee.

F. The newly elected Faculty Senate Chair shall appoint two additional members who will be the Chair and Vice Chair of the LAC, each of whom will serve one year.

Duties: The duties of the Leadership and Appointments Committees shall be to nominate for Senate approval the membership for all existing statutory and standing committees of the Senate, unless such membership is elected by the faculty or Senate. Appointments to committees shall be presented to the Senate for approval at the last Senate meeting of spring semester. The Leadership and Appointments Committee will appoint a Senator on each committee that has no designated chair as an interim chair for the purpose of calling the first meeting and electing a chair. The committee will consider faculty preferences, commitment, and past activities in making nominations to optimize the function of the committee. Lastly, this committee will retain a list of faculty not assigned to statutory committees each year for use, if needed, for ad hoc committees. In addition, the Leadership and Appointments Committee shall nominate for Senate approval a parliamentarian and a secretary to the faculty.

#### **n. Library Committee**

Purpose: The Library Committee is a University-wide committee whose purpose shall be to make recommendations on all matters relevant to the maintenance of an effective library program.

Composition: The committee shall be composed of the following members:

1. Administration members:
  1. The Dean of Libraries, an ex-officio member
  2. The Head Librarian from each campus, ex-officio members
  3. One representative from the Division of Student Success Programs
  4. A Dean of Students or designee

5. The Chief Information Officer or designee
2. Faculty members:
  1. Two faculty members from each College, appointed for staggered terms by the Leadership and Appointments Committee
  2. One at-large faculty member
3. Student members:
  1. A student representative, chosen by the Student Government Association, from each campus which offers library services
4. The Chair shall be elected by the committee.

Duties: The committee shall advise the Dean of Libraries and Associate Provost for Academic Affairs on all matters concerning the library, such as library requirements, development of resources, media selection, integration of library services into the total academic program and student service activities, operating hours, and other duties as requested by the Dean of Libraries, the Associate Provost for Academic Affairs, the Faculty, or the President.

#### **o. Military Committee**

Purpose: The Military Committee operates on the Dahlonega campus. The purpose of the committee shall be to consider all aspects of the military program of the University and to make recommendations to the President of the University, Provost, other University officials, or the Faculty Senate.

Composition: The committee shall be composed of the following 10 members:

1. Chair – Professor of Military Science or designee
2. Administrative Membership:
  1. The Commandant of Cadets
  2. The Vice President for Student Affairs
  3. The Dahlonega campus Dean of Students
  4. The Assistant Commandant
3. Faculty Membership:
  1. One Faculty Senator from the Dahlonega Campus appointed by the Leadership and Appointments Committee for a two-year term.

2. Three faculty members from the Dahlonega campus appointed for staggered terms by the Leadership and Appointments Committee
3. The Cadet Brigade commander, who shall serve as the student representative.

Duties: Assistance with determining the courses offered at UNG that are the best courses for the Professional Military Education (PME) requirements for commissioning, organizing special projects/events that build rapport between civilian faculty members and military faculty members, selecting cadet leaders by participating in selection boards upon request, hosting cadets from out-of-state on special weekends and holidays, arranging whenever possible preferred scheduling to include all freshmen, and developing new courses to prepare cadets for a military career.

#### **p. Part-time Faculty Affairs Committee**

Purpose: The Part-time Faculty Affairs Committee is a University-wide committee whose purpose shall be to review policies impacting part-time, temporary, limited-term, and adjunct faculty, and to make recommendations for additional policies or amendments and/or revisions to existing policies to ensure the welfare of those faculty.

Composition: The committee shall be composed of the following members:

- A. Two full-time faculty members
- B. Five faculty members holding part-time, temporary, limited-term, or adjunct appointments
- C. One Faculty Senator appointed by the Leadership and Appointments Committee
- D. Other membership requirements: There shall be one faculty member from each of the five academic colleges, and these individuals shall not include Deans or department coordinators. The committee must include representation from each campus of the University.

Duties: The Committee shall review policies that affect part-time, temporary, limited-term, and adjunct faculty, including but not limited to those policies impacting compensation, work load, and evaluation. The Committee shall recommend any additional policies, or any amendments or revisions to current policies, to ensure the welfare of these faculty members. The Committee shall not hear individual grievances of faculty members.

#### **q. Professional Development Committee**

Purpose: The Professional Development Committee is a University-wide committee whose purpose shall be to provide professional development opportunities for faculty.

Composition: The Professional Development Committee shall be composed of the following members:

A. Chair: Member of the Faculty from the membership below

B. Administration members:

1. The Director of the Center for Teaching, Learning & Leadership, ex officio

C. Faculty members:

1. Five faculty members, one from each College, appointed by the Leadership and Appointments Committee. Members shall serve staggered two-year terms.
2. One at-large faculty member.

Duties: The Professional Development Committee shall act in an advisory capacity to the Director of Teaching, Learning & Leadership and the Associate Provost for Academic Affairs and assist in the planning and delivery of professional development activities.

#### **r. University-Wide Promotion and Tenure Committee**

Purpose: The University-Wide Promotion and Tenure Committee is a University-wide committee whose purpose shall be to review materials submitted by each promotion and/or tenure candidate and to review and make recommendations regarding the pre-tenure, promotion, or tenure processes.

Composition: The committee shall be composed of the following members:

A. Two tenured faculty holding the rank of professor from each college and one representative from the Library, none of whom serve in an administrative position above the department level (or its administrative equivalent). In cases where a chair's reports are under consideration, the chair shall recuse him or herself. The Provost shall appoint the members of this committee at the beginning of each academic year.

B. Other membership requirements:

1. If a college has four or fewer tenured faculty holding the rank of professor, the Provost is empowered to select tenured faculty holding the rank of associate professor from that college, with preference given to the higher rank when possible.
2. The number of department heads serving on the committee will not exceed 20% of committee membership.

Duties: To review materials submitted by each promotion and/or tenure, candidate and report recommendations to the Provost. To periodically assess the pre-tenure, promotion, and tenure processes to ensure they meet the needs of the institution.

**s. Student Aid Committee**

Purpose: The Student Aid Committee is a University-wide committee whose purpose shall be to review student appeals for aid if denied due to federal academic standards.

Composition: The committee shall be composed of the following members:

1. Administration members:
  1. The Vice President for Student Affairs or designee
  2. The Financial Aid Director or designee
  3. The Learning Support Director or designee
  4. The Diversity Initiatives & Intercultural Relations Director or designee
  5. A representative from the Commandant's Office
  
2. Faculty members:
  1. Six faculty members, one representing each College and one at large member, one of whom is a Senator.
  
3. Other membership requirements: An attempt should be made to represent as many campuses as possible.

Duties: To organize and meet to fulfill their purpose as mandated by federal law.

**t. Student Board of Review & Grievance Committee**

Purpose: The Student Board of Review and Grievance Committee is a University-wide committee whose purpose shall be to address grievances by individual students against nonstudents that cannot be resolved through direct discussions between the disputants, escalation to management, discussion with Student Affairs, or mediation. The Chair shall be designated by the process outlined in the Employee Handbook.

Board of Review Composition: The Board of Review shall be composed of the following members:

1. Faculty members:
  1. Five tenured faculty members, elected by the faculty
  
2. Staff members:
  1. Five non-faculty employees, elected by the Staff Council
  
3. Student members:
  1. Five students, elected by the Student Government Association
  
4. Members are elected to serve a one-year term from August 1 to July 31.

Grievance Panel Composition: The Grievance Panel shall be composed of five members of the Board of Review.

The Grievance Panel shall be composed of five (5) members as follows: Two (2) faculty members, two (2) staff members, and one (1) student member.

Duties: The Grievance Panel shall conduct grievance hearings for individual students who have not settled their non-grade related grievances with a nonstudent through direct discussions between the disputants, escalation to management, discussion with Student Affairs, or mediations. The chair shall forward Findings and Recommendations to the appropriate vice president within two days after the conclusion of the hearings.

#### **u. Student Conduct Committee**

Purpose: The purpose of the Student Conduct Committee shall be to determine whether a student has violated University policies or regulations and to recommend appropriate discipline when deemed necessary.

Composition: The committee shall be composed of the following members:

1. Faculty membership:
  1. Four Senators and forty faculty members appointed for staggered terms by the Senate Leadership and Appointments Committee. Sixteen faculty members will come from the Dahlenega faculty, with at least five being faculty who teach graduate courses. Twelve faculty members will come from the Gainesville faculty. Eight faculty members will come from the Oconee faculty, and four faculty members will come from the Cumming faculty, with at least two being faculty who teach graduate courses. For the purposes of this committee, Cumming faculty are defined as faculty who teach at least one course on the Cumming Campus.
  
2. Student membership:
  1. Forty student members, selected by the Vice President for Student Affairs and Dean of Students to reflect a cross section of the student body. Sixteen students will come from the Dahlenega campus with at least five being graduate students. Twelve students will come from the Gainesville campus. Eight students will come from the Oconee campus, and four students will come from the Cumming campus with at least two being graduate students.
  
3. The Chair for each hearing shall be appointed by the Student Conduct Administrator and shall be a member of the faculty.
  
4. Other membership requirements:
  - The Chair shall select, by lot from a list of committee members, a panel of four faculty members and three students to hear each case referred for action by the Vice President for Student Affairs and Dean of Students. The Student Conduct Administrator will determine the number of Student Conduct Board members needed for each case referred for action by the Vice President for Student Affairs and the Deans of Students and will select the members of the board. The make-up of the board will be one of the following:
    - 3 members - two faculty and one student
    - 5 members - three faculty and two students

- 7 members - four faculty and three students
- Note: In cases involving graduate students, the Student Conduct Board will be composed of faculty who teach graduate courses, and graduate students
- The student appearing before the board may challenge for cause the participation of any committee member to the Student Conduct Administrator. The Student Conduct Administrator shall rule on the challenge.
- During the initial meeting of the fall semester, the committee will elect a Vice Chair. The Vice Chair will (1) attend all hearings during the year (participating in those where his/her name has been selected as a committee member for the hearing and only observing the remainder), (2) conduct any hearings in the absence of the chair, and (3) assume the chair's position the following academic year, convening the committee for its initial meeting during the fall semester.

Duties: The committee shall conduct discipline hearings in accordance with the established regulations of the University. Appeals shall be carried out in accordance with the Bylaws and Policies of the Board of Regents. The Vice President for Student Affairs and Dean of Students shall be responsible for implementing any disciplinary action recommended by the committee in cases not involving academic conduct violations. The Provost shall be responsible for implementing any disciplinary action recommended by the committee involving academic conduct violations. The minutes of the committee shall be forwarded solely to the Vice President for Student Affairs, the Provost, in cases of academic conduct violations, the Dean of Students, and the President of the University

#### **v. Student Grade Appeals Committee**

Purpose: The Student Grade Appeals Committee shall serve as the final venue for a student's formal complaint regarding a grade when attempts to resolve the issue according to the policies as stated in the faculty handbook have failed to successfully resolve the issue.

Composition: A panel will be formed to address each grade appeal selected from a pool of faculty appointed by the LAC and which consists of the following:

1. For undergraduate grade appeals the pool will consist of
  1. Faculty from the Dahlonega campus with four from each of the colleges.

2. Faculty from the Gainesville campus with four from each of the colleges.
3. Faculty from the Oconee campus with two from each of the colleges.
4. Faculty from the Cumming campus with two from each of the colleges.

2. For graduate grade appeals the pool will consist of
  1. One faculty representing each of the graduate degree programs

Duties: When a student grade appeal is submitted to the Provost, the Provost or designee will select three faculty members to serve on the panel for that particular appeal. Selections will be made in accordance with the following:

(a) faculty from the same degree program as the instructor(s) involved in the appeal will not serve on the panel;

(b) faculty from the same degree program as the student's academic major will not serve on the panel;

(c) faculty who are potentially biased against or in favor of the student or the instructor(s) will not serve on the panel;

(d) the aggrieved student and each involved instructor may strike one member from the panel without prejudice.

It should be noted that faculty outside the selected pool may be drafted to serve on the panel if necessary.

#### **w. Student Honors Committees**

Purpose: Each campus of the University will have a Student Honors Committee whose purpose will be to organize events that honor student achievement and provide a means of showcasing students' scholarly and creative works.

Composition: The committee shall be composed of the following members:

1. Administration members:
  1. The Provost or the Provost's designee
  2. Vice President for Student Affairs
  3. Associate Dean for Student Life
  4. Dean of Students

2. Faculty members:
  1. Eleven faculty members, two representing each College and one at large member, appointed by the Leadership and Appointments Committee

Duties: To organize event proceedings on each campus, bestow awards that recognize students' academic and creative accomplishments, display and publicize outstanding student work to the campus and surrounding communities, solicit nominations for awards, organize faculty and staff committees to determine award recipients, and other duties related to the celebration of outstanding student achievement.

#### **x. Student Life Committee**

Purpose: The Student Life Committee is a University-wide committee whose purpose shall be to establish and enforce the guidelines regulating student activities. Representation will be provided from each campus and will serve as a campus subcommittee to address campus-specific issues such as campus based student activity fee allocations and recognition of campus based student organizations. Meetings of the full committee will be called, as needed, to address university-wide issues.

Composition: The committee shall be composed of the following members from each campus:

1. Administration members:
  1. Dean of Students or designee
  2. Student Involvement representative
  3. Commandant of Cadets (Dahlonge only)
2. Faculty members:
  1. Two faculty representatives consisting of one Senator and one faculty member appointed for staggered terms by the Leadership and Appointments Committee.
3. Student members:
  1. Vice President of Student Government Association
  2. President of Nighthawks Entertainment
  3. Three or four students appointed by Student Government Association
  4. One or two graduate students (if applicable)
4. The Chair will be elected by the committee.

5. The Vice President for Student Affairs shall serve as an ex officio member of the committee and each campus subcommittee.

Duties: The committee shall review the annual budget for student activities proposed by each Student Government Association, serve as an advisory board to review the policies of the Student Centers on each campus, assist with student orientations, and maintaining a calendar of events. The formation and operation of student organizations shall be subject to the committee's direction. The committee shall periodically direct an evaluation of student development services and programs. Committee recommendations shall be forwarded to the President of the University.

### **y. Student Media Committee**

Purpose:

The Student Media Committee is a University-wide committee whose purpose shall be to monitor the operation of all approved student publications in a manner consistent with the University's acknowledgement that fostering the editorial independence and press freedom of all student-edited campus media affirms a basic right inherent to a free and democratic society.

Composition: The committee will be composed of the following members:

1. Administration members:
  1. The Director of University Relations
2. Faculty members:
  1. The faculty advisors for all official student publications, including campus newspapers, journals, and all other print, radio, and Internet publications.
  2. Two Faculty Senators, who will be appointed by the Leadership and Appointments Committee.
3. Student members:
  1. The student editors for all official student publications, including campus newspapers, journals, and all other print, radio, and Internet publications.
4. Other membership requirements: The Chair shall be a faculty member elected by the committee.

Duties: The committee shall make recommendations to the Vice President of Student Affairs on matters related to student publications. When necessary, the committee shall recommend a faculty member to serve as advisor to each publication.

## **z. Technology Committee**

Purpose: The Technology Committee is a University-wide committee whose purpose shall be to review and formulate recommendations related to technology issues. The Technology Committee will have as a subcommittee the Student Technology Fee Committee, which has its charge mandated by the Board of Regents. The committees meet on alternating months, one month TC, next STFC, as needed, at least once each semester.

Composition: The committee shall be composed of the following 24 members:

A. Chair – Member of the Faculty from the membership below

B. Administrative Membership:

1. Chief Information Officer, ex officio
2. One senior administrator (appointed by the President's Cabinet)
3. The Associate Vice President of Student Affairs or designee
4. The Dean of Libraries or designee
5. The Director of Distance Education & Technology Integration or designee

C. Faculty Membership:

1. Two faculty representatives from each College of the University and one at large member, (11 total) with not all of these faculty coming from the same campus. Each will serve a one year term and will be appointed by the Leadership Appointments Committee.

D. Staff Membership:

1. One academic staff member appointed by the Associate Provost for Academic Affairs

2. One staff member appointed by the Vice President for Student Affairs
3. One staff member appointed by the Vice President for Business & Finance
4. Two staff members of the Office of Information and Instructional Technology (appointed by the Chief Information Officer)

E. Student Membership:

1. Six undergraduate student representatives and one graduate student representative nominated by the Student Government Association with not all students coming from the same campus. Each member will serve for one year. The nominations should be solicited by the current chair of this committee in the spring prior to the year in which the members serve.

F. Other Membership requirements:

1. A facilitator shall be elected for the student technology fee committee each academic year. The facilitator shall have no vote.
2. Voting on student technology fee proposals is restricted to an equal number of students and faculty/staff. For example, if four student members are in attendance, then there are only four voting faculty/staff members. The facilitator never casts a vote.

Duties: To provide advice to the Chief Information Officer, the Faculty Senate, and the President about hardware and software issues that relate to the academic computing needs of the different campuses. To assist in making effective use of technological innovations to enhance classroom and online instruction and to enhance student learning; distribution of resources in the budget to various end-uses; and policies and procedures related to information technology, including protection of privacy and defense against threats to security of databases and other files. To review and prioritize all major computer-related purchase requests that have been submitted.

## **ARTICLE VIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order: Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Senate may adopt.

#### **ARTICLE IX. Amendment of Bylaws**

The Faculty may amend the Bylaws at a regularly scheduled Faculty Meeting by a two-thirds majority vote of the members present. A proposed amendment must be recommended by at least five members of the Faculty and submitted to the Faculty Senate at a regular Senate meeting. The proposed amendment shall be voted on by the Faculty Senate at its next regular meeting, and submitted in writing with the recommendations of the Faculty Senate to the Faculty at least ten days prior to the next Faculty meeting at which action on the amendment could be taken.

An amendment shall become effective when approved by the Faculty and the University President.

#### **ARTICLE X. Suspension of the Bylaws**

One or more of the provisions of Article IX may be suspended at a general faculty meeting by a two thirds majority vote of members present. Any such suspension of these provisions is limited to matters of old business or current business pending under Article IX.

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If you need this document in another format for accessibility purposes, please email the Faculty Senate Chair at [facultysenate@ung.edu](mailto:facultysenate@ung.edu).