Gordon State College

A STATE COLLEGE IN THE UNIVERSITY SYSTEM OF GEORGIA

Proposal to Amend Statutes

To be Amended:

Statutes of the College __X____ Faculty Senate Bylaws ______ Faculty Handbook ______

ARTICLE _______ Chapter __3___ Section ___3.2.9______ Paragraph _____All__________

3.2.9 Promotion and Tenure Committee

Purpose: The Promotion and Tenure Committee shall make recommendations regarding Faculty promotion and tenure.

Duties: The duties of the committee are to make recommendations on promotion in rank of faculty and/or tenure and forward such recommendations to the appropriate individuals as specified by the Faculty Handbook

Membership:

1. The promotion and tenure committee will have one Tenured Faculty Member from each academic administrative unit. At the beginning of every academic year, each academic administrative unit will elect one tenured Faculty member to the committee. If no tenured Faculty member is available in the academic administrative unit then a non-tenured Faculty member may be elected. Policies pertaining to promotion and tenure are contained in the Faculty Handbook.

Proposed Amendment:

3.2.9 Promotion and Tenure Committees

Purpose: Academic Unit Promotion and Tenure Committees shall make recommendations regarding faculty promotion and tenure. The college-wide Promotion and Tenure Chairs Committee shall examine all recommendations regarding faculty promotion and tenure for consistency among academic units.

Duties: The duties of the Academic Unit Promotion and Tenure Committees are to make recommendations on promotion in rank of faculty and/or tenure and forward such recommendations to the appropriate individuals as specified by the *Faculty Handbook*. The Promotion and Tenure Chairs Committee shall examine all recommendations regarding faculty promotion and tenure for consistency among academic units, specifically with regard to teaching and service. The committee may refer a candidate file back to its originating academic unit for reconsideration as specified by the *Faculty Handbook*.

Membership:

1. Academic Unit Promotion and Tenure Committees will include all tenured faculty members within each academic unit and be established at the beginning of every academic year. Each committee will elect one tenured faculty member not under review for that academic year to serve as chair of the committee. If a minimum of three tenured faculty members are not available to serve on the committee, the committee chair will invite a tenured faculty member from the relevant school to serve on the committee. If this is not possible an invitation will be made to a tenured faculty member from the college.

2. The Academic Unit Promotion and Tenure Committee for Library faculty will include all Associate and Full Professors within the academic unit to be established at the beginning of every academic year. The committee will elect one faculty member not under review for that academic year to serve as chair of the committee. The Library faculty may invite a reviewer of appropriate rank and credentials from an outside college to serve on the committee if necessary.

3. The Promotion and Tenure Chairs Committee will include all Chairs of the Academic Unit Promotion and Tenure Committees. Policies pertaining to promotion and tenure are contained in the *Faculty Handbook*.

Rationale for Amending the Statute:

The faculty sponsors of this amendment believe this new promotion and tenure recommendation process is more in line with the current size of the college and will also enhance both the weight and consistency of the faculty recommendation. Moreover, we believe this new process will be more transparent, especially for tenure candidates.

Proposing Body:

Frank W. Winters ____________

Cris Fermin-Ennis ____________

Stephen Powers ____________

Annette Jackson ____________

Alan Burstein ____________

Date: 2/3/2016

Proposal to Amend Statutes

To be Amended:

Statutes of the College __XX____ Faculty Senate Bylaws ______ Faculty Handbook ______

ARTICLE _______ Chapter ___3__ Section ____3.2_____ Paragraph _______________

CHAPTER 3. SHARED GOVERNANCE MODEL

3.2 Standing Committees of the College

3.2.1 Admissions Committee

Proposed Amendment:

Between "3.2 Standing Committees of the College" and "3.2.1 Admissions Committee" include a descriptive section introducing the Standing Committees of the College and providing operational continuity similar to Standing Committees of the Faculty Senate:

3.2 Standing Committees of the College

The President of Gordon State College may call for and establish standing committees of the college, according to § 2.5.1 of the *Board of Regents Policy Manual*. The President may call meetings of any committee at any time and holds the power to veto any act of any committee. The President must promptly transmit to the Chair of the Committee a written statement as to the reason for such veto. A copy of the veto statement must also be transmitted to the Chancellor of the Board of Regents. New committees will be formalized via Amendment to the Statutes of the College. The proposal for formalization must include the **Purpose** of the committee, **Duties** of the committee, **Membership** of the committee, and **Length of Service** if other than one-year.

The following shall apply to all Standing Committees of the College:

A. **Membership**. Upon establishment, the President will define, in the spirit of shared governance, the Membership structure of the committee. If one Faculty member is to be elected from each School, then each Academic Unit may elect a Faculty member to be included in a slate of nominees for the School. At the first meeting of the School Faculty at the beginning of the Academic Year, a Faculty representative shall be elected from the slate of nominees for each Standing Committee of the College. The Dean of the School will notify the Office of the President of the elected Faculty for each Committee.

B. **Appointments**. Elected committee members will serve one-year terms, unless otherwise stated in the Committee description in the *Statutes of the College*.

C. **Initial Meeting**. The first meeting of each Committee of the College shall be convened within six weeks of the Fall semester, or upon creation. The President or the President's designee shall call the first meeting, notifying the Committee membership at least seven days prior to the meeting. At this first meeting, the Committee's Purpose and Duties will be reviewed and officers elected.

D. **Officers**. Each Standing Committee of the College will elect officers. Officers shall include a Committee Chair and a Committee Recorder. Other officers may be elected as deemed necessary.

   a. The **Committee Chair** shall schedule a meeting room, collect agenda items, announce all scheduled meetings, furnish members with a Meeting Agenda, and preside over all meetings. The Chair will make meeting announcements to the entire Faculty and relevant Administration no less than seven (7) days prior to the meeting. A Meeting Agenda must be delivered to Faculty and Administration no less than three (3) days prior to the meeting.

   b. The **Committee Recorder** shall keep Minutes of committee meetings and maintain a record of attendance to include committee members present and absent. The Committee Recorder will deliver copies of the Committee Minutes to all Faculty and relevant Administration within ten (10) working days of each committee meeting. The Recorder will also transmit signed Approved Minutes to the Office of the President for archival.

E. **Resignation**. Any elected Committee member who is unable or unwilling to perform expected or requested duties shall submit a written resignation to the Chair of the Committee. The Resignation will be announced at the next meeting and included in the Committee Minutes as a matter of record. The office, Academic Unit or School to which the resigning member belonged shall elect a replacement within two weeks of notification. The newly elected Member will receive notifications and serve as voting member of the Committee at the next regularly scheduled meeting.

F. **Meetings**. Committees of the College shall convene in open session in space adequate for potential guests

G. **Tasks**. Each committee shall establish and review policies and the administration of policies in its area of responsibility and offer recommendations for quality enhancement. Recommendations shall be submitted to the President of Gordon State College or their designee.

H. **Quorum**. A quorum shall exist when more than 50 percent of the active members are present.

I. **Agenda and Minutes**. Meeting agenda shall be distributed to the full faculty and relevant Administration at least three (3) days before the meeting. The agenda will be included on a meeting announcement transmitted by the Chair and shall include the meeting time, date, and place. Meeting Minutes shall be recorded and saved as Unapproved Minutes until the next meeting. Unapproved Minutes shall be delivered to the full Faculty and relevant Administration within ten (10) days of the Meeting. When the Committee approves Minutes at the next meeting, a copy of the Approved Minutes, signed by the Recorder, shall be delivered to the Office of the President for archival.

J. **Year-End Reports**. A report of the Committee's activities will be composed by the Chair and Recorder and delivered to the Office of the President by the final day of each Spring Semester. The Year-End Report will include a list of Committee members, attendance record, all items placed on the Committee's agenda and disposition of the item. The Year-End Report should be approved by the Committee and signed by the Chair before delivery to the Office of the President.

Rationale for Amending the Statute:

To describe the institution's compliance with Board of Regents requirements, to meet criteria of the 2012Open Meetings Act (O.C.G.A. § 50-14-1(d), (e)(1) and (e)(2), and 50-14-4(a) and (b)(1)) and to provide continuity in officers and operations. Proposed operations follow operations of Standing Committees of the Faculty Senate outlined in the *Bylaws of the Faculty Senate* (Appendix A of the *Gordon College Statutes*).

Proposing Body:

Statutes Committee

Date: ______________________________

Gordon State College

A STATE COLLEGE IN THE UNIVERSITY SYSTEM OF GEORGIA

Proposal to Amend Statutes

Section to be Amended:

Chapter 3 , Paragraph Before "3.1 Faculty Senate"

New Content

Section to be Amended:

In a paragraph, Chapter 3, before section 3.1 Faculty Senate, include these paragraphs:

The Corps of Instruction (full-time Professors, Associate and Assistant Professors, Instructors, Senior Lecturers, Lecturers, Academic Professionals and Clinical faculty) will meet a minimum of four (4) times each year: Twice at the beginning of each academic year and at the end of Fall and Spring semesters (to approve upcoming graduates). Faculty meetings will be led by the Provost and Vice President for Academic Affairs, who will notify Faculty at least seven (7) days prior to the meeting informing Faculty of meeting time and location. At one of the first-of-the-academic-year Faculty meetings, all Faculty-at-large representatives for standing committees of the college, standing committees of the Faculty Senate, and special committees and taskforces will be elected by the Faculty.

The Provost and Vice President for Academic Affairs will collect Agenda items and distribute Agenda to Faculty three (3) days before the meeting. At the first meeting of the academic year, the Faculty will elect a Recorder from the Faculty. The Recorder will be responsible for taking written notes of all Faculty meetings for the academic year and disseminating Unapproved Minutes and Approved Minutes to the Faculty within ten (10) days of the meeting. Electronic copies of Approved Minutes of Faculty meetings will be archived on the N:// drive.

Rationale for Amending the Statute:

No guidelines for Recorder election, Minute taking, Minute distribution, and Minute archival in present Statutes of the College.

Proposing Body:

No guidelines for Recorder election, Minute taking, Minute distribution, and Minute archival in present Statutes

Richard W. Schmude, PhD, 2015-16 Faculty Recorder — DATE: September 24, 2015

Brenda E. Johnson, PhD, Parliamentarian, Faculty Senate — DATE: 24 Sept. 2015

Joseph A. Mayo, PhD — DATE: Sep. 24, 2015

Pamela Terry, PhD, 2014-15 Faculty Senate Secretary — DATE: Sep. 24, 2015

Lynn Rumfelt, PhD, 2013-14 Faculty Senate Chair — DATE: Sept 24, 2015

Gordon State College

A STATE COLLEGE IN THE UNIVERSITY SYSTEM OF GEORGIA

Proposal to Amend Statutes

To be Amended:

Statutes of the College ______ **Faculty Senate Bylaws** __XX____ **Faculty Handbook** ______

ARTICLE ___VI__ **Chapter** _-___ **Section** ___2__ **Paragraph** __Instructional Technology Committee_

Current Reading:

Instructional Technology Committee

Purpose: The purpose of the Instructional Technology Committee shall be to review and formulate recommendations related to Instructional Technology issues for the College.

Composition: The committee shall be composed of:

a) Faculty Senator (1)

b) Director of Computer Services

c) Distance Education Coordinator

d) CETL Director

e) Instructional Technologist designated by Computer Services

f) Other Faculty, 1 per school

g) Student (1); Elected by SGA

h) 1 Library faculty

Statute revision approved by Faculty Senate on February 24, 2014, and by President Burns on March 3, 2014, and by full faculty on April 30, 2014.

Duties: The committee shall revisit annually the instructional technology needs of the College and make specific recommendations for their maintenance and enhancement. The committee shall review standing policies and procedures regarding the use of instructional technology for learning and recommend changes to the Senate as needed.

Proposed Amendment:

Instructional Technology and eLearning Committee

Purpose: The purpose of the Instructional Technology and eLearning Committee shall be to review and formulate recommendations related to Instructional Technology and online learning issues for the College.

Composition: The committee shall be composed of:

a) Faculty Senator certified to teach online at GSC (1)

b) Director of Information Technology

c) Instructional Technologist/Designer

d) Other Faculty, 1 faculty per Academic Unit, preferably with certification to teach online at GSC.

Duties: The committee is responsible for maintaining the relevancy of instructional technologies and eLearning policies and practices at Gordon State College. This committee will be responsible for accessibility to and maintenance and integrity of the *Policies and Procedures for Distance Education at Gordon State College*. The Committee will review annually the *Policies and Procedures for Distance Education at Gordon State College* and make recommendations for updates and revisions to the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs will ensure the most updated version of the *Policies and Procedures for Distance Education at Gordon State College* is accessible to the college community. Further, the committee will annually review and assess the instructional technology needs of the College and make specific recommendations for their maintenance and enhancement. The committee will also review annually "Chapter 10 Computer and Network Usage Policy" of the *Gordon State College Faculty Handbook* and shall, using proper form, make recommendations for updates and revisions to the Chair of the Faculty Senate.

Rationale for Amending the Statute:

The new Instructional Technology and eLearning Committee is to be a combination of the current Distance Education Committee (which is actually a taskforce) and the Instructional Technology committee. The Instructional Technology Committee is standing committee of the Senate. The new combined committee is to streamline the number of committees and committee responsibilities and bring the role of Distance Education Committee under the authority and responsibility of the Faculty Senate (as a standing committee).

Proposing Body:

Instructional Technology Committee of the Faculty Senate

Distance Education Committee (Taskforce of the Office of Academic Affairs)

Statutes Committee

Date: 17 March 2016

Gordon State College

A STATE COLLEGE IN THE UNIVERSITY SYSTEM OF GEORGIA

Proposal to Amend Statutes

Section to be Amended: *Bylaws of Faculty Senate*

Article _New ARTICLE VII______ **Chapter** _____, **Paragraph** _______________

Insert a new ARTICLE VII to be entitled "GORDON STATE COLLEGE REPRESENTATIVE TO UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL"

Move current ARTICLE VII to ARTICLE VIII, etc.

Section to be Amended:

GORDON STATE COLLEGE REPRESENTATIVE TO
UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL

The purpose of the University System of Georgia Faculty Council (USGFC) is to promote and foster the welfare of system faculty through the combined creativity and expertise of faculty representatives from system institutions.

RESPONSIBILITIES AND FUNCTIONS OF USG FACULTY COUNCIL:

The USGFC will participate in the process of University System of Georgia governance by advising, recommending, and consulting with the Chancellor or the Chancellor's designee(s) concerning the establishment of rules and regulations deemed necessary or appropriate for the promotion of the general welfare of the University System of Georgia. The USGFC will formulate and recommend to the Chancellor or the Chancellor's designee(s) University System of Georgia policies and procedures related to but not exclusive to system faculty. The USGFC will develop and maintain a system-wide communications network to provide for efficient transmission of relevant information to faculty. [*USG FACULTY COUNCIL BYLAWS*, Modified FEB 18, 2014, ARTICLE III]

MEMBERSHIP OF USG FACULTY COUNCIL

Membership of the USGFC shall be composed of one voting representative from each USG institution and that representative must be a member of that institution's faculty and selected by a process determined by the faculty or faculty body (council, senate, assembly, etc.) of that institution. Institutions are encouraged to send a second non-voting member to meetings, who act as a replacement is the voting member cannot attend. It is the duty of past institution delegates to inform the USGFC chair and webmaster when they are replaced, so that the correct records can be kept. [*USG FACULTY COUNCIL BYLAWS*, Modified FEB 18, 2014, ARTICLE IV]

GORDON STATE COLLEGE REPRESENTATIVE

Gordon State College Representative to the USG Faculty Council will serve for one year and be elected annually by the Faculty Senate at its last meeting of each academic year. Eligible Representatives must be current tenured faculty of Gordon State College. Nominations may come from any member of the

Corps of Instruction at Gordon State College and must be communicated in written form to the current Chair of the Faculty Senate between April 1st and the last regularly scheduled Faculty Senate meeting of the academic year. The Chair of the Faculty Senate will present all nominations to the Faculty Senate for a ballot vote. The Chair will announce the name of the selected Representative by the close of the Senate meeting. In the event that the elected representative is unable to fulfill the elected term, the Senate will elect a faculty representative to fulfill the unexpired term.

The Chair-Elect of the Faculty Senate will serve as the second (non-voting) Representative, who will attend all USG Faculty Council meetings and act as the replacement if the voting Representative is unable to attend.

Meeting expenses (travel and maintenance) for the Representative and second Representative will be covered by the Office of Academic Affairs.

The Gordon State College Representative will make an oral report to the Faculty Senate at their regularly scheduled meeting following the meeting of the USG Faculty Council. The Representative will also submit a written report of USG Faculty Council proceedings to the Secretary of the Faculty Senate for inclusion in the Senate Minutes, which are made available to the entire Core of Instruction.

Rationale for Amending the Statute:

The rationale is to formalize the process of selecting the USG Faculty Council Representatives for the Corps of Instruction at Gordon State College. Additionally, the procedure will outline the duties and expectations of the Representatives and channels of communication of USG Faculty Council activities to the Corps of Instruction.

Proposing Body:

Statutes Committee

Date: 11 January 2016

Gordon State College

A STATE COLLEGE IN THE UNIVERSITY SYSTEM OF GEORGIA

Proposal to Amend Statutes

To be Amended:

Statutes of the College __XX____

Faculty Senate Bylaws ______

Faculty Handbook ______

ARTICLE _______ Chapter ___3__ Section ____3.2_____ Paragraph _______________

CHAPTER 3. SHARED GOVERNANCE MODEL

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B. **Appointments**. Elected committee members will serve one-year terms, unless otherwise stated in the Committee description in the *Statutes of the College*.

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   a. The **Committee Chair** shall schedule a meeting room, collect agenda items, announce all scheduled meetings, furnish members with a Meeting Agenda, and preside over all meetings. The Chair will make meeting announcements to the entire Faculty and relevant Administration no less than seven (7) days prior to the meeting. A Meeting Agenda must be delivered to Faculty and Administration no less than three (3) days prior to the meeting.

   b. The **Committee Recorder** shall keep Minutes of committee meetings and maintain a record of attendance to include committee members present and absent. The Committee Recorder will deliver copies of the Committee Minutes to all Faculty and relevant Administration within ten (10) working days of each committee meeting. The Recorder will also transmit signed Approved Minutes to the Office of the President for archival.

E. **Resignation**. Any elected Committee member who is unable or unwilling to perform expected or requested duties shall submit a written resignation to the Chair of the Committee. The Resignation will be announced at the next meeting and included in the Committee Minutes as a matter of record. The office, Academic Unit or School to which the resigning member belonged shall elect a replacement within two weeks of notification. The newly elected Member will receive notifications and serve as voting member of the Committee at the next regularly scheduled meeting.

F. **Meetings**. Committees of the College shall convene in open session in space adequate for potential guests, with the exception of Faculty Grievance Committee, Promotion and Tenure Committee, Post Tenure Review Committee, and Post Tenure Review Appeal Committee..

G. **Tasks**. Each committee shall establish and review policies and the administration of policies in its area of responsibility and offer recommendations for quality enhancement. Recommendations shall be submitted to the President of Gordon State College or their designee.

H. **Quorum**. A quorum shall exist when more than 50 percent of the active members are present.

I. **Agenda and Minutes**. Meeting agenda shall be distributed to the full faculty and relevant Administration at least three (3) days before the meeting. The agenda will be included on a meeting announcement transmitted by the Chair and shall include the meeting time, date, and place. Meeting Minutes shall be recorded and saved as Unapproved Minutes until the next meeting. Unapproved Minutes shall be delivered to the full Faculty and relevant Administration within ten (10) days of the Meeting. When the Committee approves Minutes at the next meeting, a copy of the Approved Minutes, signed by the Recorder, shall be delivered to the Office of the President for archival.

J. **Year-End Reports**. A report of the Committee's activities will be composed by the Chair and Recorder and delivered to the Office of the President by the final day of each Spring Semester. The Year-End Report will include a list of Committee members, attendance record, all items placed on the Committee's agenda and disposition of the item. The Year-End Report should be signed by the Chair before delivery to the Office of the President.

Rationale for Amending the Statute:

To describe the institution's compliance with Board of Regents requirements, to meet criteria of the 2012Open Meetings Act (O.C.G.A. § 50-14-1(d), (e)(1) and (e)(2), and 50-14-4(a) and (b)(1)) and to provide continuity in officers and operations. Proposed operations follow operations of Standing Committees of the Faculty Senate outlined in the *Bylaws of the Faculty Senate* (Appendix A of the *Gordon College Statutes*).

Proposing Body:

Statutes Committee

Date: 11 January 2016