

Appendix A

BYLAWS OF THE GORDON COLLEGE FACULTY SENATE

ARTICLE I.

Name

This organization shall be named the Gordon College Faculty Senate.

ARTICLE II.

Purpose

The purpose of the Faculty Senate shall be to provide a systematic means of recommending policy and any changes in policy, except those mandated by the Board of Regents, to the President of the College and to the Faculty. The Faculty Senate shall serve as the mechanism for shared governance at the College and shall be responsible for approving and amending the Gordon College Statutes.

As stipulated by section 302.06 of the Board of Regents' Policy Manual, the Faculty Senate "shall make, subject to the approval of the president of the institution, the Chancellor and the Board, statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules and regulations made by the faculty shall be filed with the Chancellor." The Faculty Senate "shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the president of the institution."

ARTICLE III.

Members

Section 1. Membership. Membership of the Faculty Senate shall consist of the President of the College, the Vice-President for Academic Affairs, and elected Senators. The President of the College and the Vice-President for Academic Affairs shall be non-voting members.

Section 2. Elected Senators. Any full-time tenured, tenure-track, term (non-tenure track) teaching, or coaching faculty member not holding administrative office shall be eligible for election to the Faculty Senate. Special appointment or short-term teaching faculty members and administrative faculty members are not eligible for election to the Faculty Senate.

a. Representation. The composition of the Faculty Senate shall consist of three Senators elected from each academic division with more than twenty authorized faculty positions. Each division or academic unit with twenty or fewer authorized faculty positions shall elect one Senator for every ten authorized positions or fraction thereof. In addition, three at-large Senators shall be elected from the Faculty, but no two at-large Senators may be from the same unit.

b. Elections. Academic divisions shall elect Senators by secret ballot no later than April 1st of each year, with the exception of the first year. In the first year, division elections will be held at the beginning of Spring 2002 semester, no later than January 7th. The at-large faculty members will be elected by secret ballot no later than January 15th.

Division Chairs shall forward the names of elected Senators to the Chair or President of the Faculty Senate within three working days of the election. The Chair or President of the Faculty Senate shall seek nominations for at-large Senators at the

Spring semester Faculty meeting and shall conduct an election by secret ballot at this meeting. Terms of service for Senators shall begin June 1st.

c. Length of Service. Terms shall be of three years. Academic units that increase their number of Faculty Senators shall insure that terms are staggered so that no more than one Senator from each unit shall complete a term of office in a given year. In order to adhere to this stipulation, academic units are authorized to reduce the term of office of a newly elected Senator to two years in the first year that the unit's representation increases. In no case, however, shall a term be extended beyond three years. Senators may serve two consecutive terms, after which they must take a one-year absence before they are eligible to serve again.

Section 3. Attendance. Elected Senators shall attend all meetings of the Senate unless extenuating circumstances prevent attendance. The Secretary shall include an attendance record in the minutes.

Section 4. Resignation. Any Senator who is appointed to an administrative office or who is unable or unwilling to perform expected or requested duties shall submit a written resignation to the Chair of the Faculty Senate.

Section 5. Unexpired Terms of Service. In the case of unexpired terms of service for any Senator representing a division, the division 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 shall seek nominations and conduct an election for these terms by campus mail ballot. Faculty members shall elect replacement at-large Senators by largest number of approval votes cast for nominees.

Section 6. Recall of Senators. Division faculty may recall a Senator representing their division by a majority vote of the division. The full faculty may recall a Senator at-large by majority vote of the full faculty.

ARTICLE IV. Officers

Section 1. Officers. The officers of the Senate shall include the President of the College, the Chair of the Senate, the Chair-Elect, the Secretary, and the Parliamentarian. All officers of the Senate shall begin their term June 1st, except during 2002, when they shall begin their term in January.

a. President. In accordance with the Board of Regents' Policy Manual, the President of the College shall serve as President of the Faculty Senate. The President may choose to preside at Senate meetings, but is not a voting member.

b. Chair. The Chair of the Faculty Senate shall be elected by the Senate for the first term at the January 2002 meeting. The Chair shall serve for one year, except for the first year when the Chair shall serve for one-and-a-half years. The duties of the Chair of the Faculty Senate shall include:

1. Presiding at Faculty Senate meetings at the request of the President.
2. Collecting agenda items and coordinating with the President arrangements for meetings of the Senate.
3. Scheduling the room and overseeing details for each meeting.
4. Appointing and charging special or ad hoc committees.
5. Conducting elections as specified in these bylaws.

c. Chair-Elect. The Chair-Elect of the Faculty Senate shall be elected annually by the Senate at the May meeting. The Chair-Elect should be elected from Senators who have more than one year of service remaining. The Chair-Elect shall serve for one year, after which he/she shall succeed to the Office of Chair. The duties of the Chair-Elect shall include:

1. Keeping records of committee memberships and terms of office.
2. Collecting written reports from all committees.
3. Collecting agenda items and assisting the Chair of the Faculty Senate with meeting arrangements for the Faculty Senate.

4. Presiding over Faculty Senate meetings in the absence of the Chair.

d. Secretary. The Secretary of the Faculty Senate shall be elected at the May meeting by the Senate membership. In the first year, the secretary will be elected in January. The duties of the Secretary shall include:

1. Keeping detailed minutes of each Faculty Senate meeting.
2. Maintaining an accurate record of attendance to include the names of members present and absent.
3. Sending copies of the minutes to division chairs, faculty members, the Library and the President of College within 10 working days of each Faculty Senate meeting.
4. Collecting agenda items and assisting the Chair of the Faculty Senate with meeting arrangements for the Faculty Senate.
5. Distributing Faculty Senate agendas to the President of the College, Senators, academic divisions, the library, and to the faculty list by e-mail one week prior to established meeting times.

e. Parliamentarian. The Faculty Senate shall elect one Faculty Senator at the May meeting to serve as Parliamentarian. The Parliamentarian shall settle questions regarding parliamentary procedures according to Roberts Rules of Order: *Newly Revised*.

Section 2. Executive Board. The Officers of the Faculty Senate shall comprise the Executive Board of the Senate.

ARTICLE V. Meetings

Section 1. Regular Meetings. The Faculty Senate shall convene in open session, in space adequate for potential visitors, four times per semester, meeting once per month during the academic year. The Faculty Senate shall determine a regular time for monthly meetings and shall provide the Faculty with a copy of the annual schedule (fall through summer) at the beginning of each fall semester.

Any member of the Faculty may present matters for consideration to the Faculty Senate, provided the Faculty member notifies the Chair or any Officer of the Faculty Senate in writing at least ten calendar days prior to the next regular meeting. Any member of the Faculty who wishes to remain anonymous may present in writing matters for consideration to the Chair of the Faculty Senate or any Senator. This notification must reach the Chair or any Officer of the Senate at least ten calendar days prior to the next regular meeting.

Section 2. Special Meetings. The Chair of the Faculty Senate shall call a special meeting of the Faculty Senate upon written request of at least 25% of the Senators or upon request of at least 10 faculty members, or upon request of the President.

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

Section 4. Quorum. A quorum shall exist when more than 50% of the elected Faculty Senators are present.

ARTICLE VI.
Committees

Section 1. The following shall apply to all standing committees of the Faculty Senate.

- a. Initial Meeting. The initial meeting of each committee, with the exception of the Academic Judicial Committee, shall be convened within the first four weeks of the fall semester or upon creation. The Senator on each committee shall call the first meeting for the express purpose of electing a Chair. The Academic Judicial Committee may delay its meeting in order to allow the election of student representatives to the committee, as long as the meeting is held within the first five weeks of the semester.
- b. Tasks. The task of each committee shall be to establish and review the policies and administration of policies in its area and offer recommendations as necessary. Recommendations to the Senate shall be submitted to the Chair of the Faculty Senate or any elected officer of the Faculty Senate.
- c. Annual Report. Each committee shall submit a written annual report to the Chair of the Faculty 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. A copy of the written report shall also be filed in the library.
- d. Minutes. A copy of the minutes of each committee meeting shall be furnished to the Faculty Senate and to the Chair-Elect for inclusion in the Faculty Senate file in the library within ten days of the committee meeting.
- e. Appointments. Elected committee members shall serve one year terms unless otherwise stated as in Article III of this document. Members may be re-elected to committees for succeeding terms.
- f. Representation:
 - (1) Senators: At least one Senator from the Faculty Senate will serve on all standing and special committees. Senator representation for all committees will be elected by majority vote by the members of the Faculty Senate.
 - (2) Faculty Members: Faculty representation for standing and special committees will be elected by each academic division. Notwithstanding the requirements levied on academic divisions to supply a stipulated number of faculty representatives (as listed for each committee, below) divisions and academic units with twenty or fewer assigned faculty positions will be free to determine which committees they will send representatives to, and whether or not they will send a full or reduced number of representatives.
 - (3) Faculty at Large: Faculty at Large representation for standing and special committees will be elected by the faculty.
 - (4) Staff Members: Staff member representation for standing and special committees will be elected by the Staff Council.
 - (5) Students: Student representation for standing and special committees will be elected by the Student Government Association.

g. Unexpired Terms of Service. In the event that a committee member does not complete a term, the Chair of the respective 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 shall be held.

Section 2. The Faculty Senate of Gordon College shall establish the following standing committees according to the provisions of the Board of Regents' policy 302.06:

Academic Judicial Committee

Purpose: The purpose of the Academic Judicial Committee shall be to determine whether a student has violated College policies or regulations and to recommend appropriate discipline when deemed necessary. When requested by the Vice President for Academic Affairs, the committee will also review a student appeal when an alleged violation of student rights (for example, regarding the student's grade) is involved.

Composition: The Academic Judicial Committee shall be composed of:

- (a) Faculty Senators (2)
- (b) Other Faculty members, 2 per division
- (c) Students (8); elected by SGA

In the event a grievance is filed, the Faculty Senate Chair shall select, by lot, a panel of four faculty and three students to serve on the committee for that grievance. The selected committee members shall select one of the faculty members to serve as Chair. The Chair of the Committee shall preside at the committee hearing, unless removed by challenge for cause. In the event of a challenge to the Chair, the Faculty Senate Chair shall rule on the challenge.

A new committee shall be selected for each student hearing.

Duties: The committee shall conduct discipline hearings in accordance with the established regulations of the College. Prior to any hearing, a student government representative shall meet with the student and inform the student of his or her rights to due process.

Appeals shall be carried out in accordance with the policies set forth in the Student Disciplinary Procedures. The Vice President for Student Affairs shall be responsible for implementing any disciplinary action recommended by the Committee. The minutes of the Committee shall be forwarded solely to the Vice President for Student Affairs and the President of the College.

Academic Policy Committee

Purpose: The purpose of the Academic Policies Committee shall be to formulate academic policies for the College.

Composition: The committee shall be composed of:

- (a) Faculty Senator (1)
- (b) Vice President for Academic Affairs
- (c) Director of Library
- (d) Division Chairs
- (e) Registrar
- (f) Other Faculty members, 1 per division
- (g) Student (1)

Duties: The committee shall review and formulate academic regulations and degree requirements. The committee shall be responsible for the approval and review of all academic programs, course offerings, the appropriate hours of credit, and the catalog description of the courses.

Admissions, Advisement, Registration, Retention, and Financial Aid (AARRFA) Committee

Purpose: The purpose of the Admissions, Advisement, Registration, Retention, and Financial Aid Committee shall be to exercise oversight of admissions, advisement, registration, retention, and financial aid.

Composition: The committee shall be composed of:

- (a) Faculty Senator (1)
- (b) Director of Admissions
- (c) Director of Financial Aid
- (d) Registrar
- (e) Other Faculty, 1 per division
- (f) Learning Support Faculty (1); to be appointed by the AARRFA committee

Duties: The Admissions, Advisement, Registration, Retention, and Financial Aid Committee shall review and formulate admission, registration and retention policies and recommend policies and procedures relating to academic advisement and financial aid programs of the College.

Assessment Committee

Purpose: The Assessment Committee shall oversee the assessment of the quality of education and academic related services at Gordon College.

Composition: The committee shall be composed of:

- (a) Faculty Senator (1)
- (b) VP for Academic Affairs
- (c) Director of Student Activities
- (d) Director of Institutional Research
- (e) Other Faculty, 2 per division

Duties: The Assessment Committee shall:

- (a) serve in an advisory capacity to the President
- (b) coordinate and promote assessment activities on campus
- (c) ensure that campus assessment activities meet the University System of Georgia, Southern Association of Colleges and Schools' criteria and other accrediting agencies
- (d) review annually the mission statement of the college
- (e) provide information to the Planning Committee concerning strengths and weaknesses on campus

Faculty Development Committee

Purpose: The purpose of the Faculty Development Committee shall be to encourage faculty development by awarding grants for faculty development.

Composition: The committee shall be composed of:

- (a) one faculty senator
- (b) one faculty member from each division

Duties: The committee shall review applications for faculty development funds and shall award such funds to faculty according to those criteria established by the committee.

Faculty Welfare Committee

Purpose: The purpose of the Faculty Welfare Committee is to review policies affecting faculty welfare.

Composition: The committee shall be composed of:

- (a) Faculty Senators (2)
- (b) Director of Institutional Research
- (c) Other Faculty Members: 2 per division, one of whom must be tenured
- (d) Librarian (1)

Duties: The committee shall review policies (other than individual grievances) relative to tenure, promotion, recruitment, salary, standards for faculty qualifications, post-tenure review, institutional budget, sabbatical leaves, leaves of absence, and faculty workload and class size. This committee shall also review other policies and issues pertaining to Faculty welfare, including working conditions and faculty development.

Gordon College Statutes Committee

Purpose: The purpose of the Gordon College Statutes Committee shall be to review and revise as necessary the Gordon College Statutes. Changes in the Board of Regents' policy that affect the Statutes will be announced to the Faculty and included in the Statutes.

Composition: The Gordon College Statutes Committee shall be composed of:

- (a) President of the College
- (b) Vice President for Academic Affairs
- (c) Executive Board of the Faculty Senate

Duties: The Gordon College Statutes Committee shall

- (a) review current compliance with Board of Regents' policy
- (b) incorporate Gordon College Statutes amendments proposed by faculty
- (c) create ad hoc subcommittees as necessary

Human Subjects Review Committee

Purpose: The Human Subjects Review Committee shall review Gordon College employee or student research proposals that involve the use of human subjects. This review will ensure that the research is conducted along ethical guidelines that reflect professional and community standards.

Composition: The committee shall be composed of:

- (a) Faculty Senator (1)
- (b) Director of Institutional Research
- (c) Other Faculty, 1 per division
- (d) Student (1)

Duties: To serve in an advisory capacity to the President. To develop, implement, and maintain policies for the evaluation of research proposals as stated under the purpose of this committee.

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 Admissions
- (c) Director of Computer Services
- (d) Other Faculty, 1 per division
- (e) Member of Academic Policy Committee (1); to be appointed by Academic Policy Committee
- (f) Library Staff member (1)
- (g) Student (1)

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.

Library Committee

Purpose: The purpose of the Library Committee shall be to make recommendations on all matters relevant to the maintenance of an effective library program.

Composition: The committee shall be composed of:

- (a) Faculty Senator
- (b) Director of Library Services
- (c) Other Faculty members, 1 per division
- (d) Student Representative (1)
- (e) Staff Representative, from Computer Services (1)
- (f) President, ex officio
- (g) Vice President for Academic Affairs, ex officio

Duties: The committee shall make recommendations on all matters concerning the library, such as

- a. library requirements; staffing and equipment
- b. acquisitions
- c. operating hours

Planning Committee

Purpose: The Planning Committee shall be an active partner with the administration for the purpose of planning physical, fiscal, or non-academic program changes for the College and the integration of plans with accreditation agencies.

Composition: The committee shall be composed of:

- (a) Faculty Senator (1)
- (b) President of the College
- (c) All administrators who report directly to the President
- (d) Director of Institutional Research
- (e) Other Faculty Members, 1 per division
- (f) Librarian (1)
- (g) Student Representative (1)
- (h) Director of Admissions

Duties: The Committee shall:

- (a) assist the administrative division of the College with the development of guidelines, criteria, and procedures for program, fiscal, and physical planning, and the institutional strategic plan and master plan
- (b) assign facilities and the allocation of resources
- (c) develop annual budgets
- (d) establish priorities in capital construction and campus maintenance

ARTICLE VII.
Faculty Review

1. Actions of the Faculty Senate are subject to review by the full faculty.
2. The secretary of the Senate shall send to all faculty members a complete description of all Senate resolutions within ten days of any Senate meeting.
3. Upon the written request of 10 faculty members, the President will call, in a timely manner, a meeting of the full faculty, to discuss, review, and/or overturn any Senate resolution.
4. Faculty may overturn resolutions of the Faculty Senate by a two-thirds vote of the faculty present at any official College faculty meeting.
5. All changes to the Gordon College Statutes as recommended by the Senate must be approved by a majority vote at a faculty meeting.

ARTICLE VIII.
Presidential Response

1. The Chair of the Faculty Senate shall, within two working days, submit to the President in writing recommendations passed by the Faculty Senate.
2. The President shall, within 20 calendar days of receiving such recommendations, respond in writing to the Chair of the Faculty Senate:
 - a. Should the President approve a Senate recommendation, that recommendation shall immediately become official College policy, providing that the faculty have received notice of the recommendation and have not requested a meeting to discuss it.
 - b. Should the President veto a Senate recommendation, he/she shall within the 20 days specified above, provide to the Chair of the Senate a written explanation of the reasons for his/her veto.
3. In the event of a veto, the Faculty Senate may respond by:
 - a. accepting the veto
 - b. sending to the President a compromise recommendation
 - c. rejecting the President's veto for the record with a 2/3 vote of Senators present
4. The President will respond to a Senate compromise recommendation as specified above for any Senate recommendation.

ARTICLE IX.
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 X.
Amendment of Faculty Senate 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 President. The President shall submit the amendment to the Board of Regents for ratification.