MEMORANDUM

TO: Ken Anderson
Harold Boyd
James Cook
Richard Hays
Nanette Jaynes
Jim McKeel
Betty Bowman
Betty Nolen
Ken Weatherman
Adrian Bowers
Lynn Cundiff
Judy Perdue
Kathy Washington

FROM: James F. Cook

SUBJECT: Statutes

At the October 13 meeting, the faculty ratified the attached amendments to the Floyd College Statutes.
MEMORANDUM

TO: Faculty
FROM: Statutes and Faculty Affairs Committee
SUBJECT: Statutes of Floyd College

The Statutes and Faculty Affairs Committee proposes the following change in the Statutes of Floyd College:

Article III. THE FACULTY

Section A. Status

The faculty shall consist of the corps of instruction (all full-time personnel who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor) and the following officers: The President, the Vice President for Academic Affairs, the Librarian, and other personnel designated by the President.

1. Persons holding adjunct appointments or other honorary titles, special lecturers, and part-time personnel shall not be considered to be members of the Faculty.
# FACULTY

## Standing Committees of the Faculty
- Instructional Council
- Academic Progress Committee
- Library Committee
- Statutes & Faculty Affairs Committee
- Curriculum Committee
- Student Affairs Committee

## Standing Committees of the College
- Grievance Committee
- Institutional Effectiveness Committee
- Computer Committee
- Capital Improvements Committee
- Affirmative Action Committee
- Health & Safety Committee
- Financial Assistance Committee
STANDING COMMITTEES OF THE FACULTY

(1) The standing committees of the Faculty are instruments of the Faculty whose actions are subject to approval or disapproval of the Faculty, except the Instructional Council. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

(2) The minutes of a standing committee shall be filed in the Library with the Secretary of the Faculty. In addition, the secretary of each committee shall distribute written recommendations to each faculty member at least two days prior to the faculty meeting at which the recommendation will be presented.

(3) All committees shall meet quarterly and additionally as necessary upon the call of the committee chair or a majority of the committee.

(4) The faculty committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a two-year term.

(5) The Instructional Council of the Faculty shall serve as a Committee on Committees and shall recommend procedures for the election of faculty and student committee members not designated by the official positions they hold.

(6) All standing committees of the Faculty shall have a minimum of five and a maximum of seven members, except the Instructional Council and the Curriculum Committee.

(7) Any faculty member may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the faculty member access in one of these ways.

(8) The standing committees of the Faculty shall consist of the following committees: a. Instructional Council, b. Library, c. Statutes and Faculty Affairs, d. Curriculum, e. Academic Progress, and f. Student Affairs.
INSTRUCTIONAL COUNCIL

(1) The Instructional Council shall consist of the Vice President for Academic Affairs, the chairman of each instructional division, and one at-large faculty member elected by the Faculty to a one-year term. The chair shall be appointed by the President.

(2) The Instructional Council shall meet at least once per month on a planned basis.

(3) The Instructional Council shall report to the President.

(4) The Instructional Council shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established rules and regulations of the College.

(5) The Instructional Council shall serve as an Executive Committee of the Faculty to deal with matters of an emergency nature when time constraints preclude a meeting of the Faculty. Actions taken by the Instructional Council under such circumstances shall have the same force as actions of the Faculty as a whole.

(6) The Instructional Council shall recommend to the President an agenda for each faculty meeting and shall have the power to call meetings of the Faculty as needed.

(7) The Instructional Council shall serve as a Committee on Committees and shall formulate policies governing the election of members of the standing committees of the Faculty.

(8) The Instructional Council shall provide advice and counsel to the Executive Council.

(9) The Instructional Council shall provide the President with an annual report of the College's academic activities at the end of each academic year.
ACADEMIC PROGRESS COMMITTEE

(1) The Academic Progress Committee shall consist of those faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee is responsible for evaluating all rules and regulations dealing with students' academic performance and recommending changes to the Faculty.

(3) The Committee shall enforce and administer academic rules and regulations established by the Faculty, with powers to place students on or remove them from probation, dismiss students from the College for academic deficiencies, and reinstate students who have been dismissed for academic reasons.

(4) The Committee shall recognize and encourage academic achievement by assisting in the graduation ceremony, honors assemblies, and other such activities as may be approved by the Faculty.

(5) The Committee shall develop and administer an Honors program.

(6) The Committee shall encourage academic excellence by developing special programs and activities for meritorious students.

(7) The Committee shall review student retention on a regular basis and recommend changes.

(8) The Committee shall review admissions and academic placement policies on an annual basis and recommend changes.

(9) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
LIBRARY COMMITTEE

(1) The Library Committee shall consist of the Librarian and other members of the Faculty recommended by the Instructional Council and approved by the Faculty. The chair, who shall not be the Librarian, shall be elected annually by the members of the committee.

(2) The Committee shall advise the Librarian concerning general library policies, the development of library resources, the purchase of books and equipment, and the hiring of staff.

(3) The Committee shall assist the Librarian in establishing goals and objectives, surveying the faculty and staff, evaluating the performance of the library, and compiling the annual report of the Library.

(4) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
STATUTES AND FACULTY AFFAIRS COMMITTEE

(1) The Statutes and Faculty Affairs Committee shall consist of those members of the Faculty recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall consider any proposed changes or amendments to the Statutes of Floyd College, and shall transmit such proposals to the Faculty with appropriate recommendations.

(3) The Committee shall review periodically the Statutes of Floyd College, the Policies and Procedures of Floyd College, the By-Laws and Policies of the Board of Regents, and other documents affecting the Faculty.

(4) The Committee shall provide advice and counsel to the Director of Human Resources, the Instructional Council, the Vice President for Academic Affairs, and the President on programs, policies, and activities which affect faculty.

(5) The Committee annually shall nominate a faculty member to serve on the Instructional Council.

(6) The Committee annually shall nominate a slate of eight faculty members to serve on the Grievance Committee of the College.

(7) The Committee shall have the power to initiate special meetings of the Faculty.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
(1) The Curriculum Committee shall consist of one faculty member from each academic division, unless waived by the division chair. The members shall be recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each division of instruction.

(3) The Committee shall review all proposed changes in degree requirements and programs of instruction and shall transmit such proposals to the Faculty with appropriate recommendations.

(4) The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.

(5) The Committee shall communicate regularly with and provide minutes to the Vice President for Academic Affairs.

(6) The Committee shall perform a general review of all programs of study on a regular basis and shall assist in the publication of the annual college catalog.

(7) The Committee shall provide the President a brief annual report of its activities at the end of each academic year.
STUDENT AFFAIRS COMMITTEE

(1) The Student Affairs Committee shall consist of two students appointed annually by the president of the Student Government Association and five faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall advise the Vice President for Student Affairs and recommend policies pertaining to student development, including counseling, student orientation, financial aid, student activities, and other services.

(3) The Committee shall approve student organizations recommended by the Student Senate, according to guidelines in the Student Handbook.

(4) The Committee shall oversee student publications through the establishment of a Publications Committee.

(5) The Committee shall review periodically all Student Affairs policies and programs and recommend changes.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
STANDING COMMITTEES OF THE COLLEGE

(1) The standing committees of the College provide advice and counsel to the President and other administrative officers on a variety of topics that affect the College.

(2) The minutes of a standing committee of the College shall be distributed to appropriate personnel and kept on file in the Library.

(3) All standing committees shall meet quarterly and additionally as necessary upon the call of the committee chair or a majority of the committee.

(4) Unless otherwise specified, the Executive Council and the Instructional Council shall appoint members of the standing committees to a two-year term.

(5) Unless otherwise specified, all standing committees of the College shall have a minimum of five and a maximum of seven members.

(6) A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

(7) Any employee of the college may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the employee access in one of these ways.
GRIEVANCE COMMITTEE OF THE COLLEGE

(1) The Grievance Committee shall consist of eight faculty members elected by the Faculty and seven classified employees (professional and administrative personnel and staff who do not have faculty status) elected by the classified employees from their ranks in September of each year. The Statutes and Faculty Affairs Committee shall nominate the slate of faculty members; other nominations may be added from the floor. The terms of each member shall be one year and they shall be eligible to succeed themselves. The chair, who shall be a member of the Faculty, shall be elected by all members of the committee.

(2) The Committee shall consider and act upon all grievances filed by faculty (including part-time faculty) or classified employees. The Committee shall not consider any grievance on which the President has made a final decision.

(3) The chair shall designate an appropriate panel to hear each grievance, consisting of not less than three or more than five members in addition to the chair.

(4) The operating procedures of the Committee, including the procedure for the filing of grievances, the conduct of hearings, and the transmission of recommendations to the President for final decision within thirty days after the grievance is filed, shall be published in the Policies and Procedures of Floyd College. The chair, or another member of the Committee designated by the chair, shall preside at all meetings of the Committee.

(5) In considering grievances concerning promotion, tenure, and dismissal, the Committee shall act in accord with policies stated in The Policy Manual of the Board of Regents, the Statutes of Floyd College, and the Policies and Procedures of Floyd College.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
INSTITUTIONAL EFFECTIVENESS COMMITTEE OF THE COLLEGE

(1) The Institutional Effectiveness Committee members, as well as the chair, shall be appointed by the President and serve two-year terms. All institutional units shall be represented on the committee.

(2) The Committee shall provide advice and counsel to the Director of Institutional Research and Planning, the Instructional Council, the Executive Council, and the President on institutional effectiveness issues.

(3) The Committee shall oversee the institutional research and planning processes for the College and update the strategic plan annually.

(4) The Committee shall recommend institutional effectiveness measures to the President and appropriate administrators.

(5) The Committee shall assist the President in complying with policies and mandates from the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

(6) The Committee shall assist the President in the preparation of reports and documents for the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
COMPUTER COMMITTEE OF THE COLLEGE

(1) The Computer Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee. The Director of Computer Services shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Director of Computer Services, the Instructional Council, the Executive Council, and the President on the purchase, use, and maintenance of computers, and other matters relating to computers.

(3) The Committee shall develop a comprehensive three-year and five-year plan for increasing the use of computers in both the instructional and administrative areas. The Committee shall review these plans annually and recommend changes in them to the President.

(4) The Committee shall recommend to the Director of Computer Services policies and procedures for the computer labs.

(5) The Committee shall recommend to the Director of Computer Services and the Instructional Council training programs for faculty and staff.

(6) The Committee shall consult with offices, departments, divisions, and individuals to keep abreast of the College’s needs and problems relating to computers and to generate new ideas for computer use.

(7) The Committee reports to the Executive Council.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
CAPITAL IMPROVEMENTS COMMITTEE OF THE COLLEGE

(1) The Capital Improvements Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee.

(2) The Committee shall assist the President in preparing a comprehensive capital improvements plan for the campus.

(3) The Committee shall study proposed capital projects, conduct hearings to determine the feasibility of such proposals, and make recommendations to the President.

(4) The Committee shall review the comprehensive capital improvements plan biannually and shall recommend changes in the order of priorities to the President.

(5) The Committee shall consult with offices, departments, and divisions throughout the campus to determine capital improvement needs.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
AFFIRMATIVE ACTION COMMITTEE OF THE COLLEGE

(1) The Affirmative Action Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Affirmative Action Officer shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Affirmative Action Officer, the Instructional Council, the Executive Council, and the President to ensure that the College maintains a positive program of equal employment opportunity for all employees and applicants for employment.

(3) The Committee shall assist the Affirmative Action Officer in developing policies and procedures on affirmative action.

(4) The Committee shall critique the College’s Affirmative Action Compliance Plan annually.

(5) The Committee shall assist the Affirmative Action Officer in analyzing the employment and personnel practices of the College to determine if equal opportunities are being maintained for all employees and qualified applicants.

(6) The Committee shall review annually all of the College’s advertisements to make sure that the statement "An Equal Opportunity Employer" is included.

(7) The Committee shall assist the Affirmative Action Officer in identifying violations of or weaknesses in the College’s affirmative action program and recommend solutions.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
HEALTH AND SAFETY COMMITTEE OF THE COLLEGE

(1) The Health and Safety Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Director of Human Resources shall serve as an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the President on a wide range of health, safety, and environmental issues, including the College's compliance with pertinent state, federal, and University System of Georgia regulations.

(3) The Committee shall recommend to appropriate administrators plans for coping with potential disasters on campus caused by fires, tornadoes, ruptured gas lines, chemical spills, disposal of hazardous wastes, etc.

(4) The Committee shall recommend to appropriate administrators policies for providing emergency medical treatment on campus.

(5) The Committee shall study the College's security, parking, and vehicular traffic needs, as well as its enforcement of traffic regulations, and shall recommend appropriate policies.

(6) The Committee shall serve as a forum for students, faculty, and staff to express concerns about health and safety on campus.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
FINANCIAL ASSISTANCE COMMITTEE OF THE COLLEGE

(1) The Financial Assistance Committee members shall serve a two-year term, and the chair shall be elected by the committee. The Director of Financial Aid shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Director of Financial Aid, the Executive Council, and the President on financial assistance matters.

(3) The Committee shall review annually the College’s financial assistance policies and procedures and recommend changes to the Director of Financial Aid.

(4) The Committee shall assist the Vice President for Student Affairs and the Floyd College Foundation in awarding scholarships, grants for student travel, and other types of financial assistance.

(5) The Committee shall review annually the College’s policies and procedures for awarding scholarships to ensure equitable distribution of such funds and recommend changes to the President.

(6) The Committee shall prepare and administer an annual budget for allocating grants to students.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
October 17, 1994

TO: Jim Cook

FROM: Carolyn Parks

I would like to urge you and the committee members of the statutes committee to include the off-campus coordinators as designated members of the instructional council. Since the coordinators recommend class schedules for their centers and advise large numbers of students, it is essential that they are aware of the plans and changes made by the council.

Although the present wording indicates that coordinators may be included at the discretion of the vice president of academic affairs, it would be much better for future coordinators to be included as full working members of the committee.

cc: Brady Vardemann
    Nanette Jaynes
    Ken Anderson
    Ken Weatherman
    Betty Nolen
    Betty Bowman
    Jim McKeel
Memorandum

To: All Faculty
From: Statutes and Faculty Affairs Committee
Date: October 10, 1994
Subject: Changes to the Floyd College Statutes

The Statutes and Faculty Affairs Committee proposes the following changes in the Floyd College Statutes.

The proposed changes are indicated by circles. Also, there is one deletion, Curriculum Committee (5): The Committee shall communicate regularly with and provide minutes to the Vice President for Academic Affairs.

If you have any questions, please contact a member of the Statutes and Faculty Affairs Committee.
These Statutes are expressly subject to The By-Laws and Policies of the Board of Regents and the amendments thereto. In the case of any conflict with official policy of the Board of Regents, the official policy of the Board of Regents shall prevail.

Article I. THE COLLEGE

Section A. A Unit of the University System

Floyd College is a unit of the University System of Georgia and is under the jurisdiction of the Board of Regents and the Chancellor of the University System of Georgia. As a two-year institution, Floyd College confers the Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Science in Nursing degrees.

Section B. Purpose

The philosophy of Floyd College, a two-year unit of the University System of Georgia under the jurisdiction of the Board of Regents, is expressed in the following beliefs:

Education is essential to the intellectual, physical, economic, social, emotional, cultural, and environmental well-being of individuals and society.

Education should be geographically and physically accessible and affordable.

Floyd College is well-qualified to provide excellent educational opportunities and services.

Therefore, the purpose of Floyd College is to promote high quality educational opportunities and services that are responsive to the needs of the College's service area. To accomplish this purpose, Floyd College provides the following:

Access to individuals with a desire to benefit from educational offerings.

A learning environment which promotes inclusiveness, global awareness, and diversity.

Programs and services which promote total student development.

Developmental education which assists individuals in improving academic skills and overcoming educational deficiencies.

Transfer programs which lead toward a baccalaureate degree through the concept of the Core Curriculum of the University System of Georgia.

Career, certificate, and cooperative programs which prepare students for gainful employment or career advancement.

Training for business and industry which meets area needs and promotes local and regional economic growth and development.
INSTRUCTIONAL COUNCIL

(1) The Instructional Council shall consist of the Vice President for Academic Affairs, the Director of Institutional Effectiveness and Planning, the chair of each instructional division, and one at-large faculty member elected by the Faculty to a one-year term. The Vice President for Academic Affairs, who shall serve as chair, may appoint additional members.

(2) The Instructional Council shall meet at least once per month on a planned basis.

(3) The Instructional Council shall report to the President.

(4) The Instructional Council shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established rules and regulations of the College.

(5) The Instructional Council shall serve as an Executive Committee of the Faculty to deal with matters of an emergency nature when time constraints preclude a meeting of the Faculty. Actions taken by the Instructional Council under such circumstances shall have the same force as actions of the Faculty as a whole.

(6) The Instructional Council shall recommend to the President an agenda for each faculty meeting and shall have the power to call meetings of the Faculty as needed.

(7) The Instructional Council shall serve as a Committee on Committees and shall formulate policies governing the election of members of the standing committees of the Faculty.

(8) The Instructional Council shall provide advice and counsel to the Executive Council (the President, the Vice President for Academic Affairs, the Vice President for Business and Finance, and the Vice President for Student Affairs).

(9) The Instructional Council shall provide the President with an annual report of the College's academic activities at the end of each academic year.
(1) The Curriculum Committee shall consist of the Vice President for Academic Affairs, who shall serve as chair, and one faculty member from each academic division, unless waived by the division chair. The faculty members shall be recommended by the Instructional Council and approved by the Faculty. The Director of Institutional Effectiveness and Planning shall serve as an ex officio member.

(2) The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each division of instruction.

(3) The Committee shall review all proposed changes in degree requirements and programs of instruction and shall transmit such proposals to the Faculty with appropriate recommendations.

(4) The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.

(5) The Committee shall perform a general review of all programs of study on a regular basis and shall assist in the publication of the annual college catalog.

(6) The Committee shall provide the President a brief annual report of its activities at the end of each academic year.
The Institutional Effectiveness Committee members, as well as the chair, shall be appointed by the President and serve two-year terms. All institutional units (Office of the President, Offices of the Vice Presidents, and each academic Division) shall be represented on the committee.

The Committee shall provide advice and counsel to the Director of Institutional Effectiveness and Planning, the Instructional Council, the Executive Council, and the President on institutional effectiveness issues.

The Committee shall oversee the institutional research and planning processes for the College and update the strategic plan annually.

The Committee shall recommend institutional effectiveness measures to the President and appropriate administrators.

The Committee shall assist the President in complying with policies and mandates from the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

The Committee shall assist the President in the preparation of reports and documents for the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
(1) The Student Affairs Committee shall consist of two students appointed annually by the president of the Student Government Association and five faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall advise the Vice President for Student Affairs and recommend policies pertaining to student development, including counseling, student orientation, financial aid, student activities, and other services.

(3) The Committee shall approve student organizations recommended by the Student Senate, according to guidelines in the Student Handbook.

(4) The Committee shall oversee student publications through the establishment of a Publications Committee.

(5) The Committee shall review periodically all Student Affairs policies and programs and recommend changes.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
S & F A Committee:

Suggestions:

i. Make sure Article II, Sections F and G are reflected in the faculty evaluation criteria and procedures being worked on (by Instructional Council?).

ii. I believe that Boyd should serve on Student Affairs and Vardemann on Curriculum committees. If necessary, forbid their serving as chair, or make them ex officio.

iii. With recent restructuring, might we not need to allow up to two representatives per division on Curriculum Committee?

Richard W. Trimble
TO: Dr. James Cook  
Members, Statutes Committee

FROM: Dr. Brady Vardemann

DATE: October 6, 1994

SUBJECT: COMMENTS ON PROPOSED STATUTES

Thank you for the opportunity to provide comments with regard to my concern about certain portions of the proposed Statutes.

My basic concern with the document as it is currently written is this: it draws lines in the sand which are not practical in terms of conducting the work of this College on a day-to-day basis. I am concerned that the organizational structure it proposes will serve to solidify separations between the very people we need to bring together in more meaningful ways at this institution. How can we forge open relationships between faculty and educational administrators if by our very organizational and formal lines we seek to disunite them even more?

Do I believe that members of the faculty need an established, formalized, legitimized, recognized forum whereby they can meet together to debate the issues that concern them? Absolutely. My experiential record will demonstrate my constant and unwavered position on this matter since the beginning of my career as a teacher and educational administrator.

Do I believe that through the very structure by which an educational institution performs its work it should purposefully cast its players into separate camps? Absolutely not. If we are to create an atmosphere more open to the debate and free expression of ideas -- regardless of the origin of those ideas -- then we must arrange ourselves in ways that foster, rather than discourage, such interaction.

I believe that two committees, in particular, must have membership which represents a mixture of faculty and academic administrators: the Instructional Council and the Curriculum Committee. The make-up of these two pivotal groups should be determined to a large degree along functional lines, inclusive of all academic constituencies across the breadth of the College.

Membership on the Instructional Council, for example, should include (in addition to those persons listed in the current document) the Coordinators of the off-campus centers at Cartersville and Acworth, the Director of Evening Programs, the Director of Institutional Effectiveness, and the Assistant to the Vice President for Academic Affairs. I suggest that rather than one faculty member there should be two, elected by the faculty for a term of at least one year.
My reason for suggesting this level of membership on the
Instructional Council is simply that these are the individuals
who need to be actively involved in the day-to-day academic
leadership of Floyd College. If this particular make-up removes
this important committee from the list of "Committees of the
Faculty," then so be it. The important task here is to assure
that the people who need to receive and act on the various issues
are positioned in such a manner that those issues can be
addressed in an efficient and participatory way.

To omit the individuals who function in certain positions simply
because of their title or rank is to exclude the vital role they
are expected to play in the life of Floyd College. An example in
which this omission presents a clear problem is in regard to the
Assistant to the VP/AA. The occupant of this position is the
individual charged with the primary responsibility for the
advising program and the development of the course schedule.
Clearly, any efficient model must include this individual in a
more active role than simply to be a recipient of reports from
the Instructional Council.

I believe that the Instructional Council should report to the
President through the Vice President for Academic Affairs, and
that the VP/AA should chair the Instructional Council on an on­
going basis. The underlying reason for this belief is simply
that this is what will work in a practical sense on a day-to-day
basis. If from the perspective of the staffing support needs
alone, nothing else makes clear sense. What faculty member has
either the staff or the time necessary to chair this body on an
on-going basis and still teach fulltime?

Much of what I have expressed about the Instructional Council
applies also to the Curriculum Committee. Although I do not feel
as strongly that the VP for Academic Affairs should chair this
committee, I do feel strongly that the VP/AA should be on the
Curriculum Committee --- and that, in actuality, the office of
the VP/AA will be called upon to provide broad and specific
support to any faculty member who might chair this group.

The undergirding issue in this whole matter is really one of
perspective. It begs that a basic answer be provided to an
obvious question, and that question is this: **Do we choose
to do the work of this institution through the development
of a participatory, consensus building collegium?** If the answer
to that question is "yes," then we need a structure that provides
the channels through which that process has its greatest
opportunity to work. If the answer to the question is "no," then
we will draw clear lines which serve to separate and divide us
from ourselves even more fully than they are now drawn. I
confess to you that I am excited and challenged by the "yes"
answer, but I am troubled and distressed by the ramifications of
the "no" answer.
Thank you for this opportunity for input. I will be happy to meet with you to discuss this matter more fully if you would like.
FROM: Self (Floyd/Bowers)
TO: JUDOQ
SUBJECT: SIMULATIONS
DATE: Thu, 6 Dec 1974 11:13:26

Thank you for allowing opportunity for all on campus to give input on the statutes document. I do sincerely believe that this document must be well-thought-out before we submit it to the Regents for approval. I am aware of the many hours and the hard work which your committee has already invested in preparing this document. I am also aware that, during the time when your committee was deliberating, certain significant changes were taking place in the organizational structure of the institution. I believe that these changes warrant us taking a last long look at the document. While I was hesitant to ask your committee to invest more time and energy, I am concerned that the statutes be a document which can be used to facilitate smooth operations of our institution and that the interests of community, students, and faculty be well served.

My major concerns are listed below. Please understand that the ideas presented here are my personal opinions and should be taken as such. I simply ask you to hear and consider these factors in reviewing the statutes document.

1. Reference is made in several places to the Executive Council. The membership of this group needs to be identified.

2. The Administrative Council still functions as an "advisory" group. Who are they and where do they sit in? They are not referred to in this set of statutes nor in the organizational chart which accompanies the statutes. (I do realize that the organizational chart may not be a product of your work. I'm not sure about that. However, I do feel that the organizational chart will be submitted with the statutes to the Regents and the two should be in agreement.)

3. Again, I am confused by what appears to be a discrepancy between the organizational chart and the document. Is the instructional Council, in reality, a committee of the faculty? The chart places it outside this domain. Could we have clarification?

4. The membership of the instructional council should include the directors of off-campus centers. I also believe that the Assistant to the VP for AH should be included on this committee inasmuch as I am responsible for master scheduling and student advising. The Director of Institutional Effectiveness should also be a part of this group. These are positions which were created after you wrote the statutes, but should probably be considered now.

5. The Instructional Council reports to the President. Do not all committees ultimately report to the President? I believe that this committee should report to the President through the Vice President for Academic Affairs. If we have a Vice President charged with responsibility for instruction, then the committee should report
served as chair for the committees, they would not vote except in cases of a tie. But they would have staff to support the functions of preparing for the Instructional Council and Curriculum Committees.

7. Section K: Standing Committees of the College Item 4. Who really appoints these committees? The Instructional Council or the Executive Council? Who takes initiative when both seem to have responsibility. I believe that the Instructional Council should take major responsibility as a Committee on Committees. The Division chairs on this group would be able to provide suggestions regarding appropriate faculty participation on committees. Could we clarify here?

Will committee memberships ultimately be voted on by the faculty? Grievance committee seems to be the only one requiring this action.

8. In order that the faculty in each division be kept well informed on what is going on, it would seem that each division should have at least one representative on each committee. Should this be provided for in some way? Are the committees large enough? Why restrict committees to five to seven members? Some may need to be larger than others; some may need to be larger enough to provide for subcommittees. Example: a subcommittee of the Academic Progress committee would be needed to coordinate the Honors Program. Otherwise, we have to have an Honors committee as a separate unit. Serving as a member of the Honors program committee requires approving student proposals, etc. This is not easily done by one person alone. A subcommittee or this committee is also needed as a Retention Committee.

9. I believe that we actually need a separate committee as a Retention Committee if the above consideration is not accommodated.

Thank you for allowing input and for your consideration of these matters. We appreciate the hard work which your committee is performing and we are aware of the time and energy involved. We do believe that the efforts will find fruit in improving the future of the institution.

RESPECTFULLY submitted,

Adrian Bowers
STATUTES OF COLLEGE

These Statutes are expressly subject to The By-Laws and Policies of the Board of Regents and the amendments thereto. In the case of any conflict with official policy of the Board of Regents, the official policy of the Board of Regents shall prevail.

Article I. THE COLLEGE

Section A. A Unit of the University System

Floyd College is a unit of the University System of Georgia and is under the jurisdiction of the Board of Regents and the Chancellor of the University System of Georgia. As a two-year institution, Floyd College confers the Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Science in Nursing degrees.

Section B. Purpose

The philosophy of Floyd College, a two-year unit of the University System of Georgia under the jurisdiction of the Board of Regents, is expressed in the following beliefs:

Education is essential to the intellectual, physical, economic, social, emotional, cultural, and environmental well-being of individuals and society.

Education should be geographically and physically accessible and affordable.

Floyd College is well-qualified to provide excellent educational opportunities and services.

Therefore, the purpose of Floyd College is to promote high quality educational opportunities and services that are responsive to the needs of the College’s service area. To accomplish this purpose, Floyd College provides the following:

Access to individuals with a desire to benefit from educational offerings.

A learning environment which promotes inclusiveness, global awareness, and diversity.

Programs and services which promote total student development.

Developmental education which assists individuals in improving academic skills and overcoming educational deficiencies.
Transfer programs which lead toward a baccalaureate degree through the concept of the Core Curriculum of the University System of Georgia.

Career, certificate, and cooperative programs which prepare students for gainful employment or career advancement.

Training for business and industry which meets area needs and promotes local and regional economic growth and development.

Continuing education and personal enrichment opportunities which support lifelong learning and enrich the overall quality of life.

Article II. THE PRESIDENT

Section A. Election

The President shall be elected by the Board of Regents upon the recommendation of the Chancellor.

Section B. Responsibility

The President shares responsibility for the definition and attainment of goals, for administrative action, and for operating the communications system which links together the components of the academic community. The President represents the institution to its many publics. The President's leadership role is supported by delegated authority from the Board of Regents, with the support of the Faculty and the students.

The powers and duties of the President shall be those ordinarily implied for this office, including but not limited to the following:

1. supervise and direct the operation of the institution to insure that no action of the Faculty, any committee, or any administrative officers violates the goals of Floyd College or policies of the Board of Regents.

2. be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor.

3. serve as the ex officio chair of the Faculty and preside at its meetings.

4. insure that the views of the Faculty, including dissenting views, are presented to the Chancellor in those areas where responsibilities are shared. Similarly, the Faculty, through the President, should be informed of the actions of the Board of Regents and of the administration on like issues.

5. recommend annually to the Board of Regents, through the Chancellor, the
election or re-election of the Faculty and other employees, the salary of each, and all promotions and removals.

6. have the right and authority, with the approval of the Chancellor, to fill faculty vacancies between meetings of the Board of Regents with the understanding that these appointments shall be subject to approval of that Board.

7. have the right and authority, with the approval of the Chancellor and the Board of Regents, to grant leaves of absence to members of the Faculty for study at other institutions or for such reasons as the Board of Regents may deem proper.

8. make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Floyd College.

9. concomitant to the responsibilities for definition and attainment of goals of Floyd College and for carrying out policies of the Board of Regents, shall have veto power over any action of the Faculty and over any action of a standing committee of the Faculty. When the President exercises the veto power, the group concerned shall be given a written statement of the reasons for the veto.

10. Additional powers and duties may be found in The By-Laws and Policies of the Board of Regents.

Article III. THE FACULTY

Section A. Status

The Faculty shall consist of the corps of instruction (all full-time personnel who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor) and the following officers: the President, the Vice President for Academic Affairs, the Librarian, and other personnel designated by the President.

1. Persons holding adjunct appointments or other honorary titles, special lecturers, and part-time personnel shall not be considered to be members of the Faculty.

Section B. Authority

The Faculty shall make statutes, rules and regulations for itself and for the students and provide such committees as may be required. It shall prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, course of study, and requirements for graduation, and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty shall prescribe rules for regulation of student publications, athletics, intercollegiate and intramural games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs. All actions shall be subject to the approval of the President, the Chancellor, and the Board of Regents.
Section C. Organization

1. The Faculty shall meet at least once each quarter at a time and place established by the Faculty in its first meeting of the fall quarter each year. The first meeting of the fall quarter shall be called by the President. The time and place of the regular faculty meetings may be changed at any regular or called faculty meeting by a majority vote of the Faculty.

2. Special meetings of the Faculty may be called at any time by the President, the Vice President for Academic Affairs, the Instructional Council, or the Statutes and Faculty Affairs Committee. Written notice of the time, place, and purpose of the meeting shall be given each member of the Faculty at least seventy-two hours in advance of the proposed meeting.

3. A quorum of the Faculty shall consist of a majority of its members currently employed by the College. The presence of a quorum shall be necessary for the conduct of any business of the Faculty.

4. This Faculty shall appoint a secretary who shall keep a record of the proceedings. A copy of the minutes of each meeting of the Faculty or other such legislative body shall be sent within three days after the meeting to the Chancellor.

Section D. Appointment, Renewal of Contract, and Resignation

1. All appointments, reappointments, and promotions of the Faculty shall be recommended by the President and approved by the Board of Regents. Recommendations for positions within the corps of instruction ordinarily shall originate with the Division and shall be presented to the Vice President for Academic Affairs for consideration. The Vice President for Academic Affairs will then transmit a recommendation to the President.

2. Qualifications for Appointment

   a. Minimum qualifications for all academic ranks at Floyd College shall be the following:

      (1) Master’s degree. Exceptions may be made for:
          (a) persons of special learning and ability;
          (b) promising individuals who have recently acquired the bachelor’s degree and are proceeding with their graduate training; and
          (c) temporary emergency appointments.

      (2) Evidence of ability as a teacher.
Evidence of scholarly competence and activity.

Successful experience (this must necessarily be waived in the case of beginners who meet all other requirements).

Desirable personal qualities judged on the basis of a personal interview, complete biographical data, and recommendations.

3. Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.

4. Faculty members and other personnel employed under written contract on a temporary appointment shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.

5. Notice of intention to renew or not to renew a non-tenured faculty member who has been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall be furnished, in writing, according to the following schedule:

   a. at least three months before the date of termination of an initial one-year contract.

   b. at least six months before the date of termination of a second one-year contract.

   c. at least nine months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments.

6. All tenured faculty members employed under written contract for the fiscal year or academic year of three quarters shall give to the President or the President’s authorized representative written notice of their intention to resign, postmarked no later than February 1 immediately preceding the expiration of the contract period.

7. No person shall, on the ground of race, color, gender, religion, creed, national origin, age, or handicap, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Floyd College.

Section E. Employment of Relatives

1. The basic criteria for the appointment and promotion of faculty shall be appropriate qualifications and performance as set forth in The By-Laws and Policies.
of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

2. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual’s progress, performance, or welfare.

3. For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

Section F. Annual Evaluations

All full-time faculty members who hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor shall be evaluated annually by their supervisor in accordance with the guidelines listed below. Annual evaluations shall be utilized in preparing recommendations concerning salary, tenure, and promotions.

1. Criteria for evaluation shall be those mentioned for promotion in The By-Laws and Policies of the Board of Regents: superior teaching, outstanding service to the institution, academic achievement, professional growth and development, and length of service.

2. The Faculty and chair of each division shall produce a written document specifying the role of various instruments such as student evaluations, peer evaluations, and self-evaluations that will be used in the annual evaluation. It shall be the responsibility of the division chair to see that such a document is prepared and that it is reviewed by the division at the beginning of each fall quarter. Any statistics derived from student evaluations which are used for comparative purposes shall be based on at least the equivalent of two quarters of full-time instructional effort.

3. The annual evaluation of first and second-year faculty members shall be completed by April 15, all others by January 15. The supervisor shall discuss the evaluation with the faculty member, who may choose to read and/or respond to the evaluation. Following the discussion the faculty member shall sign the evaluation.

Should the faculty member elect to prepare a written response, the supervisor will acknowledge in writing receipt of this response, noting changes, if any, in the annual evaluation made either as a result of the conference or the faculty member’s response. This response shall become a part of the record.

Within two weeks of the above dates the evaluation, together with the faculty member’s response, if any, shall be forwarded to the Vice President for Academic Affairs’ Office by the supervisor. The supervisor shall retain a copy of the evaluation and permit access by a faculty member to the evaluation.

Section G. Tenure and Promotion
1. The tenure policies of the Board of Regents may be found in *The By-Laws and Policies of the Board of Regents*.

2. Tenure and Promotion Criteria

   a. Applicability

   The criteria and procedures described in this section shall apply to all instructional faculty who are not under the supervision of a division chair. Recommendations concerning tenure and promotion for faculty who are not under a division chair may be made by that individual’s immediate supervisor or by the chair of the division in which academic rank is held. All recommendations for the awarding of tenure and promotion of division chairs shall be made by the Vice President for Academic Affairs. General criteria described under Section G 2 b shall apply to all faculty, where appropriate. Appeal procedures described under Section G 3 b shall apply to all faculty.

   b. General Criteria

   For the awarding of tenure or promotion, the criteria are specified in *The By-Laws and Policies of the Board of Regents*. They include superior teaching, outstanding service to the institution, professional growth and development, academic achievement, and length of service. Evaluation of a candidate’s performance in these areas should, in large measure, be based upon past annual evaluations of the candidate.

   (1) **Superior Teaching.** Teaching includes any faculty activity within the formal academic program of the College which involves the communication of knowledge, the fostering of intellectual skills, and the promotion of human development. Success in teaching shall be the most important consideration in evaluating those candidates whose duties are primarily of an instructional nature. Without successful teaching, no other consideration will be sufficient to warrant the awarding of tenure or granting of a promotion.

   The assessment of success in teaching must entail more than the accumulation of statistics; it must also depend upon the judgment of the evaluators using such evidence as is appropriate and reliable. Such evidence shall include past annual evaluations and may include additional supporting materials such as recommendations from former students, teaching materials, and indication of enrichment of the academic program.

   (2) **Outstanding Service to the Institution.** The Faculty share a responsibility for sustaining the College as an educational community. Every faculty member is expected to contribute time and energy to this task at the divisional, College, and/or University System level by working on committees, working in campus organizations, and serving in whatever other ways seem useful to the
promotion of the College’s well-being.

(3) Academic Achievement. In order to be promoted to the rank of Assistant Professor or awarded tenure a faculty member must have the master’s degree or its equivalent in training and experience. In order to be promoted to the rank of Associate Professor or Professor a faculty member must have a terminal degree or its equivalent in training, ability, or experience.

(4) Professional Growth and Development. A faculty member should continue to grow intellectually and professionally. Evidence of professional growth may include publications, research grants, positions in professional and scholarly organizations, lectures, exhibitions, performances, consultancies, and development of new courses. Work toward a terminal degree shall also be considered, though consideration of such courses should not prejudice faculty who possess a terminal degree.

(5) Length of Service. A person appointed as Instructor normally shall serve in that rank for a minimum of two years before being eligible for promotion. A person appointed or promoted to the rank of Assistant or Associate Professor normally shall serve in that rank for a minimum of five years before being eligible for promotion. Longevity of service is not a guarantee per se of promotion.

3. Tenure and Promotion Recommendations and Appeals

a. Recommendation Process

(1) Each division chair shall submit to the Vice President for Academic Affairs recommendations concerning the awarding of tenure and/or promotions to faculty members of the division. The chair shall provide each faculty member with a copy of the recommendation two months prior to the date that such recommendations must be submitted to the Board of Regents.

(2) All division chairs, together with other supervisors submitting recommendations, shall meet with the Vice President for Academic Affairs as a group and discuss the recommendations received. The Vice President for Academic Affairs shall require each person to present evidence to support recommendations and shall consider advice of the group in determining actions on the recommendations.

(3) Within two weeks of receiving the recommendations for tenure and promotion, the Vice President for Academic Affairs shall submit all recommendations, with an indication of approval or disapproval, to the President of the College.

(4) The President shall submit to the Board of Regents recommendations for
the awarding of tenure and/or promotion and notify those recommended, their supervisors, and the Vice President for Academic Affairs.

(5) Upon the award by the Board of Regents, the individual shall be notified in writing by the President with a copy of the notification forwarded to the Chancellor.

b. Appeals Procedure

(1) Faculty members dissatisfied with their division chair’s recommendation, or lack thereof, for granting of tenure and/or promotion may attempt to resolve their concerns in direct discussion with their division chair, who may confer with the Vice President for Academic Affairs.

(2) A faculty member dissatisfied with the Vice President for Academic Affairs’ initial action on a recommendation concerning tenure and/or promotion for that faculty member is entitled to a hearing by the Grievance Committee, which shall submit its recommendations to the Vice President for Academic Affairs.

(3) Upon receipt of the Vice President for Academic Affairs’ final decision, the faculty member has two weeks to submit a written notification of appeal to the President. (Detailed grievance procedures are contained in the Policies and Procedures of Floyd College.)

Section H. Removal and Suspension

The President may at any time remove any faculty member or other employee of the institution for cause. Cause shall include willful or intentional violation of The By-laws and Policies of the Board of Regents. Further causes or grounds for dismissal are set forth in the tenure regulations of The Policy Manual of the Board of Regents.

Section I. Duties, Responsibilities, and Privileges

1. The academic year is defined in the faculty contract. The teaching load may be assigned in (1) the day program, (2) the evening program, or (3) the day and evening programs combined.

2. Full-time faculty members are employed for the academic year of three quarters only, and if their services should be needed during the summer quarter, a separate contract will be made covering their services for the summer quarter.

3. The leave policy shall be that set forth by The By-laws and Policies of the Board of Regents.

4. Administrative officers and members of the Faculty whose work is of a type
requiring continuous service may be appointed to serve during the four quarters of the academic year. In determining salaries of members of the Faculty and staff serving on this basis, consideration shall be given to the fact that they may be required to be on duty for a period longer by one-third than are those whose appointments are on a three-quarter basis.

5. When employees of the College have been incapacitated by illness or injury, their salaries may be continued in accordance with the provisions of The By-laws and Policies of the Board of Regents.

6. Faculty members are expected to participate in activities concerning the internal administration of the College and shall be encouraged to participate, in a manner befitting their academic position, in non-teaching activities which are a proper extension of their professional field of interest. Annual divisional reports shall make reference to such activities on the part of members of the Faculty.

7. The following policies relate to academic freedom:

a. Members of the Faculty are free to express, inside or outside the classroom, their opinion on any matter that falls within the fields of knowledge which they are employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair mindedness, common sense, accurate expressions, and generous respect for the rights, feelings, and opinions of others. Faculty members should be careful in their teaching to deal adequately with the course matter as described in the College catalog and to maintain respect for varying opinions on controversial matters. They should emphasize the fact that any opinions expressed are personal and not institutional.

b. Faculty members should maintain a reputation for scholarship through publication, research, and study and are entitled to full freedom in research and in publication. Research, publication, and study should result in improved teaching.

c. Faculty members, acting individually or in concert with others, who clearly obstruct or disrupt, or attempt to obstruct or disrupt any teaching, research, administrative, disciplinary activity, any public service activity, or any other activity authorized to be discharged or held on campus will have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

d. Disputations concerning academic freedom may be appealed to the Grievance Committee.

8. Members of the Faculty are expected to attend all College-wide academic exercises. If a faculty member must be absent from ordinary service to the College, the absence must be reported to the division chair. The outside activities of faculty
the absence must be reported to the division chair. The outside activities of faculty members are governed by The By-laws and Policies of the Board of Regents.

9. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to teach competently. In faculty evaluations or reports, the division chair should give proper attention to evaluating teaching performance.

10. Members of the Faculty are expected to be available for student consultation on a regular basis and to publicize all conference hours.

11. All members of the Faculty and administrative staff are expected to become acquainted with and to conform to all rules and regulations of the College and The By-laws and Policies of the Board of Regents relating to their work. A copy of the Statutes of Floyd College and a copy of the Policies and Procedures of Floyd College shall be furnished to each faculty member.

Section J. Standing Committees of the Faculty and College

(1) The standing committees of the Faculty are instruments of the Faculty whose actions are subject to approval or disapproval of the Faculty, except the Instructional Council. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

(2) The minutes of a standing committee shall be filed in the Library with the Secretary of the Faculty. In addition, the secretary of each committee shall distribute written recommendations to each faculty member at least two days prior to the faculty meeting at which the recommendation will be presented.

(3) All committees shall meet quarterly and additionally as necessary upon the call of the committee chair or a majority of the committee.

(4) The faculty committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a two-year term.

(5) The Instructional Council of the Faculty shall serve as a Committee on Committees and shall recommend procedures for the election of faculty and student committee members not designated by the official positions they hold.

(6) All standing committees of the Faculty shall have a minimum of five and a maximum of seven members, except the Instructional Council, the Curriculum Committee, and the Academic Progress Committee.

(7) Any faculty member may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the faculty member access in one of these
members are governed by The By-laws and Policies of the Board of Regents.

9. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to teach competently. In faculty evaluations or reports, the division chair should give proper attention to evaluating teaching performance.

10. Members of the Faculty are expected to be available for student consultation on a regular basis and to publicize all conference hours.

11. All members of the Faculty and administrative staff are expected to become acquainted with and to conform to all rules and regulations of the College and The By-laws and Policies of the Board of Regents relating to their work. A copy of the Statutes of Floyd College and a copy of the Policies and Procedures of Floyd College shall be furnished to each faculty member.

Section J. Standing Committees of the Faculty and College

(1) The standing committees of the Faculty are instruments of the Faculty whose actions are subject to approval or disapproval of the Faculty, except the Instructional Council. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

(2) The minutes of a standing committee shall be filed in the Library with the Secretary of the Faculty. In addition, the secretary of each committee shall distribute written recommendations to each faculty member at least two days prior to the faculty meeting at which the recommendation will be presented.

(3) All committees shall meet quarterly and additionally as necessary upon the call of the committee chair or a majority of the committee.

(4) The faculty committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a two-year term.

(5) The Instructional Council of the Faculty shall serve as a Committee on Committees and shall recommend procedures for the election of faculty and student committee members not designated by the official positions they hold.

(6) All standing committees of the Faculty shall have a minimum of five and a maximum of seven members, except the Instructional Council and the Curriculum Committee, and the Academic Progress Committee.

(7) Any faculty member may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the faculty member access in one of these ways.
(8) The standing committees of the Faculty shall consist of the following committees: a. Instructional Council, b. Library, c. Statutes and Faculty Affairs, d. Curriculum, e. Academic Progress, and f. Student Affairs.
INSTRUCTIONAL COUNCIL

(1) The Instructional Council shall consist of the Vice President for Academic Affairs, the chair of each instructional division, and one at-large faculty member elected by the Faculty to a one-year term. The chair shall be appointed by the President.

(2) The Instructional Council shall meet at least once per month on a planned basis.

(3) The Instructional Council shall report to the President.

(4) The Instructional Council shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established rules and regulations of the College.

(5) The Instructional Council shall serve as an Executive Committee of the Faculty to deal with matters of an emergency nature when time constraints preclude a meeting of the Faculty. Actions taken by the Instructional Council under such circumstances shall have the same force as actions of the Faculty as a whole.

(6) The Instructional Council shall recommend to the President an agenda for each faculty meeting and shall have the power to call meetings of the Faculty as needed.

(7) The Instructional Council shall serve as a Committee on Committees and shall formulate policies governing the election of members of the standing committees of the Faculty.

(8) The Instructional Council shall provide advice and counsel to the Executive Council.

(9) The Instructional Council shall provide the President with an annual report of the College’s academic activities at the end of each academic year.
LIBRARY COMMITTEE

(1) The Library Committee shall consist of the Librarian and other members of the Faculty recommended by the Instructional Council and approved by the Faculty. The chair, who shall not be the Librarian, shall be elected annually by the members of the committee.

(2) The Committee shall advise the Librarian concerning general library policies, the development of library resources, the purchase of books and equipment, and the hiring of staff.

(3) The Committee shall assist the Librarian in establishing goals and objectives, surveying the faculty and staff, evaluating the performance of the Library, and compiling the annual report of the Library.

(4) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
(1) The Statutes and Faculty Affairs Committee shall consist of those members of the Faculty recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall consider any proposed changes or amendments to the Statutes of Floyd College, and shall transmit such proposals to the Faculty with appropriate recommendations.

(3) The Committee shall review periodically the Statutes of Floyd College, the Policies and Procedures of Floyd College, the By-Laws and Policies of the Board of Regents, and other documents affecting the Faculty.

(4) The Committee shall provide advice and counsel to the Director of Human Resources, the Instructional Council, the Vice President for Academic Affairs, and the President on programs, policies, and activities which affect faculty.

(5) The Committee annually shall nominate a faculty member to serve on the Instructional Council.

(6) The Committee annually shall nominate a slate of eight faculty members to serve on the Grievance Committee of the College.

(7) The Committee shall have the power to initiate special meetings of the Faculty.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
CURRICULUM COMMITTEE

(1) The Curriculum Committee shall consist of one faculty member from each academic division, unless waived by the division chair. The members shall be recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each division of instruction.

(3) The Committee shall review all proposed changes in degree requirements and programs of instruction and shall transmit such proposals to the Faculty with appropriate recommendations.

(4) The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.

(5) The Committee shall communicate regularly with and provide minutes to the Vice President for Academic Affairs.

(6) The Committee shall perform a general review of all programs of study on a regular basis and shall assist in the publication of the annual college catalog.

(7) The Committee shall provide the President a brief annual report of its activities at the end of each academic year.
ACADEMIC PROGRESS COMMITTEE

(1) The Academic Progress Committee shall consist of seven to nine faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee is responsible for evaluating all rules and regulations dealing with students' academic performance and recommending changes to the Faculty.

(3) The Committee shall enforce and administer academic rules and regulations established by the Faculty, with powers to place students on or remove them from probation, dismiss students from the College for academic deficiencies, and reinstate students who have been dismissed for academic reasons.

(4) The Committee shall recognize and encourage academic achievement by assisting in the graduation ceremony, honors assemblies, and other such activities as may be approved by the Faculty.

(5) An Honors Subcommittee shall develop and administer an Honors program and shall encourage academic excellence by developing special programs and activities for meritorious students.

(6) A Student Retention Subcommittee shall review academic placement policies and student retention annually and recommend changes.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
STUDENT AFFAIRS COMMITTEE

(1) The Student Affairs Committee shall consist of two students appointed annually by the president of the Student Government Association and five faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall advise the Vice President for Student Affairs and recommend policies pertaining to student development, including counseling, student orientation, financial aid, student activities, and other services.

(3) The Committee shall approve student organizations recommended by the Student Senate, according to guidelines in the Student Handbook.

(4) The Committee shall oversee student publications through the establishment of a Publications Committee.

(5) The Committee shall review periodically all Student Affairs policies and programs and recommend changes.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
Section K.

STANDING COMMITTEES OF THE COLLEGE

(1) The standing committees of the College provide advice and counsel to the President and other administrative officers on a variety of topics that affect the College.

(2) The minutes of the standing committees of the College shall be distributed to appropriate personnel and kept on file in the Library.

(3) All standing committees shall meet quarterly and additionally as necessary upon the call of the committee chair or a majority of the committee.

(4) Unless otherwise specified, the Executive Council and the Instructional Council shall appoint members of the standing committees to a two-year term.

(5) Unless otherwise specified, all standing committees of the College shall have a minimum of five and a maximum of seven members.

(6) A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

(7) Any employee of the College may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the employee access in one of these ways.

(1) The Grievance Committee shall consist of eight faculty members elected by the Faculty and seven classified employees (professional and administrative personnel and staff who do not have faculty status) elected by the classified employees from their ranks in September of each year. The Statutes and Faculty Affairs Committee shall nominate the slate of faculty members; other nominations may be added from the floor. The terms of each member shall be one year and they shall be eligible to succeed themselves. The chair, who shall be a member of the Faculty, shall be elected by all members of the committee.

(2) The Committee shall consider and act upon all grievances filed by faculty (including part-time faculty) or classified employees. The Committee shall not consider any grievance on which the President has made a final decision.

(3) The chair shall designate an appropriate panel to hear each grievance, consisting of not less than three or more than five members in addition to the chair.

(4) The operating procedures of the Committee, including the procedure for the filing of grievances, the conduct of hearings, and the transmission of recommendations to the President for final decision within thirty days after the grievance is filed, shall be published in the Policies and Procedures of Floyd College. The chair, or another member of the Committee designated by the chair, shall preside at all meetings of the Committee.

(5) In considering grievances concerning promotion, tenure, and dismissal, the Committee shall act in accord with policies stated in The Policy Manual of the Board of Regents, the Statutes of Floyd College, and the Policies and Procedures of Floyd College.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
INSTITUTIONAL EFFECTIVENESS COMMITTEE OF THE COLLEGE

(1) The Institutional Effectiveness Committee members, as well as the chair, shall be appointed by the President and serve two-year terms. All institutional units shall be represented on the committee.

(2) The Committee shall provide advice and counsel to the Director of Institutional Research and Planning, the Instructional Council, the Executive Council, and the President on institutional effectiveness issues.

(3) The Committee shall oversee the institutional research and planning processes for the College and update the strategic plan annually.

(4) The Committee shall recommend institutional effectiveness measures to the President and appropriate administrators.

(5) The Committee shall assist the President in complying with policies and mandates from the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

(6) The Committee shall assist the President in the preparation of reports and documents for the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
COMPUTER COMMITTEE OF THE COLLEGE

(1) The Computer Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee. The Director of Computer Services shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Director of Computer Services, the Instructional Council, the Executive Council, and the President on the purchase, use, and maintenance of computers, and other matters relating to computers.

(3) The Committee shall develop a comprehensive three-year and five-year plan for increasing the use of computers in both the instructional and administrative areas. The Committee shall review these plans annually and recommend changes in them to the President.

(4) The Committee shall recommend to the Director of Computer Services policies and procedures for the computer labs.

(5) The Committee shall recommend to the Director of Computer Services and the Instructional Council training programs for faculty and staff.

(6) The Committee shall consult with offices, departments, divisions, and individuals to keep abreast of the College's needs and problems relating to computers and to generate new ideas for computer use.

(7) The Committee reports to the Executive Council.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
CAPITAL IMPROVEMENTS COMMITTEE OF THE COLLEGE

(1) The Capital Improvements Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee.

(2) The Committee shall assist the President in preparing a comprehensive capital improvements plan for the campus.

(3) The Committee shall study proposed capital projects, conduct hearings to determine the feasibility of such proposals, and make recommendations to the President.

(4) The Committee shall review the comprehensive capital improvements plan biannually and shall recommend changes in the order of priorities to the President.

(5) The Committee shall consult with offices, departments, and divisions throughout the campus to determine capital improvement needs.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
AFFIRMATIVE ACTION COMMITTEE OF THE COLLEGE

(1) The Affirmative Action Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Affirmative Action Officer shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Affirmative Action Officer, the Instructional Council, the Executive Council, and the President to ensure that the College maintains a positive program of equal employment opportunity for all employees and applicants for employment.

(3) The Committee shall assist the Affirmative Action Officer in developing policies and procedures on affirmative action.

(4) The Committee shall critique the College’s Affirmative Action Compliance Plan annually.

(5) The Committee shall assist the Affirmative Action Officer in analyzing the employment and personnel practices of the College to determine if equal opportunities are being maintained for all employees and qualified applicants.

(6) The Committee shall review annually all of the College’s advertisements to make sure that the statement "An Equal Opportunity Employer" is included.

(7) The Committee shall assist the Affirmative Action Officer in identifying violations of or weaknesses in the College’s affirmative action program and recommend solutions.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE OF THE COLLEGE

(1) The Environmental Health and Safety Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Director of Human Resources shall serve as an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the President on a wide range of health, safety, and environmental issues, including the College’s compliance with pertinent state, federal, and University System of Georgia regulations.

(3) The Committee shall recommend to appropriate administrators plans for coping with potential disasters on campus caused by fires, tornadoes, ruptured gas lines, chemical spills, disposal of hazardous wastes, etc.

(4) The Committee shall recommend to appropriate administrators policies for providing emergency medical treatment on campus.

(5) The Committee shall study the College’s security, parking, and vehicular traffic needs, as well as its enforcement of traffic regulations, and shall recommend appropriate policies.

(6) The Committee shall serve as a forum for students, faculty, and staff to express concerns about health and safety on campus.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
FINANCIAL ASSISTANCE COMMITTEE OF THE COLLEGE

(1) The Financial Assistance Committee members shall serve a two-year term, and the chair shall be elected by the committee. The Director of Financial Aid shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Director of Financial Aid, the Executive Council, and the President on financial assistance matters.

(3) The Committee shall review annually the College's financial assistance policies and procedures and recommend changes to the Director of Financial Aid.

(4) The Committee shall assist the Vice President for Student Affairs and the Floyd College Foundation in awarding scholarships, grants for student travel, and other types of financial assistance.

(5) The Committee shall review annually the College's policies and procedures for awarding scholarships to ensure equitable distribution of such funds and recommend changes to the President.

(6) The Committee shall prepare and administer an annual budget for allocating grants to students.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
Section L. Instructional Divisions

The educational programs shall be systematically organized into appropriate divisions. These divisions shall consist of Social & Cultural Studies; Science & Mathematics; Business & Career Education; Health Sciences; Extended Learning & Continuing Education; and Learning Resources.

Article IV. GENERAL ADMINISTRATIVE OFFICERS

The administrative officers shall be as follows: the President, the Vice President for Academic Affairs, the Vice President for Business and Finance, the Vice President for Student Affairs, the Librarian, the Division Chairs, the Director of Public Service, the Director of Admissions and Records, the Public Information Officer, and such other officers as may be designated by the President with the approval of the Board of Regents. A faculty member who has academic rank and rights of tenure in the corps of instruction and who accepts an appointment to an administrative office shall retain academic rank and rights of tenure as an ex officio member of the corps of instruction, but shall have no rights of tenure in the administrative office appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty members when they cease to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. Administrative officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President.

Article V. MISCELLANEOUS PROVISIONS

All questions of interpretations of these Statutes and questions of the nature and extent of the jurisdiction of the Faculty and of the various administrative officers under these Statutes shall be determined by the President. The President shall settle all questions of conflict of jurisdiction that may arise between any of the committees of the College or between them and the administrative officers. After the decision of the President on such questions, an appeal may be made to the Board of Regents pursuant to The By-Laws and Policies of the Board of Regents.

Article VI. AMENDMENTS

All proposed amendments to the Statutes shall be made initially to the Statutes and Faculty Affairs Committee. This Committee shall consider such amendments and make recommendations to the Faculty. An amendment must be read in its final form at a duly constituted Faculty meeting at which a quorum is present at least five class days prior to the one on which a vote is taken. At the time of this final reading, the meeting date shall be announced for voting thereon. If an amendment is approved by a majority vote of the total faculty having voting status, it shall be submitted to the President for approval and then to the Board of Regents for final approval.
Article VII. RATIFICATION

The Statutes shall be ratified and become effective upon approval by a two-thirds vote of the Faculty having voting status and approval by the President and the Board of Regents.
STATUTES AND FACULTY AFFAIRS
REPORT FROM KEN WEATHERMAN

Suggested Changes for Section L:

1. Following Division of Developmental Studies add: Division of Extended Learning
2. Place a comma after Health, in the Division of HPER
3. Make the Division of Social Science plural--Social Sciences

Suggested Changes for Article IV, General Administrative Officers:

1. Make the following changes in title:
   A. Dean - Vice President for Academic Affairs
   B. Comptroller - Vice President for Business and Finance
   C. Director of Student Affairs - Vice President for Student Affairs
   D. Division Chairmen - Division Chairs
2. Consider for inclusion the following positions:
   A. Director of Human Resources
   B. Coordinator of Financial Aid
   C. Director of Student Activities
   D. Director of Guidance Services
   E. Director of Admissions and Records
   F. Public Information Officer
   G. Others who I may have forgotten
3. Look at remainder of paragraph regarding rights of tenure and ex officio status in the corps of instruction - are any changes warranted other than changing "his" to "his or her" in line 11 and "he" to "he or she" in line 15?
1.0 **Purpose of the Committee:**

1.1 To provide oversight for the College standing committee structure.

1.2 To develop, direct, and receive agenda items, reports and recommendations from standing committees.

1.3 To provide for and oversee the appointment of faculty and staff to the standing committees.

1.4 To provide oversight to curriculum issues including, but not limited to, new program approval, program deletion, curriculum change within a program, change in graduation requirements, and program review.

2.0 **Procedures of the Committee:**

2.1 To receive and review various reports and documents.

2.2 To forward to the President and others written recommendations for action.

2.3 Recommend, in writing, appropriate policy and procedures which are harmonious with the College strategic plan.

2.4 Maintains a regular agenda exchange with reporting committees and various constituent groups including the faculty and the various administrative officers.

3.0 **Activities of the Committee:**

3.1 Appoint the membership of standing committees.

3.2 Recommend and update on an annual basis the five-year program review cycle.
3.0 Activities of the Committee: (Continued)

3.3 Provide leadership, support, and oversee the accreditation process by the Southern Association.

3.4 Act in an advisory capacity to the Executive Council.

3.5 Provide the President of the College, the faculty, and the Executive Council with an annual report on the year’s activities due no later than June 15 of each academic year.

4.0 Role of the Vice President for Instruction:

4.1 Serve as the Vice-Chair for the Council on Instruction.

4.11 The Vice-Chair will serve as the developer of the regular agenda and will be responsible for the minutes and reports of the Council.

4.12 The Vice-Chair will forward to various committees and offices items for discussion and recommendations at the direction of the Council.

4.13 The Vice-Chair may vote only to break a tie vote.

4.2 Act as facilitator in the generation of ideas.

5.0 Committee Meetings:

5.1 The Council on Instruction shall meet no less than once per month on a planned basis.

5.2 Meetings will follow a planned, published agenda based upon institutional needs and special topics presented by committee members or standing committees.
Floyd College  
Standing Committees  
Instructional Council  
Page Three  

5.0 Committee Meetings:  

5.3 Provide the President, the faculty, and the Executive Council a copy of the planned year's agenda with meeting times and dates no later than August 15 of each year.  

6.0 Reports to:  

6.1 The Council on Instruction reports to the President of the College.  

7.0 Members of the Committee:  

7.1 Vice President for Instruction  
7.2 Chairman of each instructional division  
7.3 Two (2) faculty members elected at-large by the faculty.  
7.4 The Chair of the Committee shall be appointed by the President.
MEMORANDUM

DATE: November 11, 1993

TO: Dr. James Cook, Chair
Statutes and Faculty Affairs Committee

FROM: Lynn Cundiff

RE: Faculty Recommendations

Please express my thanks to the Statutes and Faculty Affairs Committee for their work regarding the committee structure. After careful review, I am requesting that the committee which you chair and the faculty revisit the following areas:

1) Academic Progress Committee: As proposed, this is a broad-based committee which might be retitled Enrollment Management or some such title. In addition, this committee might require a larger number of appointments along with standing subcommittees such as Academic Progress, etc.

2) Health and Safety Committee: Should be retitled Environmental Health and Safety Committee, to delineate it from student health, wellness, etc. The committee charge seems to fit the revised title.

The purpose statement has been approved as recommended with minor wording changes for the purpose of consistency.

Thank you for your assistance in this regard.
MEMORANDUM

TO: Dr. Lynn Cundiff, President

FROM: Dr. James Cook, Chairman
Statutes & Faculty Affairs Committee

SUBJECT: Revisions of Floyd College Statutes

The Statutes and Faculty Affairs Committee is in the process of reviewing the Floyd College Statutes. If you wish to make any changes in Article II. THE PRESIDENT (see attachment), please let me know at your earliest convenience. The Committee will meet again on November 17.
STATUTES OF COLLEGE

These Statutes are expressly subject to The By-Laws and Policies of the Board of Regents and the amendments thereto. In the case of any conflict with official policy of the Board of Regents, the official policy of the Board of Regents shall prevail.

Article I. THE COLLEGE

Section A. A Unit of the University System

Floyd College is a unit of the University System of Georgia and is under the jurisdiction of the Board of Regents and the Chancellor of the University System of Georgia. As a two-year institution, Floyd College confers the Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Science in Nursing degrees.

Section B. Purpose

The philosophy of Floyd College, a two-year unit of the University System of Georgia under the jurisdiction of the Board of Regents, is expressed in the following beliefs:

- Education is essential to the intellectual, physical, economic, social, emotional, cultural, and environmental well-being of individuals and society.
- Education should be geographically and physically accessible and affordable.
- Floyd College is well-qualified to provide excellent educational opportunities and services.

Therefore, the purpose of Floyd College is to promote high quality educational opportunities and services that are responsive to the needs of the College’s service area. To accomplish this purpose, Floyd College provides the following:

- Access to individuals with a desire to benefit from educational offerings.
- A learning environment which promotes inclusiveness, global awareness, and diversity.
- Programs and services which promote total student development.
- Developmental education which assists individuals in improving academic skills.
and overcoming educational deficiencies.

Transfer programs which lead toward a baccalaureate degree through the concept of the Core Curriculum of the University System of Georgia.

Career, certificate, and cooperative programs which prepare students for gainful employment or career advancement.

Training for business and industry which meets area needs and promotes local and regional economic growth and development.

Continuing education and personal enrichment opportunities which support life-long learning and enrich the overall quality of life.

**Article II. THE PRESIDENT**

Section A. Election

The President shall be elected by the Board of Regents upon the recommendation of the Chancellor.

Section B. Responsibility

The President shares responsibility for the definition and attainment of goals, for administrative action, and for operating the communications system which links together the components of the academic community. The President represents the institution to its many publics. The President's leadership role is supported by delegated authority from the Board of Regents, with the support of the Faculty and the students.

The powers and duties of the President shall be those ordinarily implied for this office, including but not limited to the following:

1. supervise and direct the operation of the institution to insure that no action of the Faculty, any committee, or any administrative officers violates the goals of Floyd College or policies of the Board of Regents.

2. be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor.

3. serve as the ex officio chair of the Faculty and preside at its meetings.

4. insure that the views of the Faculty, including dissenting views, are presented to the Chancellor in those areas where responsibilities are shared. Similarly, the Faculty, through the President, should be informed of the actions of the Board of
Regents and of the administration on like issues.

5. recommend annually to the Board of Regents, through the Chancellor, the election or re-election of the Faculty and other employees, the salary of each, and all promotions and removals.

6. have the right and authority, with the approval of the Chancellor, to fill faculty vacancies between meetings of the Board of Regents with the understanding that these appointments shall be subject to approval of that Board.

7. have the right and authority, with the approval of the Chancellor and the Board of Regents, to grant leaves of absence to members of the Faculty for study at other institutions or for such reasons as the Board of Regents may deem proper.

8. make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Floyd College.

9. concomitant to the responsibilities for definition and attainment of goals of Floyd College and for carrying out policies of the Board of Regents, shall have veto power over any action of the Faculty and over any action of a standing committee of the Faculty. When the President exercises the veto power, the group concerned shall be given a written statement of the reasons for the veto.

10. Additional powers and duties may be found in The By-Laws and Policies of the Board of Regents.

Article III. THE FACULTY

Section A. Status

The Faculty shall consist of the corps of instruction (all full-time personnel who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor) and the following officers: the President, the Vice President for Academic Affairs, the Librarian, and other personnel designated by the President.

1. Persons holding adjunct appointments or other honorary titles, special lecturers, and part-time personnel shall not be considered to be members of the Faculty.

Section B. Authority

The Faculty shall make statutes, rules and regulations for itself and for the students and provide such committees as may be required. It shall prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, course of study, and requirements for graduation, and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty
shall prescribe rules for regulation of student publications, athletics, intercollegiate and intramural games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs. All actions shall be subject to the approval of the President, the Chancellor, and the Board of Regents.

Section C. Organization

1. The Faculty shall meet at least once each quarter at a time and place established by the Faculty in its first meeting of the fall quarter each year. The first meeting of the fall quarter shall be called by the President. The time and place of the regular faculty meetings may be changed at any regular or called faculty meeting by a majority vote of the Faculty.

2. Special meetings of the Faculty may be called at any time by the President, the Vice President for Academic Affairs, the Instructional Council, or the Statutes and Faculty Affairs Committee. Written notice of the time, place, and purpose of the meeting shall be given each member of the Faculty at least seventy-two hours in advance of the proposed meeting.

3. A quorum of the Faculty shall consist of a majority of its members currently employed by the College. The presence of a quorum shall be necessary for the conduct of any business of the Faculty.

4. This Faculty shall appoint a secretary who shall keep a record of the proceedings. A copy of the minutes of each meeting of the Faculty or other such legislative body shall be sent within three days after the meeting to the Chancellor.

Section D. Appointment, Renewal of Contract, and Resignation

1. All appointments, reappointments, and promotions of the Faculty shall be recommended by the President and approved by the Board of Regents. Recommendations for positions within the corps of instruction ordinarily shall originate with the Division and shall be presented to the Vice President for Academic Affairs for consideration. The Vice President for Academic Affairs will then transmit a recommendation to the President.

2. Qualifications for Appointment

   a. Minimum qualifications for all academic ranks at Floyd College shall be the following:

      (1) Master's degree. Exceptions may be made for:
          (a) persons of special learning and ability;
          (b) promising individuals who have recently acquired the bachelor's
degree and are proceeding with their graduate training; and

(c) temporary emergency appointments.

(2) Evidence of ability as a teacher.

(3) Evidence of scholarly competence and activity.

(4) Successful experience (this must necessarily be waived in the case of beginners who meet all other requirements).

(5) Desirable personal qualities judged on the basis of a personal interview, complete biographical data, and recommendations.

3. Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.

4. Faculty members and other personnel employed under written contract on a temporary appointment shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.

5. Notice of intention to renew or not to renew a non-tenured faculty member who has been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall be furnished, in writing, according to the following schedule:

   a. at least three months before the date of termination of an initial one-year contract.

   b. at least six months before the date of termination of a second one-year contract.

   c. at least nine months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments.

6. All tenured faculty members employed under written contract for the fiscal year or academic year of three quarters shall give to the President or the President's authorized representative written notice of their intention to resign, postmarked no later than February 1 immediately preceding the expiration of the contract period.

7. No person shall, on the ground of race, color, gender, religion, creed, national
origin, age, or handicap, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Floyd College.

Section E. Employment of Relatives

1. The basic criteria for the appointment and promotion of faculty shall be appropriate qualifications and performance as set forth in The By-Laws and Policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

2. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare.

3. For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

Section F. Annual Evaluations

All full-time faculty members who hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor shall be evaluated annually by their supervisor in accordance with the guidelines listed below. Annual evaluations shall be utilized in preparing recommendations concerning salary, tenure, and promotions.

1. Criteria for evaluation shall be those mentioned for promotion in The By-Laws and Policies of the Board of Regents: superior teaching, outstanding service to the institution, academic achievement, professional growth and development, and length of service.

2. The Faculty and chair of each division shall produce a written document specifying the role of various instruments such as student evaluations, peer evaluations, and self-evaluations that will be used in the annual evaluation. It shall be the responsibility of the division chair to see that such a document is prepared and that it is reviewed by the division at the beginning of each fall quarter. Any statistics derived from student evaluations which are used for comparative purposes shall be based on at least the equivalent of two quarters of full-time instructional effort.

3. The annual evaluation of first and second-year faculty members shall be completed by April 15, all others by January 15. The supervisor shall discuss the evaluation with the faculty member, who may choose to read and/or respond to the evaluation. Following the discussion the faculty member shall sign the evaluation. Should the faculty member elect to prepare a written response, the supervisor will acknowledge in writing receipt of this response, noting changes, if any, in the annual
evaluation made either as a result of the conference or the faculty member's response. This response shall become a part of the record.

Within two weeks of the above dates the evaluation, together with the faculty member's response, if any, shall be forwarded to the Vice President for Academic Affairs' Office by the supervisor. The supervisor shall retain a copy of the evaluation and permit access by a faculty member to the evaluation.

Section G. Tenure and Promotion

1. The tenure policies of the Board of Regents may be found in The By-Laws and Policies of the Board of Regents.

2. Tenure and Promotion Criteria

a. Applicability

The criteria and procedures described in this section shall apply to all instructional faculty who are not under the supervision of a division chair. Recommendations concerning tenure and promotion for faculty who are not under a division chair may be made by that individual's immediate supervisor or by the chair of the division in which academic rank is held. All recommendations for the awarding of tenure and promotion of division chairs shall be made by the Vice President for Academic Affairs. General criteria described under Section G 2 b shall apply to all faculty, where appropriate. Appeal procedures described under Section G 3 b shall apply to all faculty.

b. General Criteria

For the awarding of tenure or promotion, the criteria are specified in The By-Laws and Policies of the Board of Regents. They include superior teaching, outstanding service to the institution, professional growth and development, academic achievement, and length of service. Evaluation of a candidate's performance in these areas should, in large measure, be based upon past annual evaluations of the candidate.

(1) Superior Teaching. Teaching includes any faculty activity within the formal academic program of the College which involves the communication of knowledge, the fostering of intellectual skills, and the promotion of human development. Success in teaching shall be the most important consideration in evaluating those candidates whose duties are primarily of an instructional nature. Without successful teaching, no other consideration will be sufficient to warrant the awarding of tenure or granting of a promotion.

The assessment of success in teaching must entail more than the accumulation
of statistics; it must also depend upon the judgment of the evaluators using such evidence as is appropriate and reliable. Such evidence shall include past annual evaluations and may include additional supporting materials such as recommendations from former students, teaching materials, and indication of enrichment of the academic program.

(2) Outstanding Service to the Institution. The Faculty share a responsibility for sustaining the College as an educational community. Every faculty member is expected to contribute time and energy to this task at the divisional, College, and/or University System-level by working on committees, working in campus organizations, and serving in whatever other ways seem useful to the promotion of the College's well-being.

(3) Academic Achievement. In order to be promoted to the rank of Assistant Professor or awarded tenure a faculty member must have the master's degree or its equivalent in training and experience. In order to be promoted to the rank of Associate Professor or Professor a faculty member must have a terminal degree or its equivalent in training, ability, or experience.

(4) Professional Growth and Development. A faculty member should continue to grow intellectually and professionally. Evidence of professional growth may include publications, research grants, positions in professional and scholarly organizations, lectures, exhibitions, performances, consultancies, and development of new courses. Work toward a terminal degree shall also be considered, though consideration of such courses should not prejudice faculty who possess a terminal degree.

(5) Length of Service. A person appointed as Instructor normally shall serve in that rank for a minimum of two years before being eligible for promotion. A person appointed or promoted to the rank of Assistant or Associate Professor normally shall serve in that rank for a minimum of five years before being eligible for promotion. Longevity of service is not a guarantee per se of promotion.

3. Tenure and Promotion Recommendations and Appeals

a. Recommendation Process

(1) Each division chair shall submit to the Vice President for Academic Affairs recommendations concerning the awarding of tenure and/or promotions to faculty members of the division. The chair shall provide each faculty member with a copy of the recommendation two months prior to the date that such recommendations must be submitted to the Board of Regents.

(2) All division chairs, together with other supervisors submitting
recommendations, shall meet with the Vice President for Academic Affairs as a group and discuss the recommendations received. The Vice President for Academic Affairs shall require each person to present evidence to support recommendations and shall consider advice of the group in determining actions on the recommendations.

(3) Within two weeks of receiving the recommendations for tenure and promotion, the Vice President for Academic Affairs shall submit all recommendations, with an indication of approval or disapproval, to the President of the College:

(4) The President shall submit to the Board of Regents recommendations for the awarding of tenure and/or promotion and notify those recommended, their supervisors, and the Vice President for Academic Affairs.

(5) Upon the award by the Board of Regents, the individual shall be notified in writing by the President with a copy of the notification forwarded to the Chancellor.

b. Appeals Procedure

(1) Faculty members dissatisfied with their division chair's recommendation, or lack thereof, for granting of tenure and/or promotion may attempt to resolve their concerns in direct discussion with their division chair, who may confer with the Vice President for Academic Affairs.

(2) A faculty member dissatisfied with the Vice President for Academic Affairs' initial action on a recommendation concerning tenure and/or promotion for that faculty member is entitled to a hearing by the Grievance Committee, which shall submit its recommendations to the Vice President for Academic Affairs.

(3) Upon receipt of the Vice President for Academic Affairs' final decision, the faculty member has two weeks to submit a written notification of appeal to the President. (Detailed grievance procedures are contained in the Policies and Procedures of Floyd College.)

Section H. Removal and Suspension

The President may at any time remove any faculty member or other employee of the institution for cause. Cause shall include willful or intentional violation of The By-Laws and Policies of the Board of Regents. Further causes or grounds for dismissal are set forth in the tenure regulations of The Policy Manual of the Board of Regents.

Section I. Duties, Responsibilities, and Privileges
1. The academic year is defined in the faculty contract. The teaching load may be assigned in (1) the day program, (2) the evening program, or (3) the day and evening programs combined.

2. Full-time faculty members are employed for the academic year of three quarters only, and if their services should be needed during the summer quarter, a separate contract will be made covering their services for the summer quarter.

3. The leave policy shall be that set forth by The By-Laws and Policies of the Board of Regents.

4. Administrative officers and members of the Faculty whose work is of a type requiring continuous service may be appointed to serve during the four quarters of the academic year. In determining salaries of members of the Faculty and staff serving on this basis, consideration shall be given to the fact that they may be required to be on duty for a period longer by one-third than are those whose appointments are on a three-quarter basis.

5. When employees of the College have been incapacitated by illness or injury, their salaries may be continued in accordance with the provisions of The By-Laws and Policies of the Board of Regents.

6. Faculty members are expected to participate in activities concerning the internal administration of the College and shall be encouraged to participate, in a manner befitting their academic position, in non-teaching activities which are a proper extension of their professional field of interest. Annual divisional reports shall make reference to such activities on the part of members of the Faculty.

7. The following policies relate to academic freedom:

   a. Members of the Faculty are free to express, inside or outside the classroom, their opinion on any matter that falls within the fields of knowledge which they are employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair mindedness, common sense, accurate expressions, and generous respect for the rights, feelings, and opinions of others. Faculty members should be careful in their teaching to deal adequately with the course matter as described in the College catalog and to maintain respect for varying opinions on controversial matters. They should emphasize the fact that any opinions expressed are personal and not institutional.

   b. Faculty members should maintain a reputation for scholarship through publication, research, and study and are entitled to full freedom in research and in publication. Research, publication, and study should result in improved teaching.
c. Faculty members, acting individually or in concert with others, who clearly obstruct or disrupt, or attempt to obstruct or disrupt any teaching, research, administrative, disciplinary activity, any public service activity, or any other activity authorized to be discharged or held on campus will have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

d. Disputations concerning academic freedom may be appealed to the Grievance Committee.

8. Members of the Faculty are expected to attend all College-wide academic exercises. If a faculty member must be absent from ordinary service to the College, the absence must be reported to the division chair. The outside activities of faculty members are governed by The By-Laws and Policies of the Board of Regents.

9. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to teach competently. In faculty evaluations or reports, the division chair should give proper attention to evaluating teaching performance.

10. Members of the Faculty are expected to be available for student consultation on a regular basis and to publicize all conference hours.

11. All members of the Faculty and administrative staff are expected to become acquainted with and to conform to all rules and regulations of the College and The By-Laws and Policies of the Board of Regents relating to their work. A copy of the Statutes of Floyd College and a copy of the Policies and Procedures of Floyd College shall be furnished to each faculty member.

Section J. Standing Committees of the Faculty and College

(1) The standing committees of the Faculty are instruments of the Faculty whose actions are subject to approval or disapproval of the Faculty, except the Instructional Council. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

(2) The minutes of a standing committee shall be filed in the Library with the Secretary of the Faculty. In addition, the secretary of each committee shall distribute written recommendations to each faculty member at least two days prior to the faculty meeting at which the recommendation will be presented.

(3) All committees shall meet quarterly and additionally as necessary upon the call of the committee chair or a majority of the committee.
(4) The faculty committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a two-year term.

(5) The Instructional Council of the Faculty shall serve as a Committee on Committees and shall recommend procedures for the election of faculty and student committee members not designated by the official positions they hold.

(6) All standing committees of the Faculty shall have a minimum of five and a maximum of seven members, except the Instructional Council, the Curriculum Committee, and the Academic Progress Committee.

(7) Any faculty member may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the faculty member access in one of these ways.

(8) The standing committees of the Faculty shall consist of the following committees: a. Instructional Council, b. Library, c. Statutes and Faculty Affairs, d. Curriculum, e. Academic Progress, and f. Student Affairs.
INSTRUCTIONAL COUNCIL

(1) The Instructional Council shall consist of the Vice President for Academic Affairs, the chair of each instructional division, and one at-large faculty member elected by the Faculty to a one-year term. The chair shall be appointed by the President.

(2) The Instructional Council shall meet at least once per month on a planned basis.

(3) The Instructional Council shall report to the President.

(4) The Instructional Council shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established rules and regulations of the College.

(5) The Instructional Council shall serve as an Executive Committee of the Faculty to deal with matters of an emergency nature when time constraints preclude a meeting of the Faculty. Actions taken by the Instructional Council under such circumstances shall have the same force as actions of the Faculty as a whole.

(6) The Instructional Council shall recommend to the President an agenda for each faculty meeting and shall have the power to call meetings of the Faculty as needed.

(7) The Instructional Council shall serve as a Committee on Committees and shall formulate policies governing the election of members of the standing committees of the Faculty.

(8) The Instructional Council shall provide advice and counsel to the Executive Council.

(9) The Instructional Council shall provide the President with an annual report of the College’s academic activities at the end of each academic year.
LIBRARY COMMITTEE

(1) The Library Committee shall consist of the Librarian and other members of the Faculty recommended by the Instructional Council and approved by the Faculty. The chair, who shall not be the Librarian, shall be elected annually by the members of the committee.

(2) The Committee shall advise the Librarian concerning general library policies, the development of library resources, the purchase of books and equipment, and the hiring of staff.

(3) The Committee shall assist the Librarian in establishing goals and objectives, surveying the faculty and staff, evaluating the performance of the Library, and compiling the annual report of the Library.

(4) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
(1) The Statutes and Faculty Affairs Committee shall consist of those members of the Faculty recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall consider any proposed changes or amendments to the Statutes of Floyd College, and shall transmit such proposals to the Faculty with appropriate recommendations.

(3) The Committee shall review periodically the Statutes of Floyd College, the Policies and Procedures of Floyd College, The By-Laws and Policies of The Board of Regents, and other documents affecting the Faculty.

(4) The Committee shall provide advice and counsel to the Director of Human Resources, the Instructional Council, the Vice President for Academic Affairs, and the President on programs, policies, and activities which affect faculty.

(5) The Committee annually shall nominate a faculty member to serve on the Instructional Council.

(6) The Committee annually shall nominate a slate of eight faculty members to serve on the Grievance Committee of the College.

(7) The Committee shall have the power to initiate special meetings of the Faculty.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
CURRICULUM COMMITTEE

(1) The Curriculum Committee shall consist of one faculty member from each academic division, unless waived by the division chair. The members shall be recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each division of instruction.

(3) The Committee shall review all proposed changes in degree requirements and programs of instruction and shall transmit such proposals to the Faculty with appropriate recommendations.

(4) The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.

(5) The Committee shall communicate regularly with and provide minutes to the Vice President for Academic Affairs.

(6) The Committee shall perform a general review of all programs of study on a regular basis and shall assist in the publication of the annual college catalog.

(7) The Committee shall provide the President a brief annual report of its activities at the end of each academic year.
(1) The Academic Progress Committee shall consist of seven to nine faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee is responsible for evaluating all rules and regulations dealing with students' academic performance and recommending changes to the Faculty.

(3) The Committee shall enforce and administer academic rules and regulations established by the Faculty, with powers to place students on or remove them from probation, dismiss students from the College for academic deficiencies, and reinstate students who have been dismissed for academic reasons.

(4) The Committee shall recognize and encourage academic achievement by assisting in the graduation ceremony, honors assemblies, and other such activities as may be approved by the Faculty.

(5) An Honors Subcommittee shall develop and administer an Honors program and shall encourage academic excellence by developing special programs and activities for meritorious students.

(6) A Student Retention Subcommittee shall review academic placement policies and student retention annually and recommend changes.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
STUDENT AFFAIRS COMMITTEE

(1) The Student Affairs Committee shall consist of two students appointed annually by the president of the Student Government Association and five faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall advise the Vice President for Student Affairs and recommend policies pertaining to student development, including counseling, student orientation, financial aid, student activities, and other services.

(3) The Committee shall approve student organizations recommended by the Student Senate, according to guidelines in the Student Handbook.

(4) The Committee shall oversee student publications through the establishment of a Publications Committee.

(5) The Committee shall review periodically all Student Affairs policies and programs and recommend changes.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
Section K.

STANDING COMMITTEES OF THE COLLEGE

(1) The standing committees of the College provide advice and counsel to the President and other administrative officers on a variety of topics that affect the College.

(2) The minutes of the standing committees of the College shall be distributed to appropriate personnel and kept on file in the Library.

(3) All standing committees shall meet quarterly and additionally as necessary upon the call of the committee chair or a majority of the committee.

(4) Unless otherwise specified, the Executive Council and the Instructional Council shall appoint members of the standing committees to a two-year term.

(5) Unless otherwise specified, all standing committees of the College shall have a minimum of five and a maximum of seven members.

(6) A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

(7) Any employee of the College may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the employee access in one of these ways.

(1) The Grievance Committee shall consist of eight faculty members elected by the Faculty and seven classified employees (professional and administrative personnel and staff who do not have faculty status) elected by the classified employees from their ranks in September of each year. The Statutes and Faculty Affairs Committee shall nominate the slate of faculty members; other nominations may be added from the floor. The terms of each member shall be one year and they shall be eligible to succeed themselves. The chair, who shall be a member of the Faculty, shall be elected by all members of the committee.

(2) The Committee shall consider and act upon all grievances filed by faculty (including part-time faculty) or classified employees. The Committee shall not consider any grievance on which the President has made a final decision.

(3) The chair shall designate an appropriate panel to hear each grievance, consisting of not less than three or more than five members in addition to the chair.

(4) The operating procedures of the Committee, including the procedure for the filing of grievances, the conduct of hearings, and the transmission of recommendations to the President for final decision within thirty days after the grievance is filed, shall be published in the Policies and Procedures of Floyd College. The chair, or another member of the Committee designated by the chair, shall preside at all meetings of the Committee.

(5) In considering grievances concerning promotion, tenure, and dismissal, the Committee shall act in accord with policies stated in The Policy Manual of the Board of Regents, the Statutes of Floyd College, and the Policies and Procedures of Floyd College.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
(1) The Institutional Effectiveness Committee members, as well as the chair, shall be appointed by the President and serve two-year terms. All institutional units shall be represented on the committee.

(2) The Committee shall provide advice and counsel to the Director of Institutional Research and Planning, the Instructional Council, the Executive Council, and the President on institutional effectiveness issues.

(3) The Committee shall oversee the institutional research and planning processes for the College and update the strategic plan annually.

(4) The Committee shall recommend institutional effectiveness measures to the President and appropriate administrators.

(5) The Committee shall assist the President in complying with policies and mandates from the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

(6) The Committee shall assist the President in the preparation of reports and documents for the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
COMPUTER COMMITTEE OF THE COLLEGE

(1) The Computer Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee. The Director of Computer Services shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Director of Computer Services, the Instructional Council, the Executive Council, and the President on the purchase, use, and maintenance of computers, and other matters relating to computers.

(3) The Committee shall develop a comprehensive three-year and five-year plan for increasing the use of computers in both the instructional and administrative areas. The Committee shall review these plans annually and recommend changes in them to the President.

(4) The Committee shall recommend to the Director of Computer Services policies and procedures for the computer labs.

(5) The Committee shall recommend to the Director of Computer Services and the Instructional Council training programs for faculty and staff.

(6) The Committee shall consult with offices, departments, divisions, and individuals to keep abreast of the College’s needs and problems relating to computers and to generate new ideas for computer use.

(7) The Committee reports to the Executive Council.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
(1) The Capital Improvements Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee.

(2) The Committee shall assist the President in preparing a comprehensive capital improvements plan for the campus.

(3) The Committee shall study proposed capital projects, conduct hearings to determine the feasibility of such proposals, and make recommendations to the President.

(4) The Committee shall review the comprehensive capital improvements plan biannually and shall recommend changes in the order of priorities to the President.

(5) The Committee shall consult with offices, departments, and divisions throughout the campus to determine capital improvement needs.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
AFFIRMATIVE ACTION COMMITTEE OF THE COLLEGE

(1) The Affirmative Action Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Affirmative Action Officer shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Affirmative Action Officer, the Instructional Council, the Executive Council, and the President to ensure that the College maintains a positive program of equal employment opportunity for all employees and applicants for employment.

(3) The Committee shall assist the Affirmative Action Officer in developing policies and procedures on affirmative action.

(4) The Committee shall critique the College's Affirmative Action Compliance Plan annually.

(5) The Committee shall assist the Affirmative Action Officer in analyzing the employment and personnel practices of the College to determine if equal opportunities are being maintained for all employees and qualified applicants.

(6) The Committee shall review annually all of the College's advertisements to make sure that the statement "An Equal Opportunity Employer" is included.

(7) The Committee shall assist the Affirmative Action Officer in identifying violations of or weaknesses in the College's affirmative action program and recommend solutions.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
(1) The Environmental Health and Safety Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Director of Human Resources shall serve as an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the President on a wide range of health, safety, and environmental issues, including the College's compliance with pertinent state, federal, and University System of Georgia regulations.

(3) The Committee shall recommend to appropriate administrators plans for coping with potential disasters on campus caused by fires, tornadoes, ruptured gas lines, chemical spills, disposal of hazardous wastes, etc.

(4) The Committee shall recommend to appropriate administrators policies for providing emergency medical treatment on campus.

(5) The Committee shall study the College's security, parking, and vehicular traffic needs, as well as its enforcement of traffic regulations, and shall recommend appropriate policies.

(6) The Committee shall serve as a forum for students, faculty, and staff to express concerns about health and safety on campus.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
FINANCIAL ASSISTANCE COMMITTEE OF THE COLLEGE

(1) The Financial Assistance Committee members shall serve a two-year term, and the chair shall be elected by the committee. The Director of Financial Aid shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Director of Financial Aid, the Executive Council, and the President on financial assistance matters.

(3) The Committee shall review annually the College’s financial assistance policies and procedures and recommend changes to the Director of Financial Aid.

(4) The Committee shall assist the Vice President for Student Affairs and the Floyd College Foundation in awarding scholarships, grants for student travel, and other types of financial assistance.

(5) The Committee shall review annually the College’s policies and procedures for awarding scholarships to ensure equitable distribution of such funds and recommend changes to the President.

(6) The Committee shall prepare and administer an annual budget for allocating grants to students.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
Section L. Instructional Divisions

The educational programs shall be systematically organized into appropriate divisions. These divisions shall consist of Social and Cultural Studies; Science and Mathematics; Business and Career Education; Health Sciences; Extended Learning and Continuing Education; and Learning Resources.

Article IV. GENERAL ADMINISTRATIVE OFFICERS

The administrative officers shall be as follows: the President, the Vice President for Academic Affairs, the Vice President for Business and Finance, the Vice President for Student Affairs, the Librarian, the Division Chairs, the Director of Public Service, the Director of Admissions and Records, the Public Information Officer, and such other officers as may be designated by the President with the approval of the Board of Regents. A faculty member who has academic rank and rights of tenure in the corps of instruction and who accepts an appointment to an administrative office shall retain academic rank and rights of tenure as an ex officio member of the corps of instruction, but shall have no rights of tenure in the administrative office appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty members when they cease to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. Administrative officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President.

Article V. MISCELLANEOUS PROVISIONS

All questions of interpretations of these Statutes and questions of the nature and extent of the jurisdiction of the Faculty and of the various administrative officers under these Statutes shall be determined by the President. The President shall settle all questions of conflict of jurisdiction that may arise between any of the committees of the College or between them and the administrative officers. After the decision of the President on such questions, an appeal may be made to the Board of Regents pursuant to The By-Laws and Policies of the Board of Regents.

Article VI. AMENDMENTS

All proposed amendments to the Statutes shall be made initially to the Statutes and Faculty Affairs Committee. This Committee shall consider such amendments and make recommendations to the Faculty. An amendment must be read in its final form at a duly constituted Faculty meeting at which a quorum is present at least five class days prior to the one on which a vote is taken. At the time of this final reading, the meeting date shall be announced for voting thereon. If an amendment is approved by a majority vote of the total faculty having voting status, it shall be submitted to
the President for approval and then to the Board of Regents for final approval.

Article VII. RATIFICATION

The Statutes shall be ratified and become effective upon approval by a two-thirds vote of the Faculty having voting status and approval by the President and the Board of Regents.