e. He shall be a member of the College Faculty and of its Library Committee.

f. He shall compile library statistics to indicate library growth and status and submit an annual report to the Dean.

g. He shall assume responsibility for catalogue materials describing the library.

Section 3. THE DIRECTOR OF STUDENT AFFAIRS

The Director of Student Affairs shall be appointed by the President, with the approval of the Board of Regents, and shall report to the President. The duties and responsibilities of the Director of Student Affairs shall be as follows:

a. He shall be responsible for the administration and coordination of student services and functions relating to admissions, orientation, registration, records, counseling, testing, financial aid, placement, student part-time employment, student health, student activities, student organizations, student government, and student publications. He shall prepare and revise annually for approval through channels a Code of Student Conduct governing the conduct and discipline of students and shall be responsible for the administration of the Code.

b. He shall serve as the principal advisor to the President on all matters pertaining to student life and activities outside the classroom.

c. He shall be a member of the College Faculty, a member of the Admissions and Academic Placement, Academic Progress, and Student Affairs Committees, and other committees as may be deemed necessary by the Faculty.

Section 3A. THE ASSISTANT DIRECTOR OF STUDENT AFFAIRS

The Assistant Director of Student Affairs shall be appointed by the President with the recommendation of the Director of Student Affairs and the approval of the Board of Regents and shall be responsible to the Director of Student Affairs. The duties and responsibilities of the Assistant Director of Student Affairs shall be as follows:

a. He shall assist the Director in the administration and coordination of the student personnel services program.

b. He shall be a member of the College Faculty, a member of the Admissions and Academic Placement, Academic Progress, and Student Affairs Committees, and other committees as may be deemed necessary by the Faculty.
Section 4. THE COMPTROLLER

The Comptroller shall be appointed by the President with the approval of the Chancellor and the Board of Regents. The Comptroller shall function as the chief business and financial officer of the College. The Comptroller shall be a member of the College Faculty. The powers and duties of the Comptroller shall be as follows:

a. Subject to the jurisdiction of the President, the Comptroller shall have custody and control of all its funds and securities. He shall have charge of all of the assets of the College, including physical property.

b. The Comptroller shall be responsible for the installation and administration of all accounting records and procedures, the preparation and interpretation of all financial reports, and the proper functioning of internal auditing procedures. He shall assist the President in the preparation of the College budget and in the control of the budget operation. He shall maintain adequate records of all contracts and leases, compile cost analyses, and supervise the preparation of business and financial statistical reports. He shall examine all College contracts before the execution thereof and, with the approval of the President, shall be the official signatory thereto.

c. He shall maintain proper books of account fully setting forth the financial condition and transactions of the College. He shall exercise general supervision over all accounts of College officers which have to do with the receipt and disbursement of funds. He shall obtain full and true reports of all receipts and disbursements from these officers, who maintain their accounts in such manner and render to the Comptroller such statements as he may require.

d. He shall examine all accounts, claims, and demands against the College, and no funds shall be drawn from the College Treasury to pay such accounts, claims, or demands unless they are found by him to be correct and unless there are funds in the Treasury legally available for such payment.

e. The Comptroller shall receive all funds paid to the College and give receipt therefore in the name of the College. He is authorized to sign checks against all funds deposited in the name of the College.

f. The Comptroller shall supervise the accounting and business management of all income-producing activities of the College. All Auxiliary Enterprises shall be under his direction and control.
g. Recommendations for appointments to all non-academic positions in the College (including those not having faculty status), except part-time student assistants, shall be made to the Comptroller. Appointments shall become effective when approved by him.

h. The Comptroller shall be responsible for all purchasing by the College, in accordance with regulations established by him, the President and the State Purchasing Department.

i. The Comptroller shall assist the President and other appropriate officials in the building program and the expansion of physical facilities of the College.

j. The Comptroller shall be responsible for all security operations on the Floyd Junior College campus.

Section 4A. THE ASSISTANT COMPTROLLER

a. The Assistant Comptroller shall be responsible to the Comptroller for maintaining the College's accounting records, fiscal reporting, and internal auditing procedures.

b. He shall be responsible for the development and implementation of methods to meet current business requirements in the simplest way possible. This objective shall involve all aspects of work flow.

c. He shall perform such other duties as may be described by the Comptroller.

Section 4B. DIRECTOR OF AUXILIARY ENTERPRISES

a. The Director of Auxiliary Enterprises shall be responsible for coordinating, reviewing, and recommending improvements in the total operation of all Auxiliary Enterprise activities.

b. He shall be responsible to the Comptroller for the business management of all auxiliary units.

c. He shall review for approval all budget requests and budget amendments of Auxiliary Enterprises.

d. He shall perform such other duties as may be described by the Comptroller.

Section 4C. DIRECTOR OF PLANT OPERATIONS

a. The Director of Plant Operations shall be immediately responsible for all physical facilities and equipment of the College, except educational equipment.

b. He shall be responsible for the operation and maintenance of the College physical plant, including all utilities, heating, air-conditioning and refrigeration, building, alteration maintenance, and related activities.
c. He shall be responsible for the maintenance of roads and grounds, including athletic fields, and for landscaping for the College.

d. He shall be responsible for such security operations as the Comptroller shall delegate to him.

e. He shall perform such other duties as may be described by the Comptroller.

Section 5. PUBLIC INFORMATION OFFICER

a. The Public Information Officer at Floyd Junior College shall serve as liaison between the College and the Community and act as an advisor to the President on matters pertaining to community affairs. He shall be appointed by and report to the President.

b. He shall interpret the community to the College and the College to the community so that both have a full understanding of the ways in which they can serve each other. This shall be accomplished in a variety of ways including the release of information about the College, its programs, faculty, staff, and students.

c. He shall make use of the news media generally used for the dispersal of information and such other outlets as the publication of pamphlets, brochures, newsletters, etc. which serve to acquaint the public with the services of the College, and the scheduling of speakers from the College for local civic and professional groups.

d. All public information about the College shall be channeled where feasible through the Office of Public Information.

e. The Public Information Officer also shall be responsible for establishing and maintaining close ties with the community through active participation in community affairs.

Section 6. DIRECTOR OF PUBLIC SERVICE

a. The Director of Public Service shall be responsible for implementing and coordinating Public Service programs that integrate the College and the community into one service unit.

b. He shall be appointed by the President with the approval of the Board of Regents. He shall be directly responsible to the Dean.

c. He shall be a member of the College Faculty and any committees as may be deemed necessary.

d. He shall study continuing educational needs and desires of the community and translate them into workable cultural, physical, intellectual, professional, or creative educational programs.
e. He shall acquire instructors and coordinate physical facilities for the presentation of these programs from the College Faculty, local community, or other institutions.

f. He shall maintain complete records for all continuing education units.

g. He shall be responsible for submitting to the President an annual report concerning the activities of his office.

Section 7. ADVISORY GROUPS

Any administrator may, with approval of the President, create advisory groups of a permanent or temporary nature to assist him in making decisions within the perogatives of his office. When these advisory groups are of a permanent nature, they shall be called Councils. When these advisory groups are appointed to discharge specifically assigned duties over a relatively brief period of time, they shall be known as Ad Hoc Committees.

Article V. MISCELLANEOUS PROVISIONS

All questions of interpretation of these Statutes and questions of the nature and extent of the jurisdiction of the Faculty of the College 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 Article IX of the By-Laws of the Board of Regents.

Article VI. AMENDMENTS

All proposed amendments to the Statutes of Floyd Junior College shall be made initially to the Statutes and Faculty Affairs Committee. This committee shall consider such amendments and make recommendations to the Faculty. If an amendment is approved by a two-thirds vote of the faculty, it shall be submitted through the President of the College to the Board of Regents for formal approval.

Article VII. RATIFICATION

The Statutes of Floyd Junior College shall be ratified and become effective upon approval by a two-thirds vote of all members of the Faculty currently employed by the College and approval by the President and the Board of Regents.
MEMORANDUM

TO:             Members of the Statutes Committee

FROM:          Jo Anne Starnes

SUBJECT:       Statutes of Floyd Junior College

Here is your copy of the Statutes in its present form.

I went ahead and substituted the new Regents' policy on nepotism. It is in Section 5, p. 5, and is entitled "Employment of Relatives." I hope you approve.
PROPOSED STATUTES OF FLOYD JUNIOR COLLEGE

These Statutes are expressly subject to the Policies and By-Laws of the Board of Regents of the University System of Georgia and the amendments thereto.

Article I. THE COLLEGE

Section 1. Floyd Junior 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 Junior College confers the Associate of Arts and the Associate of Science degrees.

Section 2. Floyd Junior College was established to provide opportunities for the physical, intellectual, and cultural development of the people in the community it serves. The offerings of the College are determined by available resources and are governed by policies established by the Board of Regents. The College proposes to meet the educational and cultural needs of the community through the following programs:

- The College provides, through the concept of the University System Core Curriculum, the first two years of a four-year degree program. Credits earned during these two years are transferable to senior colleges and universities.
- The College provides, in accordance with demonstrated need, career programs to prepare students for gainful employment.
- The College provides developmental instruction designed for students who need to strengthen their academic backgrounds before entering college level programs of study.
- The College provides opportunities for members of the community it serves to participate in courses in continuing education. These courses are offered according to demonstrated need and available resources.

Article II. THE PRESIDENT

Section 1. The President shall be elected by the Board of Regents upon the recommendation of the Chancellor.

Section 2. 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. He represents the institution to its many publics. His leadership role is supported by delegated authority from the Board of Regents, with the support of the Faculty and the students.
Section 3. The powers and duties of the President shall be those ordinarily implied in his office. The following are specifically mentioned:

a. He shall exercise such supervision and direction as will promote the efficient operation of the institution and shall insure that no action of the Faculty, any committee, or any administrative officer, shall violate the goals of Floyd Junior College or policies of the Board of Regents.

b. He shall 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.

c. He shall be the ex officio chairman of the Faculty and shall preside at its meetings.

d. He shall serve as chairman of the Advisory Council and shall preside at its meetings.

e. He shall 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.

f. He shall 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.

g. He shall 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.

h. He shall 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.

i. He shall make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Floyd Junior College.

j. Concomitant to his responsibilities for definition and attainment of goals of Floyd Junior College and for carrying out policies of the Board of Regents, he shall have veto power over any action of the Faculty and over any action of a standing committee of the Faculty.

Article III. THE COLLEGE FACULTY

Section 1. Pursuant to policies of the Board of Regents, the following officers shall have faculty status: the President, the Dean, the Director
of Student Affairs, the Assistant Director of Student Affairs, the Comptroller, the Librarian, the Assistant Librarian, the Director of Public Service, other administrative offices appointed by the President, and all full-time professors, associate professors, assistant professors, and instructors. Full-time consists of those members of the corps of instruction employed full-time for the academic year.

Section 2. Authority of the Faculty: The Faculty shall make, subject to the approval of the Chancellor and the Board of Regents, rules and regulations for its government and procedure, and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, courses 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, subject to the approval of the Chancellor and the Board of Regents.

Section 3. Faculty Organization

a. The Faculty shall meet regularly 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.

b. Special meetings of the Faculty may be called at any time by the President, in his absence, by the Dean, or by the Executive Committee of the Faculty, provided that written notice of the time, place, and purpose of the called meeting be given each member of the Faculty twenty-four hours in advance of the proposed meeting.

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

d. All ex officio members of the Faculty and of its several committees shall have full privileges of debate and vote except ex officio members given non-voting status by the President.

Section 4. Appointment, Reappointment, and Promotion

a. General: All appointments, reappointments, and promotions of the Faculty and of the Administrative Staff shall be made by the President with the approval of the Board of Regents. Recommendations for positions within the corps of instruction ordinarily shall originate with the Departments or Divisions and shall be
presented to the Dean for his consideration. The Dean will then transmit his recommendations to the President, along with his own approval or disapproval.

b. Qualifications for Faculty Appointment

1. Minimum qualifications for all academic ranks within Floyd Junior College shall be the following:

(a) Master's degree. Exceptions may be made for:
   (1) Persons of special learning and ability;
   (2) Promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training; and/or,
   (3) Temporary emergency appointments.

(b) Evidence of ability as a teacher.

(c) Evidence of scholarly competence and activity.

(d) Successful experience, generally waived in the case of beginners who meet all other requirements.

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

2. Initial appointees to full professorships should have completed at least two years' work beyond the bachelor's degree. With reference to persons appointed to serve as department heads, each appointee should have two years of work beyond the bachelor's degree or, in certain specialized professions, the highest training available in accordance with recognized standards in the particular field of specialization. Promotion to an associate or full professorship should require at least two years' study beyond the bachelor's degree.

c. Criteria for Faculty Promotion

1. The minimum criteria for promotion in all professorial ranks are as follows:

(a) Superior teaching.

(b) Outstanding service to the College.

(c) Academic achievement.

(d) Professional growth and development. Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department concerned setting forth the reasons for promotion.

(e) The faculty member's length of service with the College shall be taken into consideration in determining whether or not the faculty member should be promoted.

2. In addition to qualifications listed in number one, promotion to an associate or full professorship should require at least two years' study beyond the bachelor's degree.
Section 5. Employment of Relatives

a. The basic criteria for the appointment and promotion of Faculty shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage provided the individual meets and fulfills the appropriate appointment and promotion standards as set forth in these policies.

b. 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.

c. In accordance with the policy of the Board of Regents, there shall be no discrimination based upon race, color, sex, religion, creed or national origin of employees in their appointment, promotion, retention, remuneration, or any other condition of employment.

d. 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 6. Tenure

a. Tenure of professors and associate professors shall be permanent. When a Faculty member's first connection with the College is in the capacity of a full or associate professor, he shall serve on a probationary basis for a period of three years, except that, at his discretion, the President may recommend tenure at the end of two years. His tenure shall be permanent after that time.

b. Assistant professors may be appointed on a year-to-year basis for a period of five years. Upon successful completion of five years of service, an assistant professor may have permanent tenure upon written notice by the President and approval by the Chancellor.

c. Appointments of instructors shall be on a year-to-year basis and no teacher shall serve with the rank of instructor for a period longer than five years.

d. The provisions herein set forth shall not be construed to prohibit the promotion of a qualified individual at any time.

Section 7. Resignation and Removal of Faculty Members

a. Faculty members and other personnel employed under written contract for the fiscal year or academic year of three quarters shall give to the President or his authorized representative written notice of their intention to resign postmarked no later than February 1 immediately preceding the expiration of the contract period.

b. Faculty members and other personnel employed under written contract who do not have tenure shall be given notice in writing by certified mail to be delivered to addressee only, with receipt to show to whom and when delivered, and address where delivered, by the
President, or his authorized representative, postmarked no later than February 1 immediately preceding the expiration of the contract period of his intention not to renew their employment contract, except in the first year of employment, when such notification shall be given no later than April 1.

c. Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in his or her contract and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

d. 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.

e. Suspension and Removal of Faculty Members

1. The President of Floyd Junior College may at any time remove any Faculty member or other employee of the institution for cause by giving written notice, by certified mail, to be delivered to the addressee only with receipt to show to whom and when delivered, and address where delivered, clearly stating the charges against the person to be removed and notifying such person that he may file an appeal in writing within ten days after the date of the receipt of such notice and charges to the Board of Regents for a fair hearing before said Board or a committee of the Board, within forty-five days from the date of filing such an appeal. Said employee shall be suspended from employment without pay from the date of receipt of such notice and charges. Should said employee be reinstated by action of the Board of Regents, he shall be compensated from the date of the suspension. The action of the Board shall be final.

2. When a Faculty member is charged with the violation of any State or Federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President and Chancellor. This review may lead to a temporary suspension of the Faculty member from his teaching duties. Further, if the President deems that, in his best judgment, any Faculty member poses immediate harm to himself or others in the continuance of his duties, he may, after consultation with the Chancellor, temporarily suspend that Faculty member.

In the event a Faculty member is temporarily suspended, the President shall immediately convene the Statutes and Faculty Affairs Committee for the purpose of hearing an appeal by the Faculty member. The appeal shall be submitted in writing in
accordance with procedures to be established by the hearing committee which shall render its decision within ten days from the conclusion of the hearing. The President may or may not approve the recommendation of the hearing committee. If he does not approve he may state his reasons for not doing so in writing to the hearing committee for a response before rendering a final decision. If he decides to continue the suspension, he will so notify the Faculty member who shall then have the right of appeal to the Board of Regents. If the Faculty member decides to appeal, he may file his appeal in writing with the Executive Secretary of the Board within ten days after notification of the President's decision. The President shall forward the entire record of the matter to the Executive Secretary of the Board for consideration by the Board or a committee of the Board who shall hear the appeal within forty-five days from the filing date of the record of the case with the Executive Secretary.

f. Adequate cause for dismissal will be related directly and substantially to the fitness of the Faculty member in his professional capacity as a teacher or researcher. Dismissal will not be used to restrain Faculty members in their exercise of academic freedom or other rights of American citizens.

g. A dismissal, as defined in this section, should be preceded by a statement of reasons or charges, and the Faculty member concerned will have the right to be heard by the Statutes and Faculty Affairs Committee. A member of this committee will remove himself from the case, either at the request of a party or on his own initiative, if he deems himself disqualified for bias or interest. Each party will have a maximum of two challenges without stated cause. The following rules will govern the procedure for a dismissal hearing:

1. Service of notice of the hearing with specific reasons or charges against the Faculty member in writing will be made at least ten (10) days prior to the hearing. The Faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the Faculty member waives a hearing, but denies the charges against him or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate all available evidence and rest its recommendation upon the evidence in the record.

2. The hearing committee, in consultation with the President and the Faculty member, may exercise its judgment as to whether the hearing should be public or private.

3. During the proceedings the Faculty member will be permitted to have an academic advisor or other personal advisor of his own choice. The advisor may not participate directly in the proceedings.
4. A tape recording, brief of evidence, or summary transcript of the proceedings will be kept and made available to the Faculty member and the administration in the event that an appeal is filed.

5. The hearing tribunal may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

6. The Faculty member and the administration will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence.

7. The Faculty member and the administration will have the right to confront and to cross-examine all witnesses. Where the witness cannot or will not appear and the committee determines that the interests of justice require the admission of his statement, the committee may by affidavit record the sworn statement of the witness.

8. In the hearing of charges of incompetence, the testimony may include that of qualified faculty members from this or other institutions of higher education.

9. The hearing committee will not be bound by formal rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved.

10. The findings of fact and the decision of the hearing committee will be based solely on the hearing record.

11. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the Faculty member or the administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents. The President and the Faculty member will be notified of the decision in writing and upon request be given a copy of the tape recording or the record of the hearing.

12. If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it shall so report to the President. If the President does not approve the report, he may state his reasons for doing so, in writing, to the hearing committee before rendering his final decision. If the hearing committee concludes that adequate cause for dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it may so recommend with supporting reasons. The President may or may not follow such recommendations.
Section 8. Duties, Responsibilities and Privileges of the Faculty

a. A teacher shall be expected to participate, in a manner befitting his academic position, in such extra-curricular activities as are a proper extension of his professional field of interest, whether these be in the internal administration of the College or in representation of the College before outside groups. Annual Departmental and/or Divisional reports shall make reference to such activities on the part of members of the Faculty.

b. The academic year embraces the Fall, Winter, and Spring Quarters, each of which is approximately eleven weeks in length. The year begins with the first day of Fall Quarter. Three Quarters' contracts will normally be effective with the opening of the Fall Quarter. Compensation for services during an academic year is payable in twelve equal installments.

c. The leave policy at this institution shall be that set forth by the Policies and By-Laws of the Board of Regents.

d. Each full-time Faculty member is employed for the academic year of three quarters only; and, if his services should be needed during the summer quarter, a separate contract will be made with him covering his services for the Summer Quarter. Services rendered during the Summer Quarter shall entitle a member of the Faculty to thirty per cent of his regular salary for full-time employment or to a pro-rata share for part-time employment, payable during the Summer Quarter. The teaching load may be allotted in (1) the day program, (2) the evening program, or (3) the day and evening programs combined. Compensation will be earned at the rate of one-third of the total salary per academic quarter during the academic year; however, compensation for the academic year of three quarters will be payable at the rate of one-twelfth of the contract sum at the end of each month from September through May and three-twelths at the end of the contract period. Any services rendered for only a portion of an academic quarter will be compensated on a pro-rata basis of the contracted quarter rate.

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

f. When an employee of the College has been incapacitated by illness or injury, his salary shall be continued in accordance with the provisions of the Policies and By-Laws of the Board of Regents.
g. The following is College policy concerning academic freedom:

1. A member of the Faculty is free to express, inside or outside the classroom, his opinion on any matter that falls within the fields of knowledge which he is employed to teach and to study, subject only those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. The Faculty member should be careful in his teaching to deal adequately with the course matter as described in the College catalogue and to maintain respect for varying opinions on controversial matters. He should emphasize the fact that the opinion which he expresses is personal and not institutional.

2. Each teacher should maintain a reputation for scholarship through continuous research and study. The teacher is entitled to full freedom in research and in publication of the results. This research and study should yield results in improved teaching.

3. A Faculty member acting individually or in concert with others, who clearly obstructs or disrupts, or attempts 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 this College campus is considered by the College to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

4. Disputations concerning academic freedom may be appealed to the Statutes and Faculty Affairs Committee. Recommendations shall be made according to the procedures outlined in Article III, Section 9E, paragraph e.

h. All absences of a Faculty member from ordinary service in the College shall be reported to his Division or Department Chairman and to the Dean. Members of the Faculty, unless excused by the President, are expected to attend all academic exercises of the College. The outside activities of Faculty members of Floyd Junior College are governed by the following policy statement from the Policies and By-Laws of the Board of Regents: "The members of the Faculties shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of their official duties."

i. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to render academic service in teaching. In his annual report the Department or Divisional Chairman shall include a statement concerning the performance of teachers in this area. Due attention shall be given in this report to special qualities of excellence in the performance of teachers in his Department or Division.
j. A member of the Faculty is expected to post on his office door or to publish in the medium provided for that purpose such office hours and conference periods as he deems most advantageous to his students. He should be available for student conferences during those posted office hours.

k. Each member of the Faculty and Administrative Staff is expected to become acquainted with and to conform to all rules and regulations of the College and the Policies and By-Laws of the Board of Regents relating to himself and his work. Copies of all rules and regulations shall be furnished to all Faculty members, and copies of the Policies and By-Laws of the Board of Regents shall be made available to all Faculty members.

1. The following policies relate to salaries:

1. Changes shall not be made during a fiscal year in the salaries set up for positions listed in the budgets of the various institutions of the University System. Presidents of the institutions shall incorporate their recommendations for salary increases for positions in their annual budgets, provided that such increases are within previously established regulations of the Board and the institutions concerned. Salary increases shall be based only upon merit and shall not be automatic.

2. Research and Saturday classes will ordinarily be carried by University System personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.

3. No consideration shall be given to salary supplements that may be paid from Foundations or other sources in order that salary supplements will be over and above the regular salary paid with State funds. A supplemental budget shall be prepared to include supplements to be paid from Foundations or other sources. The salary to be paid from State funds for summer school employment or for a leave of absence with pay shall be based on the approved salary exclusive of any supplement. Each Faculty or Staff member receiving a salary supplement shall be advised that he is receiving the salary supplement with information as to the amount and source of funds and that the salary supplement was upon the recommendation of the President of the institution.

4. The institutions of the University System are authorized to accept governmental contracts, grants from the National Science Foundation, and other grants by Foundations or individuals. These grants are usually made to the institutions for the use of specific scientists who are above sixty years of age. Such individuals shall not be considered
as regular members of the respective Faculties and shall not participate in retirement or fringe benefits from the institution or the Board of Regents. The institutions are authorized to budget the funds received through grants described above in the regular procedure.

5. A member of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from persons, corporations, or associations that, directly or indirectly, may seek to use the connections thus formed for securing favorable comment or consideration on any commercial commodity, process, or undertaking.

Section 9. Standing Committees of the Faculty

a. The standing committees of the Faculty are instruments of the Faculty whose actions are subject to approval or disapproval of the Faculty except as provided in Article III, Section 9A, paragraph d. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

b. The minutes of a standing committee shall be filed with the Secretary of the Faculty, and become a part of the minutes of the Faculty.

c. The standing committees of the Faculty shall consist of the Executive Committee, the Admission and Academic Placement Committee, the Library Committee, the Academic Progress Committee, the Statutes and Faculty Affairs Committee, the Curriculum Committee, the Student Affairs Committee, the Auxiliary Enterprises Committee, and the Public Service Committee.

d. 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. Each Academic Division and Department of Physical Education will be represented on each committee. Other at large members of the committees shall be chosen by the Faculty as a whole. The Executive Committee of the Faculty will recommend rules and regulations for such elections.

e. All Committees shall meet quarterly and additionally as necessary as necessary upon the call of the Committee Chairman or a majority of the Committee.

f. The Executive Committee 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.

Section 9A Executive Committee

a. The Executive Committee shall consist of the Dean, who shall be Chairman; the Director of Student Affairs; the Chairman of the
Division of Natural Sciences and Mathematics, the Chairman of the Division of Humanities, the Chairman of the Division of Social Sciences, the Director of the Department of Physical Education, and the Librarian.

b. The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established rules and regulations of the College.

c. The Committee shall approve student activities which necessitate a student's being absent from class.

d. The Committee shall serve as an executive committee of the Faculty to deal with matters of an emergency nature when it would be impossible or unduly difficult for the Faculty to meet as a whole. Actions taken by the Committee under such circumstances shall have the same force as actions of the Faculty as a whole.

e. The Committee shall propose the agenda for each Faculty meeting and have the power to call meetings of the Faculty as needed.

f. The Committee shall serve as a Committee on Committees and shall formulate policies governing the election of all members of the standing committees of the Faculty.

Section 9B. Admissions and Academic Placement

a. The Admissions and Academic Placement Committee shall consist of the Director of Student Affairs, the Assistant Director of Student Affairs, two representatives from each Academic Division, and one from the Department of Physical Education. The Chairman shall be elected by the Committee.

b. The Committee shall recommend to the Faculty rules and regulations concerning the admission of students.

c. The Committee shall have the power in the case of a meritorious applicant to declare exceptions to the regulations governing admission, insofar as such exceptions are not in conflict with the standards of admission as established by the accrediting association of which the College is a member.

d. The Committee shall coordinate the Development Program and the placement of students in this program.

e. The Committee shall advise the Director of Student Affairs in the areas of registration and records.

f. The Committee shall hear appeals from students concerning placement in the academic program.
Section 9C. Library Committee

a. The Library Committee shall consist of the Librarian, who shall serve as Chairman, the Assistant Librarian, two representatives from each Academic Division, and one representative from the Department of Physical Education.

b. The Library Committee shall advise the Librarian concerning purchase of books, arrangement of the Library budget, library hours, composition of the library collection, and related matters.

Section 9D. Academic Progress Committee

a. The Academic Progress Committee shall consist of the Dean, the Director of Student Affairs, the Assistant Director of Student Affairs, two representatives from each Academic Division, and one representative from the Department of Physical Education. The Chairman shall be elected by the Committee.

b. The Committee shall constantly evaluate the rules and regulations dealing with scholarship and recommend changes to the Faculty.

c. The Committee shall enforce and administer student rules and regulations established by the Faculty in regard to scholarship, with powers to place students on or remove them from probation, and to drop students from the rolls of the College for scholastic deficiencies.

d. The Committee shall have the power to declare eligible to return to the College students who have been dropped from the rolls of the College for scholastic deficiencies.

e. The Committee shall recognize and encourage scholastic achievement by awarding scholarships, conducting honor's day programs, publishing a Dean's List, or such other methods as may be approved by the Faculty.

Section 9E. Statutes and Faculty Affairs Committee

a. The Statutes and Faculty Affairs Committee shall consist of two representatives from each Academic Division, one representative from the Department of Physical Education, and two representatives chosen from the Faculty at large. The Committee shall elect a Chairman from its membership.

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

c. The Committee shall maintain a file of all statutes of the College.
Section 9F. Curriculum Committee

a. The Curriculum Committee shall consist of the Dean, who will be Chairman; the Director of Student Affairs; the Librarian; two representatives from each Academic Division; and one representative from the Department of Physical Education.

b. The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each Department or Division of instruction.

c. 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.

d. 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.

Section 9G. Student Affairs Committee

a. The Student Affairs Committee shall consist of the Director of Student Affairs, who shall serve as Chairman; the Assistant Director of Student Affairs; the Comptroller; five representatives from the Faculty, and four representatives from the student body.

b. The Student Affairs Committee shall recommend policy and assist in the implementation of all matters pertaining to student financial aid including scholarships, loans and part-time employment; counseling and advising; student activities, organizations, publications, and health; orientation, registration, and records; and occupational placement counseling concerning both college transfer and occupational information.

c. The Student Affairs Committee shall consider for recognition student organizations which have been recommended for approval by the Student Senate.
d. The Student Affairs Committee shall oversee student publications through the establishment of publications guidelines and the establishment of a Publications Committee to carry out that function, subject to ratification by the Student Affairs Committee and the Faculty.

Section 9II. Auxiliary Enterprises Committee

a. The Auxiliary Enterprises Committee shall consist of the Comptroller, who shall serve as Chairman; the Director of Auxiliary Enterprises, the Assistant Director of Student Affairs, two representatives from each Academic Division, one from the Department of Physical Education, and four representatives from the student body.

b. The Committee shall recommend to the Faculty rules and regulations concerning the activities of auxiliary enterprises. The Faculty will act accordingly in an advisory capacity.

c. The Committee shall receive, consider, and take appropriate advisory action concerning recommendations or grievances relating to operations of auxiliary enterprises.

d. The Committee shall review all operating changes suggested by the Director of Auxiliary Enterprises and act accordingly in an advisory capacity.

Section 9I. Public Service Committee

a. The Public Service Committee shall consist of the Public Service Director, who shall serve as Chairman; two representatives from each Academic Division; and one from the Department of Physical Education.

b. The Committee shall act in an advisory capacity to the Director of Public Service concerning the Public Service Program.

Section 10. Instructional Divisions and Departments

The educational programs of Floyd Junior College shall be immediately and directly supervised and administered through the systematic organization of subject matter interests into appropriate departments and divisions. These departments and divisions shall consist of a Division of Social Sciences, a Division of Humanities, a Division of Natural Sciences and Mathematics, and a Department of Physical Education.
Article IV. GENERAL ADMINISTRATIVE OFFICERS

Section 1. The administrative officers shall be as follows: the President, the Dean of the College, the Librarian, the Division Chairman and Department Directors, the Director of Public Service, the Director of Student Affairs, the Assistant Director of Student Affairs, the Comptroller, 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 appointment to an administrative office shall retain his 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 to which he has been appointed. 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.
Section 2. THE DEAN OF THE COLLEGE

The Dean shall be appointed by the President, with the approval of the Board of Regents, and shall report to the President. His duties and responsibilities shall be those ordinarily implied in his office, among which the following are specifically mentioned:

a. In the absence of the President, he shall exercise the President's responsibilities.

b. He shall be responsible for the coordination and correlation of the total academic program.

c. He shall be responsible for carrying out College administrative policies.

d. He shall recommend after consultation with Division or Department Faculties the appointment, reappointment, promotion, retirement, or dismissal of the Division Chairmen, Departmental Chairmen or Directors, and the Librarian.

e. He shall recommend tenure, appointment, reappointment, promotion, retirement, or dismissal of the teaching staff in the College. In making nominations for appointments, reappointments, and promotions to teaching positions within a Division or Department of instruction, or recommendations for dismissals, he shall transmit to the President the recommendation of the Chairman of the Division or Department of instruction, together with his own approval or disapproval.

f. He shall be responsible for seeing that Faculty members in the College carry proper teaching loads and maintain a satisfactory quality of work. He shall make a report each quarter to the President of the workloads of the teaching staff.

g. For each Faculty member of the College, he shall maintain a complete record of all activities relating to education, professional practice and research, publications, recognition received, membership and activity in learned societies, and special services rendered, and may make this information available to other officially interested College officers. He shall be responsible for the continuous evaluation of the work and progress of the members of the corps of instruction.

h. He shall exercise control over all funds allocated for the operation of the educational program of the College. He shall, in consultation with the Chairmen of the Divisions or Departments of instruction, prepare annually a consolidated instructional budget for the College. He shall transmit the consolidated budget to the President. It shall be the responsibility of the Dean to see that an equitable and proper scale of salaries is maintained for the teaching staff.
i. He shall be ultimately responsible for the provision and efficient use of facilities and resources in the support of the academic program including the assignment and efficient utilization of faculty office spaces, classrooms, laboratories, and special purpose rooms.

j. He shall, in consultation with the Librarian, exercise control over all funds allocated to the library, prepare the annual library budget and recommend the appointment, reappointment, promotion, or dismissal of the professional library staff.

k. At the close of each academic year, he shall submit to the President a consolidated report concerning the academic work of the College and shall transmit to the President with appropriate comment the reports of the Chairman of the Divisions or Departments of instruction.

l. He shall serve as Chairman of the Executive and Curriculum Committees.

m. He shall, in consultation with the staff of the Office of Admissions and Records and the Chairman of the Divisions and Departments of instruction concerned, organize and publish the master schedule of classes for the College and examination schedules.

n. He shall, in consultation with the Director of Public Service, exercise control over all funds allocated to Public Service, prepare the annual Public Service budget and recommend the appointment, reappointment, promotion, or dismissal of the Public Service staff.

Section 2A. THE LIBRARIAN

The Librarian shall be appointed by the President with the approval of the Board of Regents. He shall be directly responsible to the Dean. His duties and responsibilities shall be those ordinarily implied in his office, among which the following are specifically mentioned:

a. He shall recruit qualified professional and clerical staff members and recommend their appointments to the Dean.

b. He shall prepare an annual budget and make recommendations to the Dean. He shall authorize the purchase of all library materials.

c. He shall familiarize himself with programs at Floyd Junior College and related library needs.

d. He shall assume responsibility for library collection and services and function as coordinator of audiovisual materials for the College.

e. He shall be a member of the College Faculty and of its Library Committee.

f. He shall compile library statistics to indicate library growth and status and submit an annual report to the Dean.

g. He shall assume responsibility for catalogue materials describing the library.
Section 2B. THE ASSISTANT LIBRARIAN

The Assistant Librarian shall be appointed by the President upon the recommendation of the Dean and the Librarian and with the approval of the Board of Regents. He shall be responsible to the Librarian. His duties shall include but not be restricted to the following:

a. He shall be responsible for the maintenance of the library's card catalog including original cataloging as needed.

b. He shall provide reference and loan desk service.

c. He shall be responsible for supervising the maintenance of internal library records.

d. He shall be responsible for supervising the processing of interlibrary loan requests.

e. He shall be responsible for the operation of the library in the absence of the Librarian.

f. He shall be a member of the Faculty, of its Library Committee, and of other committees as deemed necessary by the Faculty.

Section 2C. DIVISION CHAIRMEN AND DEPARTMENT DIRECTORS

The duties of a Chairman of a division and a Director of a department shall be those ordinarily implied in his office, among which the following are specifically mentioned:

a. He shall recruit qualified Faculty members and recommend Faculty appointments to the Dean.

b. He shall confer with the Division or Department concerning budgetary needs and make recommendations to the Dean.

c. He shall make teaching, advising, part-time teaching, and registration assignments.

d. He shall keep informed about existing curricular and curriculum changes in other schools. He shall make studies of curriculum needs and with the approval of the Division Faculty recommend to the Curriculum Committee any needed changes in the curriculum at Floyd Junior College.

e. He shall assume responsibility for the quality of instruction in his Division or Department. He shall inform the Faculty of his evaluation of their performance at regular intervals. He shall recommend reappointments, promotions, dismissals, and salary increments to the Dean.
f. He shall consult the Division Faculty in the areas of recruitment, curriculum, budget, policies, and procedures; and he shall act with their advice.

g. He shall prepare an annual report of the activities of the Division or Department.

h. He shall assume responsibility for catalogue materials relating to his Division or Departments.

i. He shall interpret the needs of the community which might be served by the Division or the Department and make recommendations to the Director of Public Service concerning community service courses.

j. He shall prepare the class schedule in cooperation with the other Divisions and Departments, his own Faculty, and the Dean.

Section 2D. DIRECTOR OF PUBLIC SERVICE

a. The Director of Public Service shall be responsible for implementing and coordinating Public Service programs that integrate the College and the community into one service unit.

b. He shall be appointed by the President with the approval of the Board of Regents. He shall be directly responsible to the Dean.

c. He shall be a member of the College Faculty and any committees as may be deemed necessary.

d. He shall study continuing educational needs and desires of the community and translate them into workable cultural, physical, intellectual, professional, or creative educational programs.

e. He shall acquire instructors and coordinate physical facilities for the presentation of these programs from the College Faculty, local community, or other institutions.

f. He shall maintain complete records for all continuing education units.

g. He shall be responsible for submitting to the President an annual report concerning the activities of his office.
Section 3. THE DIRECTOR OF STUDENT AFFAIRS

The Director of Student Affairs shall be appointed by the President, with the approval of the Board of Regents, and shall report to the President. The duties and responsibilities of the Director of Student Affairs shall be as follows:

a. He shall be responsible for the administration and coordination of student services and functions relating to admissions, orientation, registration, records, counseling, testing, financial aid, placement, student part-time employment, student health, student activities, student organizations, student government, and student publications. He shall prepare and revise annually for approval through channels a Code of Student Conduct governing the conduct and discipline of students and shall be responsible for the administration of the Code.

b. He shall serve as the principal advisor to the President on all matters pertaining to student life and activities outside the classroom.

c. He shall be a member of the College Faculty, a member of the Admissions and Academic Placement, Academic Progress, and Student Affairs Committees, and other committees as may be deemed necessary by the Faculty.

Section 3A. THE ASSISTANT DIRECTOR OF STUDENT AFFAIRS

The Assistant Director of Student Affairs shall be appointed by the President with the recommendation of the Director of Student Affairs and the approval of the Board of Regents and shall be responsible to the Director of Student Affairs. The duties and responsibilities of the Assistant Director of Student Affairs shall be as follows:

a. He shall assist the Director in the administration and coordination of the student personnel services program.

b. He shall be a member of the College Faculty, a member of the Admissions and Academic Placement, Academic Progress, and Student Affairs Committees and other committees as may be deemed necessary by the Faculty.
Section 4. THE COMPTROLLER

The Comptroller shall be appointed by the President with the approval of the Chancellor and the Board of Regents. The Comptroller shall function as the chief business and financial officer of the College. The Comptroller shall be a member of the College Faculty. The powers and duties of the Comptroller shall be as follows:

a. Subject to the jurisdiction of the President, the Comptroller shall have custody and control of all its funds and securities. He shall have charge of all the assets of the College, including physical property.

b. The Comptroller shall be responsible for the installation and administration of all accounting records and procedures, the preparation and interpretation of all financial reports, and the proper functioning of internal auditing procedures. He shall assist the President in the preparation of the College budget and in the control of the budget operation. He shall maintain adequate records of all contracts and leases, compile cost analyses, and supervise the preparation of business and financial statistical reports. He shall examine all College contracts before the execution thereof and, with the approval of the President, shall be the official signatory thereto.

c. He shall maintain proper books of account fully setting forth the financial condition and transactions of the College. He shall exercise general supervision over all accounts of College officers which have to do with the receipt and disbursement of funds. He shall obtain full and true reports of all receipts and disbursements from these officers, who maintain their accounts in such manner and render to the Comptroller such statements as he may require.

d. He shall examine all accounts, claims, and demands against the College, and no funds shall be drawn from the College Treasury to pay such accounts, claims, or demands unless they are found by him to be correct and unless there are funds in the Treasury legally available for such payment.

e. The Comptroller shall receive all funds paid to the College and give receipt therefore in the name of the College. He is authorized to sign checks against all funds deposited in the name of the College.

f. The Comptroller shall supervise the accounting and business management of all income-producing activities of the College. All Auxiliary Enterprises shall be under his direction and control.
Section 6. ADVISORY GROUPS

Any administrator may, with approval of the President, create advisory groups of a permanent or temporary nature to assist him in making decisions within the perogatives of his office. When these advisory groups are of a permanent nature, they shall be called Councils. When these advisory groups are appointed to discharge specifically assigned duties over a relatively brief period of time, they shall be known as Ad Hoc Committees.

Article V. MISCELLANEOUS PROVISIONS

All questions of interpretation of these Statutes and questions of the nature and extent of the jurisdiction of the Faculty of the College 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 Article IX of the By-Laws of the Board of Regents.

Article VI. AMENDMENTS

All proposed amendments to the Statutes of Floyd Junior College shall be made initially to the Statutes and Faculty Affairs Committee. This committee shall consider such amendments and make recommendations to the Faculty. If an amendment is approved by a two-thirds vote of the faculty, it shall be submitted through the President of the College to the Board of Regents for formal approval.

Article VII. RATIFICATION

The Statutes of Floyd Junior College shall be ratified and become effective upon approval by a two-thirds vote of all members of the Faculty currently employed by the College and approval by the President and the Board of Regents.
POLICIES

OF

THE BOARD OF REGENTS

UNIVERSITY SYSTEM OF GEORGIA

Revised March 23, 1973
CHANCELLOR'S STAFF

G-1

ADMINISTRATIVE STAFF

The Chancellor shall make all recommendations regarding the establishment or discontinuance of all positions in the Office of the Board of Regents. He shall recommend the appointment of administrative officers and all other employees of the Office of the Board of Regents. (By-Laws, Art. IV, Sec. 7)

The following positions have been established for the administration of duties of the Regents' Office:

*Chancellor
*Vice Chancellor
Associate Vice Chancellor
*Executive Secretary
*Treasurer
Vice Chancellor-Academic Development
Vice Chancellor-Construction and Physical Plant
Vice Chancellor-Research
Vice Chancellor-Services
Vice Chancellor-Health Affairs
Assistant Vice Chancellor-Computing Systems
Assistant Vice Chancellor
Assistant Vice Chancellor-Communications
Assistant Vice Chancellor-Personnel
Director of Public Information
Director, Inteminstitutional Programs in International Affairs
Director-Management Information Systems
Assistant Treasurer
Assistant Executive Secretary
Administrative Assistants

* Also officer of the Board
FACULTY AND STAFF MEMBERS

I-1 ELECTION OF FACULTIES

The Board shall elect faculty members and other employees at the March monthly meeting. (By-Laws, Art. VI, Sec. B-2)

A member of the Board shall not recommend any person for employment at any of the institutions of the University System.

(By-Laws, Art. VI, Sec. B, Item 3)

I-2 EMPLOYMENT OF RELATIVES

1. The basic criteria for the appointment and promotion of faculty in the several institutions of the University System shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage provided the individual meets and fulfills the appropriate University System appointment and promotion standards as set forth in these policies.

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. In accordance with the policy of the Board of Regents, there shall be no discrimination based upon race, color, sex, religion, creed or national origin of employees in their appointment, promotion, retention, remuneration, or any other condition of employment.
4. 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.

(Minutes, February 14, 1973, p. 312)

I-3 PROCEDURE FOR EMPLOYMENT OF PERSONNEL FOR MAJOR FACULTY AND ADMINISTRATIVE POSITIONS

To insure the employment of high-caliber personnel for major faculty and administrative positions without hampering the effectiveness of the Presidents and their advisers, the Board has established the following policy:

A. When a position is to be filled, the President shall write the Chancellor a memorandum stating (1) his views of the nature of the position; (2) the improvements and changes to be made by the new appointee in the activity (school, department, etc.); (3) the place of the activity in the development in his institution; (4) the method to be followed in identifying possible appointees; (5) the professional level to be secured in the appointee; (6) the salary and other reimbursements.

B. When a list of possible appointees has been developed, this should be forwarded to the Chancellor.
PROPOSED STATUTES OF FLOYD JUNIOR COLLEGE

These Statutes are expressly subject to the Policies and By-Laws of the Board of Regents of the University System of Georgia and the amendments thereto.

Article I. THE COLLEGE

Section 1. Floyd Junior 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 Junior College confers the Associate of Arts and the Associate of Science degrees.

Section 2. Floyd Junior College was established to provide opportunities for the physical, intellectual, and cultural development of the people in the community it serves. The offerings of the College are determined by available resources and are governed by policies established by the Board of Regents. The College proposes to meet the educational and cultural needs of the community through the following programs:

The College provides, through the concept of the University System Core Curriculum, the first two years of a four-year degree program. Credits earned during these two years are transferable to senior colleges and universities.

The College provides, in accordance with demonstrated need, career programs to prepare students for gainful employment.

The College provides developmental instruction designed for students who need to strengthen their academic backgrounds before entering college level programs of study.

The College provides opportunities for members of the community it serves to participate in courses in continuing education. These courses are offered according to demonstrated need and available resources.

Article II. THE PRESIDENT

Section 1. The President shall be elected by the Board of Regents upon the recommendation of the Chancellor.

Section 2. 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. He represents the institution to its many publics. His leadership role is supported by delegated authority from the Board of Regents, with the support of the Faculty and the students.
Section 3. The powers and duties of the President shall be those ordinarily implied in his office. The following are specifically mentioned:

a. He shall exercise such supervision and direction as will promote the efficient operation of the institution and shall insure that no action of the Faculty, any committee, or any administrative officer, shall violate the goals of Floyd Junior College or policies of the Board of Regents.

b. He shall 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.

c. He shall be the ex officio chairman of the Faculty and shall preside at its meetings.

d. He shall serve as chairman of the Advisory Council and shall preside at its meetings.

e. He shall 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.

f. He shall 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.

g. He shall 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.

h. He shall 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.

i. He shall make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Floyd Junior College.

j. Concomitant to his responsibilities for definition and attainment of goals of Floyd Junior College and for carrying out policies of the Board of Regents, he shall have veto power over any action of the Faculty and over any action of a standing committee of the Faculty.

Article III. THE COLLEGE FACULTY

Pursuant to policies of the Board of Regents, the following officers shall have faculty status: the President, the Dean, the Director,
Section 1

Pursuant to policies of the Board of Regents, the following officers shall have faculty status: the President, the Dean, the Director of Student Affairs, the Assistant Director of Student Affairs, the Director of Admissions and Records, the Comptroller, the Librarian, the Assistant Librarian, the Director of Public Service, other administrative officers appointed by the President, and all full-time professors, associate professors, assistant professors and instructors.

Section 2.

Authority of the Faculty: The Faculty shall make, subject to the approval of the Chancellor and the Board of Regents, rules and regulations for its government and procedure, and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, courses 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, subject to the approval of the Chancellor and the Board of Regents.

Section 3.

Faculty Organization

a. The Faculty shall meet regularly 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.

b. Special meetings of the Faculty may be called at any time by the President, in his absence, by the Dean, or by the Executive Committee of the Faculty, provided that written notice of the time, place, and purpose of the called meeting be given each member of the Faculty twenty-four hours in advance of the proposed meeting.

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

d. All ex officio members of the Faculty and of its several committees shall have full privileges of debate and vote except ex officio members given non-voting status by the President.

Section 4.

Appointment, Reappointment, and Promotion

a. General: All appointments, reappointments, and promotions of the Faculty and of the Administrative Staff shall be made by the President with the approval of the Board of Regents. Recommendations for positions within the corps of instruction ordinarily shall originate with the Departments or Divisions and shall be
presented to the Dean for his consideration. The Dean will then transmit his recommendations to the President, along with his own approval or disapproval.

b. Qualifications for Faculty appointment

1. Minimum qualifications for all academic ranks within Floyd Junior College shall be the following:
   
   (a) Master's degree. Exceptions may be made for:
   
   (1) Persons of special learning and ability;
   
   (2) Promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training; and/or,
   
   (3) Temporary emergency appointments.
   
   (b) Evidence of ability as a teacher.
   
   (c) Evidence of scholarly competence and activity.
   
   (d) Successful experience, generally waived in the case of beginners who meet all other requirements.
   
   (e) Desirable personal qualities judged on the basis of a personal interview, complete biographical data, and recommendations.

2. Initial appointees to full professorships should have completed at least two years' work beyond the bachelor's degree. With reference to persons appointed to serve as department heads, each appointee should have two years of work beyond the bachelor's degree or, in certain specialized professions, the highest training available in accordance with recognized standards in the particular field of specialization. Promotion to an associate or full professorship should require at least two years' study beyond the bachelor's degree.

c. Criteria for Faculty Promotion

1. The minimum criteria for promotion in all professorial ranks are as follows:

   (a) Superior teaching.
   
   (b) Outstanding service to the College.
   
   (c) Academic achievement.
   
   (d) Professional growth and development. Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department concerned setting forth the reasons for promotion.
   
   (e) The faculty member's length of service with the College shall be taken into consideration in determining whether or not the faculty member should be promoted.

2. In addition to qualifications listed in number one, promotion to an associate or full professorship should require at least two more years beyond the bachelor's degree.
Section 5. Employment of Relatives

a. The basic criteria for the appointment and promotion of faculty shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage provided the individual meets and fulfills the appropriate appointment and promotion standards as set forth in these policies.

b. 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.

c. In accordance with the policy of the Board of Regents, there shall be no discrimination based upon race, color, sex, religion, creed or national origin of employees in their appointment, promotion, retention, remuneration, or any other condition of employment.

d. 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 6. Tenure

a. Tenure of professors and associate professors shall be permanent. When a faculty member's first connection with the College is in the capacity of a full or associate professor, he shall serve on a probationary basis for a period of three years, except that, at his discretion, the President may recommend tenure at the end of two years. His tenure shall be permanent after that time.

b. Assistant professors may be appointed on a year-to-year basis for a period of five years. Upon successful completion of five years of service, an assistant professor may have permanent tenure upon written notice by the President and approval by the Chancellor.

c. Appointments of instructors shall be on a year-to-year basis and no teacher shall serve with the rank of instructor for a period longer than five years.

d. The provisions herein set forth shall not be construed to prohibit the promotion of a qualified individual at any time.

Section 7. Resignation and Removal of Faculty Members

a. Faculty members and other personnel employed under written contract for the fiscal year or academic year of three quarters shall give to the President or his authorized representative written notice of their intention to resign, postmarked no later than February 1 immediately preceding the expiration of the contract period.

b. The President or his authorized representative shall give faculty members and other personnel employed under written contract who do not have tenure notice in writing by certified mail of his intention not to renew their employment contract. The notice shall be delivered to address where the reception to show to whom and when delivered and address where delivered and should be postmarked no later than February 1 immediately preceding the
President, or his authorized representative, postmarked no later than February 1 immediately preceding the expiration of the contract period of his intention not to renew their employment contract, except in the first year of employment, when such notification shall be given no later than April 1.

c. Non-tenured Faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in his or her contract and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

d. 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.

e. Suspension and Removal of Faculty Members

1. The President of Floyd Junior College may at any time remove any Faculty member or other employee of the institution for cause by giving written notice, by certified mail, to be delivered to the addressee only with receipt to show to whom and when delivered, and address where delivered, clearly stating the charges against the person to be removed and notifying such person that he may file an appeal in writing within 20 days after the date of receipt of such notice and charges to the Board of Regents, for a fair hearing before said Board or a committee of the Board, within four-five days from the date of filing such an appeal. Said employee shall be suspended from employment without pay from the date of receipt of such notice and charges. Should said employee be reinstated by action of the Board of Regents, he shall be compensated from the date of the suspension. The action of the Board shall be final.

2. When a Faculty member is charged with the violation of any State or Federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President and Chancellor. This review may lead to a temporary suspension of the Faculty member from his teaching duties. Further, if the President deems that, in his best judgment, any Faculty member poses immediate harm to himself or others in the continuance of his duties, he may, after consultation with the Chancellor, temporarily suspend that Faculty member.

In the event a Faculty member is temporarily suspended, the President shall immediately convene the Statutes and Faculty Affairs Committee for the purpose of hearing an appeal by the Faculty member. The appeal shall be submitted in writing in
accordance with procedures to be established by the hearing committee which shall render its decision within ten days from the conclusion of the hearing. The President may or may not approve the recommendation of the hearing committee. If he does not approve he may state his reasons for not doing so in writing to the hearing committee for a response before rendering a final decision. If he decides to continue the suspension, he will so notify the Faculty member who shall then have the right of appeal to the Board of Regents. If the Faculty member decides to appeal, he may file his appeal in writing with the Executive Secretary of the Board within ten days after notification of the President's decision. The President shall forward the entire record of the matter to the Executive Secretary of the Board for consideration by the Board or a committee of the Board who shall hear the appeal within forty-five days from the filing date of the record of the case with the Executive Secretary.

Adequate cause for dismissal will be related directly and substantially to the fitness of the Faculty member in his professional capacity as a teacher or researcher. Dismissal will not be used to restrain Faculty members in their exercise of academic freedom or other rights of American citizens.

A dismissal, as defined in this section, should be preceded by a statement of reasons or charges, and the Faculty member concerned will have the right to be heard by the Statutes and Faculty Affairs Committee. A member of this committee will remove himself from the case, either at the request of a party or on his own initiative, if he deems himself disqualified for bias or interest. Each party will have a maximum of two challenges without stated cause. The following rules will govern the procedure for a dismissal hearing:

1. Service of notice of the hearing with specific reasons or charges against the Faculty member in writing will be made at least ten (10) days prior to the hearing. The Faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the Faculty member waives a hearing, but denies the charges against him or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate all available evidence and rest its recommendation upon the evidence in the record.

2. The hearing committee, in consultation with the President and the Faculty member, may exercise its judgment as to whether the hearing should be public or private.

3. During the proceedings the Faculty member will be permitted to have an academic advisor or other personal advisor of his own choice. The advisor may not participate directly in the proceedings.
4. A tape recording, brief of evidence, or summary transcript of the proceedings will be kept and made available to the Faculty member and the administration in the event that an appeal is filed.

5. The hearing tribunal may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

6. The Faculty member and the administration will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence.

7. The Faculty member and the administration will have the right to confront and to cross-examine all witnesses. Where the witness cannot or will not appear and the committee determines that the interests of justice require the admission of his statement, the committee may by affidavit record the sworn statement of the witness.

8. In the hearing of charges of incompetence, the testimony may include that of qualified faculty members from this or other institutions of higher education.

9. The hearing committee will not be bound by formal rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved.

10. The findings of fact and the decision of the hearing committee will be based solely on the hearing record.

11. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the Faculty member or the administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents. The President and the Faculty member will be notified of the decision in writing and upon request be given a copy of the tape recording or the record of the hearing.

12. If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it shall so report to the President. If the President does not approve the report, he may state his reasons for doing so, in writing, to the hearing committee before rendering his final decision. If the hearing committee concludes that adequate cause for dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it may so recommend with supporting reasons. The President may or may not follow such recommendations.
Section 8. Duties, Responsibilities and Privileges of the Faculty

a. A teacher shall be expected to participate, in a manner befitting his academic position, in such extra-curricular activities as are a proper extension of his professional field of interest, whether these be in the internal administration of the College or in representation of the College before outside groups. Annual Departmental and/or Divisional reports shall make reference to such activities on the part of members of the Faculty.

b. The academic year embraces the Fall, Winter, and Spring Quarters, each of which is approximately eleven weeks in length. The year begins with the first day of Fall Quarter. Three Quarters' contracts will normally be effective with the opening of the Fall Quarter. Compensation for services during an academic year is payable in twelve equal installments.

c. The leave policy at this institution shall be that set forth by the Policies and By-Laws of the Board of Regents.

d. Each full-time Faculty member is employed for the academic year of three quarters only; and, if his services should be needed during the summer quarter, a separate contract will be made with him covering his services for the Summer Quarter. Services rendered during the Summer Quarter shall entitle a member of the Faculty to thirty per cent of his regular salary for full-time employment or to a pro-rata share for part-time employment, payable during the Summer Quarter. The teaching load may be allotted in (1) the day program, (2) the evening program, or (3) the day and evening programs combined. Compensation will be earned at the rate of one-third of the total salary per academic quarter during the academic year; however, compensation for the academic year of three quarters will be payable at the rate of one-twelfth of the contract sum at the end of each month from September through May and one-twelfths at the end of the contract period. Any services rendered for only a portion of an academic quarter will be compensated on a pro-rata basis of the contracted quarter rate.

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

f. When an employee of the College has been incapacitated by illness or injury, his salary shall be continued in accordance with the provisions of the Policies and By-Laws of the Board of Regents.
g. The following is College policy concerning academic freedom:

1. A member of the Faculty is free to express, inside or outside the classroom, his opinion on any matter that falls within the fields of knowledge which he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. The Faculty member should be careful in his teaching to deal adequately with the course matter as described in the College catalogue and to maintain respect for varying opinions on controversial matters. He should emphasize the fact that the opinion which he expresses is personal and not institutional.

2. Each teacher should maintain a reputation for scholarship through continuous research and study. The teacher as faculty member is entitled to full freedom in research and in publication of the results. This research and study should yield results in improved teaching.

3. A Faculty member acting individually or in concert with others, who clearly obstructs or disrupts, or attempts 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 this College campus is considered by the College to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

4. Disputations concerning academic freedom may be appealed to the Statutes and Faculty Affairs Committee. Recommendations shall be made according to the procedures outlined in Article III, Section 9E, paragraph e.

h. All absences of a Faculty member from ordinary service in the College shall be reported to his Division or Department Chairman and to the Dean. Members of the Faculty, unless excused by the President, are expected to attend all academic exercises of the College. The outside activities of Faculty members of Floyd Junior College are governed by the following policy statement from the Policies and By-Laws of the Board of Regents: "The members of the Faculties shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of their official duties."

i. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to render academic service in teaching. In his annual report the Department or Divisional Chairman shall include a statement concerning the performance of teachers in this area. Due attention shall be given in this report to special qualities of excellence in the performance of teachers in his Department or Division.
j. A member of the Faculty is expected to post on his office door or to publish in the medium provided for that purpose such office hours and conference periods as he deems most advantageous to his students. He should be available for student conferences during those posted office hours.

k. Each member of the Faculty and Administrative Staff is expected to become acquainted with and to conform to all rules and regulations of the College and the Policies and By-Laws of the Board of Regents relating to himself and his work. Copies of all rules and regulations shall be furnished to all Faculty members, and copies of the Policies and By-Laws of the Board of Regents shall be made available to all Faculty members.

l. The following policies relate to salaries:

1. Changes shall not be made during a fiscal year in the salaries set up for positions listed in the budgets of the various institutions of the University System. Presidents of the institutions shall incorporate their recommendations for salary increases for positions in their annual budgets, provided that such increases are within previously established regulations of the Board and the institutions concerned. Salary increases shall be based only upon merit and shall not be automatic.

2. Research and Saturday classes will ordinarily be carried by University System personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.

3. No consideration shall be given to salary supplements that may be paid from Foundations or other sources in order that salary supplements will be over and above the regular salary paid with State funds. A supplemental budget shall be prepared to include supplements to be paid from Foundations or other sources. The salary to be paid from State funds for summer school employment or for a leave of absence with pay shall be based on the approved salary exclusive of any supplement. Each Faculty or Staff member receiving a salary supplement shall be advised that he is receiving the salary supplement with information as to the amount and source of funds and that the salary supplement was upon the recommendation of the President of the institution.

4. The institutions of the University System are authorized to accept governmental contracts, grants from the National Science Foundation, and other grants by Foundations or individuals. These grants are usually made to the institutions for the use of specific scientists who are above sixty years of age. Such individuals shall not be considered
as regular members of the respective faculties and shall not participate in retirement or fringe benefits from the institution or the Board of Regents. The institutions are authorized to budget the funds received through grants described above in the regular procedure.

5. A member of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from persons, corporations, or associations that, directly or indirectly, may seek to use the connections thus formed for securing favorable comment or consideration on any commercial commodity, process, or undertaking.

Section 9. Standing Committees of the Faculty

a. The standing committees of the Faculty are instruments of the Faculty whose actions are subject to approval or disapproval of the Faculty except as provided in Article III, Section 9A, paragraph d. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

b. The minutes of a standing committee shall be filed with the Secretary of the Faculty, and become a part of the minutes of the Faculty.

c. The standing committees of the Faculty shall consist of the Executive Committee, the Admission and Academic Placement Committee, the Library Committee, the Academic Progress Committee, the Statutes and Faculty Affairs Committee, the Curriculum Committee, the Student Affairs Committee, the Auxiliary Enterprises Committee, and the Public Service Committee.

d. All committees shall meet quarterly and additionally as necessary upon the call of the Committee Chairman or a majority of the Committee.

e. The Faculty Committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a one-year term. Each Academic Division and Department named in Article III, Section 10, paragraph a., shall be represented on each Committee unless the position is waived by the Chairman or Director involved.

f. The Executive Committee 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.

g. All standing committees shall be limited by a maximum of twelve and a minimum of eight members.

Section 9A Executive Committee

The Executive Committee shall consist of the Dean, who shall be the Chairman, the Director of Student Affairs, the Chairman of the
The Executive Committee shall consist of the Dean, who shall serve as Chairman, the Director of Student Affairs, the Chairman of the Division of Natural Sciences and Mathematics, the Chairman of the Division of Humanities, the Chairman of the Division of Social Sciences, the Librarian, the Director of the Department of Physical Education, the Director of the Department of Developmental Studies, and the Director of the Department of Nursing.

b. The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established rules and regulations of the College.

c. The Committee shall approve student activities which necessitate a student's being absent from class.

d. The Committee shall serve as an executive committee of the Faculty to deal with matters of an emergency nature when it would be impossible or unduly difficult for the Faculty to meet as a whole. Actions taken by the Committee under such circumstances shall have the same force as actions of the Faculty as a whole.

e. The Committee shall propose the agenda for each Faculty meeting and have the power to call meetings of the Faculty as needed.

f. The Committee shall serve as a Committee on Committees and shall formulate policies governing the election of all members of the standing committees of the Faculty.

Section 9B. Admissions and Academic Placement

a. The Admissions and Academic Placement Committee shall consist of those members of the Faculty recommended by the Committee on Committees and approved by the Faculty. The Chairman shall be elected by the members of the Committee.

b. The Committee shall recommend to the Faculty rules and regulations concerning the admission of students.

c. The Committee shall have the power in the case of a meritorious applicant to declare exceptions to the regulations governing admission, insofar as such exceptions are not in conflict with the standards of admission as established by the accrediting association of which the College is a member.

d. The Committee shall act in an advisory capacity to the Director of the Department of Developmental Studies.

e. The Committee shall advise the Director of Student Affairs in the areas of registration and records.

f. The Committee shall hear appeals from students concerning placement in the academic program.
Section 9C. Library Committee

a. The Library Committee shall consist of the Librarian, who shall serve as Chairman, the Assistant Librarian, the Audio-Visual Librarian, and other members of the Faculty recommended by the Committee on Committees and approved by the Faculty.

b. The Library Committee shall advise the Librarian concerning purchase of books, arrangement of the library budget, library hours, composition of the library collection, and related matters.

Section 9D. Academic Progress Committee

a. The Academic Progress Committee shall consist of the Dean and other members of the Faculty recommended by the Committee on Committees and approved by the Faculty. The Chairman shall be elected by the members of the Committee.

b. The Committee shall constantly evaluate the rules and regulations dealing with scholarship and recommend changes to the Faculty.

c. The Committee shall enforce and administer student rules and regulations established by the Faculty in regard to scholarship, with powers to place students on or remove them from probation, and to drop students from the rolls of the College for scholastic deficiencies.

d. The Committee shall have the power to declare eligible to return to the College students who have been dropped from the rolls of the College for scholastic deficiencies.

e. The Committee shall recognize and encourage scholastic achievement by awarding scholarships, conducting Honor's Day programs, publishing a Dean's List, or such other methods as may be approved by the Faculty.

Section 9E. Statutes and Faculty Affairs Committee

a. The Statutes and Faculty Affairs Committee shall consist of those members of the Faculty recommended by the Committee on Committees and approved by the Faculty. The Chairman shall be elected by the members of the Committee.

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

c. The Committee shall maintain a file of all statutes of the College.
The Committee shall constantly review fringe benefits and other pertinent matters and make recommendations to the Faculty.

This Committee shall be given appeals jurisdiction involving disputations between a Faculty member and the administration concerning non-reappointment, tenure, and academic freedom. In such cases, the Committee will recommend a course of action to the President. If the President’s decision does not settle the matter to the Faculty member’s satisfaction, he may present an appeal in writing to the Executive Secretary of the Board of Regents; the appeal will be accompanied by the President’s own statement. Appropriate action will be taken by the Board of Regents.

Section 9F. Curriculum Committee

a. The Curriculum Committee shall consist of the Dean, who shall serve as Chairman, and other members of the Faculty recommended by the Committee on Committees and approved by the Faculty.

b. The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each Department or Division of instruction.

c. 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.

d. 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.

Section 9G. Student Affairs Committee

a. The Student Affairs Committee shall consist of the Director of Student Affairs, who shall serve as Chairman, four representatives from the student body, and other members of the Faculty recommended by the Committee on Committees and approved by the Faculty.

b. The Student Affairs Committee shall recommend policy and assist in the implementation of all matters pertaining to student financial aid including scholarships, loans and part-time employment; counseling and advising; student activities, organizations, publications, and health; orientation, registration, and records; and occupational placement counseling concerning both college transfer and occupational information.

c. The Student Affairs Committee shall consider for recognition student organizations which have been recommended for approval by the Student Senate.
d. The Student Affairs Committee shall oversee student publications through the establishment of publications guidelines and the establishment of a Publications Committee to carry out that function, subject to ratification by the Student Affairs Committee and the Faculty.

Section 9II. Auxiliary Enterprises Committee

a. The Auxiliary Enterprises Committee shall consist of the Comptroller, who shall serve as Chairman, other members of the Faculty recommended by the Committee on Committees and approved by the Faculty, and two representatives from the student body.

b. The Committee shall recommend to the Faculty rules and regulations concerning the activities of auxiliary enterprises. The Faculty will act accordingly in an advisory capacity.

c. The Committee shall receive, consider, and take appropriate advisory action concerning recommendations or grievances relating to operations of auxiliary enterprises.

d. The Committee shall review all operating changes suggested by the Director of Auxiliary Enterprises and act accordingly in an advisory capacity.

Section 9I. Public Service Committee

a. The Public Service Committee shall consist of the Director of Public Service, who shall serve as Chairman, and other members of the Faculty recommended by the Committee on Committees and approved by the Faculty.

b. The Committee shall act in an advisory capacity to the Director of Public Service concerning the Public Service Program.

Section 10. Instructional Divisions and Departments

a. The educational programs of Floyd Junior College shall be immediately and directly supervised and administered through the systematic organization of subject matter interests into appropriate departments and divisions. These departments and divisions shall consist of a Division of Social Sciences, a Division of Humanities, a Division of Natural Sciences and Mathematics, a Department of Physical Education, a Department of Developmental Studies, and a Department of Nursing.
Article IV. GENERAL ADMINISTRATIVE OFFICERS

Section 1. The Administrative Officers shall be as follows: the President, the Dean of the College, the Librarian, the Division Chairmen and Department Directors, the Director of Public Service, the Director of Student Affairs, the Assistant Director of Student Affairs, the Comptroller, 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 appointment to an Administrative Office shall retain his 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 to which he has been appointed. 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.
Section 2. THE DEAN OF THE COLLEGE

The Dean shall be appointed by the President, with the approval of the Board of Regents, and shall report to the President. His duties and responsibilities shall be those ordinarily implied in his office, among which the following are specifically mentioned:

a. In the absence of the President, he shall exercise the President's responsibilities.

b. He shall be responsible for the coordination and correlation of the total academic program.

c. He shall be responsible for carrying out College administrative policies.

d. He shall recommend after consultation with Division or Department Faculties the appointment, reappointment, promotion, retirement, or dismissal of the Division Chairmen, Departmental Chairmen or Directors, and the Librarian.

e. He shall recommend tenure, appointment, reappointment, promotion, retirement, or dismissal of the teaching staff in the College. In making nominations for appointments, reappointments, and promotions to teaching positions within a Division or Department of instruction, or recommendations for dismissals, he shall transmit to the President the recommendation of the Chairman of the Division or Department of instruction, together with his own approval or disapproval.

f. He shall be responsible for seeing that Faculty members in the College carry proper teaching loads and maintain a satisfactory quality of work. He shall make a report each quarter to the President of the workloads of the teaching staff.

g. For each Faculty member of the College, he shall maintain a complete record of all activities relating to education, professional practice and research, publications, recognition received, membership and activity in learned societies, and special services rendered, and may make this information available to other officially interested College officers. He shall be responsible for the continuous evaluation of the work and progress of the members of the corps of instruction.

h. He shall exercise control over all funds allocated for the operation of the educational program of the College. He shall, in consultation with the Chairmen of the Divisions or Departments of instruction, prepare annually a consolidated instructional budget for the College. He shall transmit the consolidated budget to the President. It shall be the responsibility of the Dean to see that an equitable and proper scale of salaries is maintained for the teaching staff.
i. He shall be ultimately responsible for the provision and efficient use of facilities and resources in the support of the academic program including the assignment and efficient utilization of Faculty office spaces, classrooms, laboratories, and special purpose rooms.

j. He shall, in consultation with the Librarian, exercise control over all funds allocated to the library, prepare the annual library budget and recommend the appointment, reappointment, promotion, or dismissal of the professional library staff.

k. At the close of each academic year, he shall submit to the President a consolidated report concerning the academic work of the College and shall transmit to the President with appropriate comment the reports of the Chairmen of the Divisions or Departments of instruction.

l. He shall serve as Chairman of the Executive and Curriculum Committees and be a member of the Academic Progress Committee.

m. He shall, in consultation with the staff of the Office of Admissions and Records and the Chairmen of the Divisions and Departments of instruction concerned, organize and publish the master schedule of classes for the College and examination schedules.

n. He shall, in consultation with the Director of Public Service, exercise control over all funds allocated to Public Service, prepare the annual Public Service budget and recommend the appointment, reappointment, promotion, or dismissal of the Public Service staff.

Section 2A. THE LIBRARIAN

The Librarian shall be appointed by the President with the approval of the Board of Regents. He shall be directly responsible to the Dean. His duties and responsibilities shall be those ordinarily implied in his office, among which the following are specifically mentioned:

a. He shall recruit qualified professional and clerical staff members and recommend their appointments to the Dean.

b. He shall prepare an annual budget and make recommendations to the Dean. He shall authorize the purchase of all library materials.

c. He shall familiarize himself with programs at Floyd Junior College and related library needs.

d. He shall assume responsibility for library collection and services and function as coordinator of audiovisual materials for the College.

e. He shall be a member of the College Faculty and of its Library Committee.

f. He shall compile library statistics to indicate library growth and status and submit an annual report to the Dean.

g. He shall assume responsibility for catalogue materials describing the library.
Section 2B. THE ASSISTANT LIBRARIAN

The Assistant Librarian shall be appointed by the President upon the recommendation of the Dean and the Librarian and with the approval of the Board of Regents. He shall be responsible to the Librarian. His duties shall include but not be restricted to the following:

a. He shall be responsible for the maintenance of the library's card catalog including original cataloging as needed.

b. He shall provide reference and loan desk service.

c. He shall be responsible for supervising the maintenance of internal library records.

d. He shall be responsible for supervising the processing of interlibrary loan requests.

e. He shall be responsible for the operation of the library in the absence of the Librarian.

f. He shall be a member of the Faculty, of its Library Committee, and of other committees as deemed necessary by the Faculty.

Section 2C. DIVISION CHAIRMEN AND DEPARTMENT DIRECTORS

The duties of a Chairman of a division and a Director of a department shall be those ordinarily implied in his office, among which the following are specifically mentioned:

a. He shall recruit qualified Faculty members and recommend Faculty appointments to the Dean.

b. He shall confer with the Division or Department concerning budgetary needs and make recommendations to the Dean.

c. He shall make teaching, advising, part-time teaching, and registration assignments.

d. He shall keep informed about existing curricular and curriculum changes in other schools. He shall make studies of curriculum needs and with the approval of the Division Faculty recommend to the Curriculum Committee any needed changes in the curriculum at Floyd Junior College.

e. He shall assume responsibility for the quality of instruction in his Division or Department. He shall inform the Faculty of his evaluation of their performance at regular intervals. He shall recommend reappointments, promotions, dismissals, and salary increments to the Dean.
f. He shall consult the Division Faculty in the areas of recruitment, curriculum, budget, policies, and procedures; and he shall act with their advice.

g. He shall prepare an annual report of the activities of the Division or Department.

h. He shall assume responsibility for catalogue materials relating to his Division or Departments.

i. He shall interpret the needs of the community which might be served by the Division or the Department and make recommendations to the Director of Public Service concerning community service courses.

j. He shall prepare the class schedule in cooperation with the other Divisions and Departments, his own Faculty, and the Dean.

Section 2d. DIRECTOR OF PUBLIC SERVICE

a. The Director of Public Service shall be responsible for implementing and coordinating Public Service programs that integrate the College and the community into one service unit.

b. He shall be appointed by the President with the approval of the Board of Regents. He shall be directly responsible to the Dean.

c. He shall be a member of the College Faculty, Chairman of the Public Service Committee, and a member of other committees as may be deemed necessary by the Faculty.

d. He shall study continuing educational needs and desires of the community and translate them into workable cultural, physical, intellectual, professional, or creative educational programs.

e. He shall acquire instructors and coordinate physical facilities for the presentation of these programs from the College Faculty, local community, or other institutions.

f. He shall maintain complete records for all continuing education units.

g. He shall be responsible for submitting to the President an annual report concerning the activities of his office.
Section 3. THE DIRECTOR OF STUDENT AFFAIRS

The Director of Student Affairs shall be appointed by the President, with the approval of the Board of Regents, and shall report to the President. The duties and responsibilities of the Director of Student Affairs shall be as follows:

a. He shall be responsible for the administration and coordination of student services and functions relating to admissions, orientation, registration, records, counseling, testing, financial aid, placement, student part-time employment, student health, student activities, student organizations, student government, and student publications. He shall prepare and revise annually for approval through channels a Code of Student Conduct governing the conduct and discipline of students and shall be responsible for the administration of the Code.

b. He shall serve as the principal advisor to the President on all matters pertaining to student life and activities outside the classroom.

c. He shall be a member of the College Faculty, Chairman of the Student Affairs Committee, and a member of other committees as may be deemed necessary by the Faculty.

Section 3A. THE ASSISTANT DIRECTOR OF STUDENT AFFAIRS

The Assistant Director of Student Affairs shall be appointed by the President with the recommendation of the Director of Student Affairs and the approval of the Board of Regents and shall be responsible to the Director of Student Affairs. The duties and responsibilities of the Assistant Director of Student Affairs shall be as follows:

a. He shall assist the Director in the administration and coordination of the student personnel services program.

b. He shall be a member of the College Faculty and of any committees as may be deemed necessary by the Faculty.

Section 3B. Director of Admissions and Records

The Director of Admissions and Records shall be appointed by the President with the recommendation of the Director of Student Affairs and the approval of the Board of Regents and shall be responsible to the Director of Student Affairs. The duties and responsibilities of the Director of Admissions and Records shall be as follows:

a. He shall have general responsibility for the coordination of Admissions, Records, and Student Financial Aid Programs.

b. He shall be a member of the College Faculty and of any committees as may be deemed necessary by the Faculty.
Section 4: THE COMPTROLLER

The Comptroller shall be appointed by the President with the approval of the Chancellor and the Board of Regents. The Comptroller shall function as the chief business and financial officer of the College. The Comptroller shall be a member of the College Faculty. The powers and duties of the Comptroller shall be as follows:

a. Subject to the jurisdiction of the President, the Comptroller shall have custody and control of all its funds and securities. He shall have charge of all of the assets of the College, including physical property.

b. The Comptroller shall be responsible for the installation and administration of all accounting records and procedures, the preparation and interpretation of all financial reports, and the proper functioning of internal auditing procedures. He shall assist the President in the preparation of the College budget and in the control of the budget operation. He shall maintain adequate records of all contracts and leases, compile cost analyses, and supervise the preparation of business and financial statistical reports. He shall examine all College contracts before the execution thereof and, with the approval of the President, shall be the official signatory thereto.

c. He shall maintain proper books of account fully setting forth the financial condition and transactions of the College. He shall exercise general supervision over all accounts of College officers which have to do with the receipt and disbursement of funds. He shall obtain full and true reports of all receipts and disbursements from these officers, who maintain their accounts in such manner and render to the Comptroller such statements as he may require.

d. He shall examine all accounts, claims, and demands against the College, and no funds shall be drawn from the College Treasury to pay such accounts, claims, or demands unless they are found by him to be correct and unless there are funds in the Treasury legally available for such payment.

e. The Comptroller shall receive all funds paid to the College and give receipt therefore in the name of the College. He is authorized to sign checks against all funds deposited in the name of the College.

f. The Comptroller shall supervise the accounting and business management of all income-producing activities of the College. All Auxiliary Enterprises shall be under his direction and control.
Recommendations for appointments to all non-academic positions in
the College (including those not having faculty status), except
part-time student assistants, shall be made to the Comptroller.
Appointments shall become effective when approved by him.

The Comptroller shall be responsible for all purchasing by the
College, in accordance with regulations established by him,
the President and the State Purchasing Department.

The Comptroller shall assist the President and other appropriate
officials in the building program and the expansion of physical
facilities of the College.

The Comptroller shall be responsible for all security operations
on the Floyd Junior College campus.

He shall be a member of the College Faculty and Chairman of the Auxiliary
Enterprises Committee and a member of other committees as may be deemed
necessary by the faculty.

Section 4A. THE ASSISTANT COMPTROLLER DIRECTOR OF ACCOUNTING SERVICES

The Assistant Comptroller shall be responsible to the Comptroller
for maintaining the College's accounting records, fiscal reporting,
and internal auditing procedures.

He shall be responsible for the development and implementation of
methods to meet current business requirements in the simplest way
possible. This objective shall involve all aspects of work flow.

He shall perform such other duties as may be described by the
Comptroller.

Section 4B. DIRECTOR OF AUXILIARY ENTERPRISES

The Director of Auxiliary Enterprises shall be responsible for
coordinating, reviewing, and recommending improvements in the
total operation of all Auxiliary Enterprise activities.

He shall be responsible to the Comptroller for the business manage-
ment of all auxiliary units.

He shall review for approval all budget requests and budget amend-
ments of Auxiliary Enterprises.

He shall perform such other duties as may be described by the
Comptroller.

Section 4C. DIRECTOR OF PLANT OPERATIONS

The Director of Plant Operations shall be immediately responsible
for all physical facilities and equipment of the College, except
educational equipment.

He shall be responsible for the operation and maintenance of the
College physical plant, including all utilities, heating, air-
conditioning and refrigeration, building, alteration maintenance,
and related activities.
c. He shall be responsible for the maintenance of roads and grounds, including athletic fields, and for landscaping for the College.

d. He shall be responsible for such security operations as the Comptroller shall delegate to him.

e. He shall perform such other duties as may be described by the Comptroller.

Section 5. PUBLIC INFORMATION OFFICER

a. The Public Information Officer at Floyd Junior College shall serve as liaison between the College and the Community and act as an advisor to the President on matters pertaining to community affairs. He shall be appointed by and report to the President.

b. He shall interpret the community to the College and the College to the community so that both have a full understanding of the ways in which they can serve each other. This shall be accomplished in a variety of ways including the release of information about the College, its programs, faculty, staff, and students.

c. He shall make use of the news media generally used for the dispersal of information and such other outlets as the publication of pamphlets, brochures, newsletters, etc. which serve to acquaint the public with the services of the College, and the scheduling of speakers from the College for local civic and professional groups.

d. All public information about the College shall be channeled where feasible through the Office of Public Information.

e. The Public Information Officer also shall be responsible for establishing and maintaining close ties with the community through active participation in community affairs.
Section 6. ADVISORY GROUPS

Any administrator may, with approval of the President, create advisory groups of a permanent or temporary nature to assist him in making decisions within the perrogatives of his office. When these advisory groups are of a permanent nature, they shall be called Councils. When these advisory groups are appointed to discharge specifically assigned duties over a relatively brief period of time, they shall be known as Ad Hoc Committees.

Article V. MISCELLANEOUS PROVISIONS

All questions of interpretation of these Statutes and questions of the nature and extent of the jurisdiction of the Faculty of the College 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 Article IX of the By-Laws of the Board of Regents.

Article VI. AMENDMENTS

All proposed amendments to the Statutes of Floyd Junior College shall be made initially to the Statutes and Faculty Affairs Committee. This committee shall consider such amendments and make recommendations to the Faculty. If an amendment is approved by a two-thirds vote of the Faculty, it shall be submitted through the President of the College to the Board of Regents for formal approval.

Article VII. RATIFICATION

The Statutes of Floyd Junior College shall be ratified and become effective upon approval by a two-thirds vote of all members of the Faculty currently employed by the College and approval by the President and the Board of Regents.
MEMORANDUM

TO: Members of the Statutes and Faculty Affairs Committee
FROM: JoAnne Starnes, Assistant Professor of English
SUBJECT: Statutes

Attached is a copy of the current version of the Statutes. Before this version is re-typed and sent to the Regents' lawyers for review, I would like for us to go over it one more time. Please look over this copy carefully and come to a Statutes Committee meeting on Thursday, February 28th at 2:00 p.m. in the President's Conference Room.

Thanks
MEMORANDUM

TO: Members of the Statutes and Faculty Affairs Committee
FROM: Jo Anne Starnes
SUBJECT: Statutes

Attached is a copy of the revision of Policies of The Board of Regents. Please read the section entitled APPEALS and decide whether we ought to include it in our own Statutes. If you think we should add it, consider where we should put it.

Don't forget the Statutes Committee meeting on Thursday, February 28, at 2:00. PLEASE CHANGE THE MEETING PLACE from the President's Conference Room to B-87.
-VIII-

BUDGETS OF INSTITUTIONS

The Board shall make the allocation of funds to the several institutions at the March meeting or the next regular meeting following the approval of the Appropriations Act or as soon thereafter as may be practicable in each year and shall approve the budgets of the institutions and of the office of the Board of Regents at the regular April meeting in each year, or as soon thereafter as may be practicable.

-IX-

APPEALS

Any person in the University System for whom no other appeal is provided in the By-Laws, and who is aggrieved by a final decision of the President of an institution, may apply to the Board of Regents, without prejudice to his position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days, following the decision of the President. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, shall investigate the matter thoroughly and render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes. (Minutes, 1973-74, pp. 176-177)

-X-

AMENDMENT

These by-laws may be amended or repealed at any regular meeting by an affirmative vote of not less than eight members of the Board, provided however, that any proposed change in these by-laws shall be submitted to the Executive Secretary in writing at any regular meeting or special meeting and shall be voted on at the next regular meeting of the Board. Any by-law may be suspended at any regular or special meeting for that meeting only by the unanimous consent of all present, provided not less than eight members are present.

(By-Laws, Revised, May 18, 1971)
MEMORANDUM

TO: Members of the Statutes and Faculty Affairs Committee

FROM: Jo Anne Starnes

There will be another meeting of the Statutes Committee on Thursday, March 7, at 2:00 in the President's Conference Room. We'll try to straighten out the removal, suspension, and dismissal tangle before we forget what we have already learned.

Attached are copies of relevant pages from the Regents' Policy Manual and pages from the Brunswick Junior College Statutes. Please read these and study our Section 7 and see if you can improve upon our organization and wording.

The last revisions we worked out do not seem appropriate because the Regents' Article IX does not seem designed to cover faculty removal.
The provisions herein set forth shall not be construed to prohibit the promotion of a qualified individual at any time.

SECTION H. REMOVAL OF FACULTY MEMBERS

Introduction

The President may at any time remove any faculty member for cause. Adequate cause for dismissal will be related directly and substantially to the fitness of the faculty member in his professional capacity. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.

Grounds for Dismissal

Grounds or "cause" for dismissal may include, but shall not be limited to, the following conduct unbecoming a faculty member:

1. Conviction of a felony or of a crime involving moral turpitude during the period of employment—or prior thereto if the conviction was willfully concealed;

2. Evidence of incompetency, gross inefficiency, demonstrated lack of professional growth, or default of academic integrity in teaching, research or scholarship;

3. Intentional or habitual neglect of duty;

4. Obstruction or disruption of teaching or any other institutional function;

5. Use, possession, or distribution of illegal drugs;

6. Immoral or obscene conduct;

7. Willful violation of Regents policies and published rules of the institution;

8. Teaching under the influence of alcohol or drugs, and any other use of alcohol or drugs which interferes with the faculty member's performance of duty;
9. Physical or mental incompetency as determined by a medical board of a licensed physician and confirmed by a committee of the faculty;

10. Failure to carry out assigned responsibilities toward students, department, colleagues, or institution;

11. False swearing with respect to official documents filed with the College.

Preliminary Procedures

Dismissal of a faculty member with continuous tenure, or a non-tenured faculty member before the end of the specified term, should be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement;

2. Informal inquiry by an appropriate faculty committee which may, failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the President;

3. A statement of charges, framed with reasonable particularity by the President or his designated representative. Whenever the words President or Administration are used in these procedures, they shall be construed to mean also the designated representative of the President.

Provision for Hearing Committee

A dismissal, as defined in the section on Preliminary Procedures above, should be preceded by a statement of reasons or charges and the faculty member concerned will have the right to be heard by an appropriate faculty hearing committee of the college.

The faculty hearing committee referred to above is defined as the Faculty Hearing Committee of Brunswick Junior College. The Committee consists of five faculty members, chosen by the President from a panel
of eight submitted by the Faculty Nominating Committee. Members of this committee may serve concurrently on other Standing Committees of the Faculty Council. The Faculty Hearing Committee will meet as a body when it is called into session by the President or by a faculty member who is subject to dismissal as defined in 2 above. When the Committee is called into session, it elects a Chairman from among its membership. A member removes himself from the case, either at the request of a party or on his own initiative, if he deems himself disqualified for bias or interest. If a committee member removes himself from a case, the President appoints a faculty member to act as a replacement in that case. A minimum of three members is required for any action to be taken. In the event of a permanent vacancy on the Committee, the President appoints a faculty member to serve out the unexpired term. All members of the Committee should look upon its work as a duty to be performed unless there is good reason for them to be excused.

**Dismissal Procedures**

In all instances the following hearing procedures shall apply:

1. Service of notice of the hearing with specific reasons or charges against the faculty member in writing will be made at least ten (10) days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If a faculty member waives a hearing, but denies the charges against him or asserts that the charges do not support a finding of adequate cause, the hearing committee will evaluate all available evidence and rest its recommendation upon the evidence in the record;

2. The Faculty Hearing Committee, in consultation with the President and the faculty member, may exercise its judgment as to whether the hearing should be public or private;
3. During the proceedings the faculty member will be permitted to have an academic or other personal advisor of his own choice;

4. A tape recording, brief of evidence or summary transcript of the proceedings will be kept and made available to the faculty member and the administration in the event an appeal is filed;

5. The Faculty Hearing Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made;

6. The faculty member and the administration will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence;

7. The faculty member and the administration shall have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear and the Committee determines that the interests of justice require the admission of his statement, the Committee may by affidavit record the sworn testimony of the witness;

8. In the hearing of charges of incompetence, the testimony may include that of qualified faculty members from this College or from other institutions of higher education;

9. The Faculty Hearing Committee will not be bound by formal rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved;

10. The findings of fact and the decision of the Faculty Hearing Committee will be based solely on the hearing record;

11. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents. The President and the faculty member will be notified of the decision in writing and upon request will be given a copy of the record of the hearing;

12. If the Faculty Hearing Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President does not approve the report, he may state his reasons for doing so, in writing, to the hearing committee for response before rendering his final decision. If the Faculty Hearing Committee concludes
that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it may so recommend, with supporting reasons. The President may or may not follow such recommendations;

13. After complying with the foregoing procedure the President may send an official letter to the faculty member notifying him of his removal for cause. Such a letter shall be sent by certified mail to be delivered to addressee only, with receipt to show to whom and when delivered, stating the charges which he has found sustained, and notifying such person that he may file an appeal within twenty (20) days after the date of receipt of such notice and charges, with the Executive Secretary of the Board of Regents for its consideration. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the filing date of the record of the case with the Executive Secretary. The Board or a committee of the Board may review the dismissal based on the record of the committee hearing, or it may provide an opportunity for argument, oral or written or both, or it may order a new hearing of the case before the Board or a committee of the Board. The decision of the Board shall be final and binding for all purposes;

14. Upon dismissal by the President, the faculty member shall be suspended from employment without pay from the date of receipt of the final decision by the President. Should the faculty member be reinstated by action of the Board of Regents, he shall be compensated from the date of suspension;

15. Any faculty member dismissed on grounds other than those enumerated above has the right to appeal to the Board of Regents in accordance with Article IX of the By-laws of the Board of Regents.

Provisos

No provision in these statutes shall be interpreted to restrict the authority granted the President of the College by the Board of Regents in Section I-6B of the Policy Manual to remove at any time a faculty member for cause, nor shall any provision of these statutes restrict the protections provided the faculty by the Regents in Section I-6B.

SECTION I. PROMOTION

The criteria for promotion of any Faculty member includes:
to be delivered to addressee only with receipt to show to whom and when delivered, and address where delivered, clearly stating the charges against the person to be removed, and notifying such person that he may file an appeal in writing within ten days after the date of the receipt of such notice and charges to the Board of Regents for a fair hearing before said Board or a committee of the Board, within forty-five days from the date of filing such an appeal. Said employee shall be suspended from employment without pay from the date of receipt of such notice and charges. Should said employee be reinstated by action of the Board of Regents, he shall be compensated from the date of the suspension. The action of the Board shall be final. (Minutes, 1964-65, p. 614, By-Laws, Article 6, Section B-6, p. 12.)

5. Disruptive Behavior. (See J-1, #10, Disruptive Behavior)
(Minutes, 1968-69, pp. 166-168) (Minutes, 1970-71, p. 98)

6. Suspension of Faculty Members under Indictment for Violation of State or Federal Laws. When a faculty member in any unit of the University System is charged with the violation of any State or Federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President and Chancellor.

In the event a faculty member is temporarily suspended, the administration shall immediately convene an ad hoc faculty committee or utilize the services of an appropriate existing faculty committee, for the purpose of hearing an appeal by the faculty member.
113a

Thereafter, any further appeal by the faculty member shall be in accordance with the procedures set forth in Article IX of the By-Laws of the Board of Regents, (Minutes, 1969-70, p. 394)

ASSIGNMENT TO INTERVIEW DUTY

A faculty member assigned to work in the interview program in connection with admission of students to the institutions of the System shall perform such work as a part of his regular teaching load, the compensation for this work being reflected in the total salary of the faculty member. (Minutes, 1959-59, p. 358)

FACULTY MEETINGS

The faculty of each institution shall meet at least once each quarter and at such other times as may be necessary or desirable. Each faculty shall appoint a secretary who shall
Report of Special Committee
February 12, 1975

Recommended: That consideration be given to the proposed new tenure policy described in the following pages. These new tenure regulations have been in preparation and under study for more than two years. If they are adopted they will replace the present regulations on tenure (Section IV, p. 119, Policies of the Board of Regents.)

I. Recommendations for Tenure Regulations

1. It is intended that these tenure policies shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustment to its own peculiar problems or circumstances. These policies are to be considered a statement of general requirements which are capable of application throughout the System and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement. Such additional standards and requirements, which must be consistent with the Regents' policies, and approved by the Board of Regents, shall be incorporated into the Statutes of an institution.

2. Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a one hundred percent workload basis for three out of every four consecutive academic quarters until retirement, dismissal for cause, or release because of financial exigency.

3. Only Assistant Professors, Associate Professors, and Professors who are normally employed full-time (as defined by Regents' policies) by an institution are eligible for tenure. Faculty members with adjunct appointments and aliens shall not acquire tenure.

The term "full-time" is used in these tenure regulations to denote service on a one hundred percent workload basis for at least three out of four consecutive academic quarters.

4. Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of Assistant Professor or higher. The five year period must be continuous except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of Instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of Assistant Professor or higher.
5. The maximum time that may be served at the rank of Assistant Professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in any combination of full-time instructional appointments (lecturer, instructor, or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents.

Aliens are excepted from these maximum time regulations, but an alien who would otherwise have become eligible for tenure had he/she been a citizen may be awarded tenure upon attainment of citizenship.

6. The maximum period of time that may be served at the rank of full-time Instructor shall be seven years.

7. Tenure or probationary credit towards tenure is lost upon resignation from an institution, or written resignation from a tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

8. Upon approval of the award of tenure to an individual by the Board of Regents, that individual shall be notified in writing by the President of his institution, with a copy of the notification forwarded to the Chancellor.

9. An annual report shall be made to the President by each unit of the institution on the status of its faculty. Numbers of tenured and non-tenured faculty, by rank, shall be furnished. Individuals who have been retained in a full-time faculty status at the institution for a period in excess of seven years without the award of tenure shall be identified by name and justification for such retention given. These reports shall be available for public inspection.

10. Notice of the intention not to reappoint a non-tenured faculty member 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.
11. A tenured faculty member, or a non-tenured faculty member before the end of his contract term, may be dismissed for any of the following reasons provided that the institution has compiled with procedural due process requirements:

(a) Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment -- or prior thereto if the conviction or admission of guilt was wilfully concealed;

(b) Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;

(c) Sale or distribution of illegal drugs; teaching under the influence of alcohol or illegal drugs; any other use of alcohol or illegal drugs which interferes with faculty member's performance of duty or his responsibilities to the institution or to his profession;

(d) Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;

(e) False swearing with respect to official documents filed with the institution;

(f) Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity;

(g) Such other grounds for dismissal as may be specified in the Statutes of the institution.

12. Each institution, as a part of its Statutes, may supplement Regents' policies governing causes for dismissal and procedures for dismissal. Each institution should provide for standards governing faculty conduct, including sanctions short of dismissal, and procedures for the implementation of such sanctions. In the imposition of sanctions, the burden of proof lies with the institution.
Recommended: That the following "procedures for Removal of Faculty Members also be given consideration. These procedures are closely related to the new tenure policy, and are intended to replace Article VI, B-6-d, of the By-Laws of the Board of Regents, which reads as follows:

The president of an institution may at any time remove any faculty member or other employee of the institution for cause by giving written notice, by certified mail, to be delivered to addressee only with receipt to show to whom and when delivered, and address where delivered, clearly stating the charges against the person to be removed, notifying such person that he may file an appeal in writing within ten days after the date of receipt of such notice and charges to the Board of Regents for a fair hearing before said Board or a committee of the Board, within forty-five days from the date of filing such appeal. Said employee shall be suspended from employment without pay from the date of receipt of such notice and charges. Should said employee be reinstated by action of the Board of Regents, he shall be compensated from the date of suspension. The action of the Board shall be final.

II. Procedures for Removal of Faculty Members

Introduction

These procedures shall apply only to the dismissal of a faculty member with tenure, or a non-tenured faculty member before the end of the term specified in his/her contract.

It is intended that the procedures set forth below shall be considered as minimum standards of due process and shall not be construed as a limitation upon additional standards or procedures, consistent with the Policies and By-Laws of the Board of Regents, which an institution of the System may elect to adopt for its own improvement or to make adjustment to its own particular circumstances. Such additional standards or procedures shall be incorporated into the statutes of the institution.

The President may at any time remove any faculty member for cause. Cause or grounds for dismissal are set forth in the Tenure regulations of the Policies of the Board of Regents and in the approved Statutes or By-Laws of an Institution. Whenever the words "President" or "Administration" are used in these procedures, they shall be construed to include the designated representative of the President.

Preliminary Procedures

The dismissal of a tenured faculty member, or a non-tenured faculty member during his/her contract term should be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.

2. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the President.
3. A letter to the faculty member forewarning that he/she is about to be terminated for cause and informing him/her that a statement of charges will be forwarded to him/her upon request. The faculty member may also request a formal hearing on the charges before a faculty committee. Failure to request charges or a hearing within a reasonable time shall constitute a waiver of the right to a hearing.

4. A statement of charges, if requested by the faculty member, framed with reasonable particularity by the President or his designated representative.

Provision for Hearing Committee

A dismissal as defined above shall be preceded by statement of charges or causes (grounds for dismissal) if so requested, including a statement that the faculty member concerned shall have the right to be heard by a faculty hearing committee.

The hearing committee shall consist of not less than three or more than five impartial faculty members appointed by the Executive Committee (or its equivalent) of the highest legislative body of the faculty, from among the members of the entire faculty (as defined by the policies of the Board of Regents) of the institution.

Members of the Hearing Committee may serve concurrently on other committees of the faculty. The Hearing Committee will meet as a body when it is called into session by the Chairman of the body which selected them either at his discretion or upon the request of the President or the faculty member who is subject to dismissal.

When the Hearing Committee is called into session, it shall elect a chairman from among its membership. A member should remove himself/herself from the case, either at the request of a party or on his/her own initiative if he/she deems himself/herself disqualified for bias or interest. Each party shall have a maximum of two challenges without stated cause; provided however, that all challenges whether with or without cause shall be made in writing and filed with the Chairman of the Hearing Committee at least five days in advance of the date set for the hearing. The Chairman shall have the authority to decide whether a member of the committee is disqualified for cause. If the Chairman determines that a member is so disqualified or if a committee member removes himself/herself from a case, the replacement shall be made in the same manner as the original committee was selected. If the Chairman is thus removed, the committee shall elect a new chairman after committee replacements have been appointed. A minimum of three (3) members is required for any action to be taken.
Dismissal Procedures

In all instances where a hearing is requested the following hearing procedures shall apply:

1. Service of notice of the hearing with specific reasons or charges against the faculty member together with the names of the members of the Hearing Committee shall be made in writing at least twenty (20) days prior to the hearing. The faculty member may waive a hearing or he/she may respond to the charges in writing at least five (5) days in advance of the date set for the hearing. If a faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record;

2. The Hearing Committee, in consultation with the President and the faculty member, may exercise its judgment as to whether the hearing should be public or private;

3. During the proceedings the faculty member and the administration shall be permitted to have an academic advisor and/or counsel of his/her choice. The Hearing Committee will be permitted to have advisory counsel;

4. At the request of either party or the Chairman of the Hearing Committee, a representative of a responsible education association shall be permitted to attend as an observer;

5. A tape recording or transcript of the proceedings shall be kept and made available to the faculty member and the administration in the event an appeal is filed.

6. An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia.

7. The Hearing Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made;

8. The faculty member and the administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence;
9. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the committee determines that the interests of justice require the admission of his/her statement, the committee will identify the witness, disclose his statement and if possible provide for interrogatories.

10. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to admissibility of evidence or other legal matters, shall be decided by the Chairman or presiding officer.

11. The findings of fact and the decision of the Hearing Committee will be based solely on the hearing record;

12. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents in the event an appeal is filed. The President and the faculty member will be notified in writing of the decision and recommendation, if any, of the Hearing Committee.

13. If the committee concluded that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President does not approve the report, he should state his reasons in writing to the committee for response before rendering his final decision. If the committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The President may or may not follow the recommendations of the Committee.

14. After complying with the foregoing procedures, the President shall send an official letter to the faculty member notifying him/her of his/her retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered. The letter shall clearly state any charges which the President has found sustained and shall notify such person that he/she may appeal to the Board of Regents for review. The appeal shall be submitted in writing to the Executive Secretary of the Board within twenty (20) days following the decision of the President. It shall state the decision complained of and the redress desired. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon.
15. Upon dismissal by the President, the faculty member shall be suspended from employment without pay from the date of the final decision of the President. Should the faculty member be reinstated by action of the Board of Regents, he/she shall be compensated from the date of suspension.

Recommended: That the following stipulations be followed in the implementation of the new tenure policy:

III. Implementation of The New Tenure Policy

(1) This policy shall become effective as to all faculty employment contracts, the performance of which begins on or after July 1, 1975.

(2) Probationary credit towards tenure for prior periods of service at the faculty member's present institution shall be granted in the rank or ranks earned to all persons employed prior to the effective date of this policy. Notification of such credit should be furnished to each individual no later than October 1, 1975.

(3) Probationary credit towards tenure for prior periods of service at other institutions may be granted to individuals employed prior to the effective date of the new policy. Notification of such credit should be furnished to each individual no later than October 1, 1975.

(4) Insofar as the award of tenure is concerned, each faculty member shall be governed by the new tenure policy unless he/she notifies the President in writing on or before October 1, 1975, that he/she desires to be governed by the provisions of the old tenure policy. After the expiration of three years from the effective date of the new tenure policy, it shall, except as provided in the following paragraph, be applied to all faculty members.

(5) Assistant Professors who have not been awarded tenure and whose service periods without the award of tenure, as of July 1, 1976, will reach or exceed the maximum time regulations of the new policy shall be exempted from such maximum time regulations. Presidents are urged to make expeditious decisions concerning the award of tenure to such individuals and to notify the faculty members of their tenure expectations.
MEMORANDUM

To: The Faculty

From: Philip Dillard, Chairman

Subject: Promotion & Tenure Document

Statutes & Faculty Affairs Committee and the Statutes

The Statutes & Faculty Affairs Committee has placed the recommendations of the ad hoc committee on tenure and promotion in Article III of the Statutes, subject to the vote of the Faculty. At the faculty meeting on November 20 we will consider this question and debate the issue. At the faculty meeting on December 3 we will vote on the following recommendation:

The Statutes and Faculty Affairs Committee recommends adoption of the following changes in Proposed Statutes of Floyd Junior College, amending sections of Article III to read as follows:

PED:je

11/16/79

Attachment
Section 4. Appointment, Renewal of Contract, and Resignation

a. All appointments, reappointments, and promotions of the Faculty and of the Administrative Staff shall be made by the President with the approval of the Board of Regents. Recommendations for positions within the corps of instruction ordinarily shall originate with the Department or Divisions and shall be presented to the Dean for his consideration. The Dean will then transmit these recommendations to the President, along with his own approval or disapproval.

b. Qualifications for Faculty Appointment

1. Minimum qualifications for all academic ranks within Floyd Junior College shall be the following:
   
   (a) Master's degree. Exceptions may be made for:
       
       (1) persons of special learning and ability;
       (2) promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training; and/or
       (3) temporary emergency appointments.
   
   (b) Evidence of ability as a teacher
   
   (c) Successful experience, generally waived in the case of beginners who meet all other requirements
   
   (d) Evidence of scholarly competence and activity
   
   (e) Desirable personal qualities judged on the basis of a personal interview, complete biographical data, and recommendations.

2. Initial appointees to full professorships should have completed at least two years' work beyond the bachelor's degree. With reference to persons appointed to serve as department heads, each appointee should have two years of work beyond the bachelor's degree or, in certain specialized professions, the highest training available in accordance with recognized standards in the particular field of specialization.

c. Non-tenured Faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in his or her contract and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

d. 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.

e. Notice of the intention not to reappoint a non-tenured faculty member shall be furnished, in writing, according to the following schedule:

   (1) at least three months before the date of termination of an initial one-year contract;
(2) at least six months before the date of termination of a second one-year contract;
(3) at least nine months before the date of termination of a contract after two or more years of service in the institution.

f. Faculty members and other personnel employed under written contract for the fiscal year or academic year of three quarters shall give to the President or his authorized representative written notice of their intention to resign, postmarked no later than February 1 immediately preceding the expiration of the contract period.

Section 5. Employment of Relatives

a. The basic criteria for the appointment and promotion of Faculty shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage provided the individual meets and fulfills the appropriate appointment and promotion standards as set forth in these policies.

b. 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.

c. In accordance with the policy of the Board of Regents, there shall be no discrimination based upon race, color, sex, religion, creed or national origin of employees in their appointment, promotion, retention, remuneration, or any other condition of employment.

d. 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 6. Annual Evaluations

Each full-time faculty member of Floyd Junior College who holds the rank of Instructor, Assistant Professor, Associate Professor, or Professor shall be evaluated annually by his supervisor in accord with the guidelines listed below. Annual evaluations shall be utilized in preparing recommendations concerning salary, tenure, and promotions.

a. Criteria for evaluation shall be those mentioned in the policies of the Board of Regents: performance of teaching duties, service to the institution, academic achievement, professional growth and development, and length of service.

b. The faculty and head of each division/department shall produce a written document specifying the role of various instruments such as student evaluations, peer evaluations, and self evaluations in preparation of the annual evaluation. It shall be the responsibility of the head to see that such a document is prepared and that it is reviewed by the division/department 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.
c. The annual evaluations 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. During the discussion the supervisor shall tell the faculty member whether or not he will be recommended for a promotion or the awarding of tenure in that year. Following the discussion the faculty member shall sign the evaluation. Within two weeks of the above dates the evaluation together with the faculty member's response, if any, shall be forwarded to the Dean's Office by the supervisor. The supervisor shall retain a copy of the evaluation and permit access by a faculty member to his evaluations.

Section 7. Tenure

a. Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a one hundred percent workload basis for three out of every four consecutive academic quarters until retirement, dismissal for cause, or release because of financial exigency.

b. Only Assistant Professors, Associate Professors, and Professors who are normally employed full-time (as defined by Regents' policies) by an institution are eligible for tenure. Faculty members with adjunct appointments and aliens shall not acquire tenure. The term "full-time" is used in these tenure regulations to denote service on a one hundred percent workload basis for at least three out of four consecutive academic quarters.

c. Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of Assistant Professor or higher. The five year period must be continued except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of Instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of Assistant Professor or higher.

d. The maximum time that may be served at the rank of Assistant Professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be preferred if an institutional recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in any combination of full-time instructional appointments (lecturer, instructor, or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be preferred if an institutional recommendation for tenure is not approved by the Board of Regents.

Aliens are excepted from these maximum time regulations, but an alien who would otherwise have become eligible for tenure had he been a citizen may be awarded tenure upon attainment of citizenship.
e. The maximum period of time that may be served at the rank of full-time Instructor shall be seven years.

f. Tenure or probationary credit towards tenure is lost upon resignation from an institution, or written resignation from a tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

g. An annual report shall be made to the President by each unit of the institution on the status of its faculty. Numbers of tenured and non-tenured faculty, by rank, shall be furnished. Individuals who have been retained in a full-time faculty status at the institution for a period in excess of seven years without the award of tenure shall be identified by name and justification for such retention given. These reports shall be available for public inspection.

h. Tenure and Promotion Criteria

1. Applicability

The criteria and procedures in this section and Section 7.1 shall apply to those faculty members whose duties are primarily of an instructional nature and who work under the supervision of a division/department head. Recommendations for the awarding of tenure or granting of promotions to division/department heads shall originate with the Dean of the College. For other persons who hold faculty rank the awarding of tenure or granting of a promotion may be recommended either by that person's immediate supervisor or by the head of that division/department in which the person holds academic rank. All such recommendations shall utilize the criteria in Section h.2 as appropriate. The Dean and President shall consult both parties in considering the recommendation. Such faculty members and division/department heads have the right to appeal as described in Section 7.1.2.

2. General Criteria

When a candidate is being evaluated for the awarding of tenure or promotion, the criteria to be considered are performance of teaching duties, service to the institution, professional growth and development, academic achievement and length of service. Evaluation of the candidate's performance in these areas should, in large measure, be based upon past annual evaluations of the candidate.

(a) **Teaching.** Teaching is understood to include any faculty activity within the formal academic program of the College of which the aim is 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; indication of it must 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.

(b) 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 departmental/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.

(c) Professional Growth and Development. This implies that the faculty member continues to develop his or her knowledge and skills and contributes them to the College and possibly the profession as a whole.

(d) 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. The following equivalents in training, ability, or experience are suggested:

Established reputation in field of interest.
Research, scholarly publications, creative writing.
Superior teaching as shown by competence in the conduct of classes and seminars, effective relations with students, and use and development of appropriate teaching aids.
Substantial, significant and integrated program and study beyond the master's degree.
Outstanding service to the institution.
Activities related to professional growth and development--such as participation in educational, professional scientific and scholarly organizations, services to society, professional experience in industrial and governmental activities, practice of a learned profession, and other types of related endeavors.

(e) Length of Service. A person appointed as Instructor shall serve in that rank for a minimum of two years before being promoted. A person appointed or promoted to the rank of Assistant or Associate Professor shall serve in that rank for a minimum of five years before being promoted.
Upon employment at the rank of Assistant or Associate Professor, an individual may receive credit for service in that rank based upon previous experience. Upon promotion to either of these ranks an individual may receive credit for service in that rank for those years in excess of the minimum which he served at his previous rank. In either case, such credit may not exceed two years and must be agreed upon in writing by the individual, his division/department head, and the Dean of the College at the time of employment or promotion. (For persons employed at the time of adoption of this proposal, these requirements shall take effect at their next promotion.)

3. In addition to qualifications listed in number two, promotion to an associate or full professorship should require at least two years' study beyond the bachelor's degree.

i. Tenure and Promotion Recommendations and Appeals

1. Recommendation Process

(a) Each division/department head shall submit to the Dean of the College his recommendations concerning the awarding of tenure and/or promotions to faculty members of his division/department. He shall provide each faculty member involved with a copy of his recommendation at the time that faculty member's annual evaluation is discussed. This shall be done two months prior to the date that such recommendations must be submitted to the Board of Regents.

(b) All division/department heads, together with other supervisors submitting recommendations, shall meet with the Dean as a group and discuss the recommendations which he has received. The Dean shall require each person to present evidence to support his recommendations and shall consider advice of the group in determining his actions on the recommendations.

(c) Within two weeks of receiving the recommendations for tenure and promotions, the Dean shall submit all recommendations, with an indication of his approval or disapproval, to the President of the College. At this time the Dean shall also notify in writing the individual faculty members concerned, and their immediate supervisors, as to his action on their recommendations.

(d) The President shall formulate and submit to the Board of Regents his recommendations for the awarding of tenure and/or promotion to Floyd Junior College faculty members and so notify those recommended, their supervisors, and the Dean of the College.
(e) Upon approval of the award of tenure to an individual by the Board of Regents, that individual shall be notified in writing by the President of his institution, with a copy of the notification forwarded to the Chancellor.

2. Appeals Procedure

(a) Any member of the faculty who is dissatisfied with his division/department head's recommendation, or lack thereof, for the granting of tenure and/or promotion shall attempt to resolve his concerns in direct discussion with his division/department head. Following this the faculty member may confer with the Dean of the College. If after conferring with the Dean the faculty member is still dissatisfied, he is entitled to a hearing by the Appeals Committee.

(b) Any member of the faculty who is dissatisfied with the Dean's action on a recommendation concerning tenure and/or promotion for that faculty member is entitled to a hearing by the Appeals Committee.

(c) All notifications of appeal must be submitted in writing to the President no later than two weeks after the Dean has notified faculty members of his action on recommendations concerning them.

(d) When a notification of appeal is received by the President, he (or his designee) shall meet with the Dean and the faculty member and select by random drawing the names of five members from among those nine members of the Appeals Committee. The Dean and the faculty member may each strike up to two of those five drawn. Names of replacements for those stricken shall then be drawn, and the right of each of the parties to strike again may be exercised. This process shall be repeated as necessary in order to obtain a five member Hearing Committee for the appeal. Each party shall be limited to a total of two strikes throughout the entire procedure. The five so selected shall convene at a time designated by the President (or his designee) and select one of their number to serve as chairman for the hearing. This shall be accomplished within three working days of the date that the President received the notification of appeal. The chairman shall then assume the responsibility of coordinating the hearing.

(e) The Hearing Committee shall hear the appeal and prepare its report within three weeks of the time that a notification of appeal is submitted. Copies of its report shall be distributed to the President, the Dean, the faculty member involved, and that faculty member's immediate supervisor.

(f) The President shall notify the Dean, the faculty member, and the faculty member's supervisor as to his action concerning a recommendation for that faculty member.
(g) The recommendation of the President to the Board of Regents may be appealed only by following procedures outlined in the Policies of the Board of Regents.

3. Appeals Committee

(a) This advisory committee to the President shall be elected annually in September. It shall consist of nine members chosen from among the tenured full-time faculty who are primarily engaged in teaching and do not serve as division/department heads. In electing the Committee each faculty member may vote for nine eligible persons. Subject to the restriction that no more than two persons from the same division/department may serve on the Committee, those nine receiving the most votes shall constitute the Committee.

(b) In the hearing of an appeal, questions related to procedural matters shall be decided by the Hearing Committee subject to the following stipulations.

1. A quorum of three will be required for all business of the Hearing Committee. However, attendance of all members at each meeting shall be considered of the highest priority. Only those Hearing Committee members who have been present for a majority of the time the Committee has been in session shall be eligible to cast a vote on the Committee's final recommendation.

2. A tape recording and a transcript of the proceedings shall be kept and made available to the faculty member, the Dean, and members of the Hearing Committee.

3. The Hearing Committee may grant adjournments to enable either party to investigate evidence to which a valid claim of surprise is made.

4. The Faculty member and the Dean shall be afforded a reasonable opportunity to present necessary witnesses and to offer evidence.

5. The Hearing Committee will not be bound by strict rules of legal evidence and shall admit any evidence which may be of value in determining the issues involved.

6. The Faculty member and the Dean will have the right to confront and cross-examine all witnesses. When a witness cannot or will not appear and the Committee determines that the interests of justice require the admission of his statement, the Committee will identify the witness, disclose his statement and if possible provide for interrogatories.

7. The findings of fact and the recommendation of the Hearing Committee will be based solely on the hearing record.
8. Public statements and publicity about the hearing should be avoided by all persons involved.

9. Hearings of the Committee shall be private.

10. In the event that the Committee is unable to complete the hearing, it shall notify the President as to the reason and submit to him a report on the proceedings. Such an occurrence shall in no way prejudice future appeals of the faculty member.

Section 8. Suspension and Removal

a. Suspension of Faculty Members

1. When a Faculty member is charged with the violation of any State or Federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President and the Chancellor. This review may lead to a temporary suspension of the Faculty member from his teaching duties. If a Faculty member has been suspended due to the previously mentioned charges or indictment, and if the charges or indictment has been resolved without a conviction, the Faculty member shall be reinstated immediately with full compensation for all pay lost during the time of suspension. Further, if the President deems that, in his best judgment, any Faculty member poses immediate harm to himself or others in the continuance of his duties, he may, after consultation with the Chancellor, temporarily suspend that Faculty member. Since suspension is temporary, all due speed shall be used to resolve, in a concrete and definite manner, the issue which led to the suspension.

2. In the event a Faculty member is temporarily suspended, the President, upon the request of the Faculty member involved, shall immediately convene the Statutes and Faculty Affairs Committee for the purpose of hearing an appeal by the Faculty member. The appeal shall be submitted in writing in accordance with procedures to be established by the hearing committee which shall render its decision within ten days from the conclusion of the hearing. The President may or may not approve the recommendation of the hearing committee. If he does not approve he may state his reasons for not doing so in writing to the hearing committee for a response before rendering a final decision. If he decides to continue the suspension, he will so notify the Faculty member who shall have the right of appeal to the Board of Regents for a review of the decision. If the Faculty member decides to appeal to the Board of Regents, the application for review shall be submitted in writing to the Executive Secretary of the Board of Regents within a period of twenty days, following the decision of the President. It
STATUTES OF FLOYD JUNIOR COLLEGE

Article I. THE COLLEGE

Section 1. Floyd Junior 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 junior college, Floyd Junior College confers the Associate of Arts and the Associate of Science degrees.

Section 2. As a unit of the University System of Georgia, Floyd Junior College offers a four-fold program:

a. Programs designed to prepare students to transfer to universities and senior colleges upon completion of two years study at Floyd Junior College.

b. Programs of a terminal nature designed to prepare students for employment after two years of college and to increase the advancement potential of students currently employed in the area served by Floyd Junior College.

c. Programs of a developmental nature for students who need a stronger academic background or an intensive review of certain fundamentals necessary for successful performance in the transfer or terminal program offered by the college.

d. Programs designed to offer adults in the community, who wish to keep pace with the rapidly changing world around them, an opportunity to continue their education by enrolling in various short courses of a specialized nature.

Article II. THE PRESIDENT

Section 1. The President shall be elected by the Board of Regents upon the recommendation of the Chancellor.

Section 2. 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. He represents the institution to its many publics. His leadership role is supported by delegated authority from the Board of Regents, with the support of the faculty and the students.

Section 3. The powers and duties of the President shall be those ordinarily implied in his office. The following are specifically mentioned:

a. He shall exercise such supervision and direction as will promote the efficient operation of the institution and shall insure that no action of the faculty, any committee, or any administrative officer, shall violate the goals of Floyd Junior College or policies of the Board of Regents.

b. He shall 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.
c. He shall be the ex officio chairman of the Faculty and shall preside at its meetings.

d. He shall serve as chairman of the Advisory Council and shall preside at its meetings.

e. He shall 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.

f. He shall recommend annually to the Board of Regents, through the Chancellor, the election or re-election of faculty and other employees, the salary of each, and all promotions and removals.

g. He shall 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 approved by that Board.

h. He shall 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.

i. He shall make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Floyd Junior College.

j. Concomitant to his responsibilities for definition and attainment of goals of Floyd Junior College and for carrying out policies of the Board of Regents, he shall have veto power over any action of the Faculty and over any action of a standing committee of the Faculty.

Article III. THE COLLEGE FACULTY

Section 1. Membership: The Faculty shall consist of the President, the Dean, the Director of Student Affairs, the Assistant Director of Student Affairs, the Comptroller, the Librarian, the Assistant Librarian, other administrative officers appointed by the President, and all full-time professors, associate professors, assistant professors, and instructors. Full-time consists of that core of instruction employed full-time for the academic year.

Section 2. Authority of the Faculty: (from Policy of the Board of Regents) "The faculty shall make, subject to the approval of the Chancellor and the Board, rules and regulations for its government and procedure, and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, courses 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, subject to the approval of the Chancellor and the Board. A copy of rules and regulations made by the faculty shall be filed with the Chancellor."

Section 3. Faculty Organization:

a. The Faculty shall meet regularly 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.

b. Special meetings of the Faculty may be called by the President, or in his absence, by the Dean, at any time, provided that written notice of the time, place, and purpose of the called meeting be given each member of the Faculty twenty-four hours in advance of the proposed meeting.

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

d. All ex-officio members of the Faculty and of its several committees shall have full privileges of debate and vote.

Section 4. Appointment, Reappointment, and Promotion:

a. General

All appointments, reappointments, and promotions of the Faculty and of the Administrative Staff shall be made by the President with the approval of the Board of Regents. Recommendations to positions on the teaching faculty ordinarily shall originate with the Departments or Divisions and shall be presented to the Dean for his consideration. The Dean will then transmit the recommendation to the President, along with his own approval or disapproval.

b. Qualifications for Faculty appointment

1. Minimum qualifications for all academic ranks within Floyd Junior College shall be the following:

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

   (b) Evidence of ability as a teacher.

   (c) Evidence of scholarly competence and activity.

   (d) Successful experience (this must necessarily be waived in the case of beginners who meet all other requirements).
(e) Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.

2. Initial appointees to full professorships should have completed at least two years' work beyond the bachelor's degree. With reference to persons appointed to serve as department heads, each appointee should have two years of work beyond the bachelor's degree or, in certain specialized professions, the highest training available in accordance with recognized standards in the particular field of specialization. Promotion to an associate or full professorship should require at least two years' study beyond the bachelor's degree.

c. Criterion for Faculty Retention, Promotion, or for Merit Increases in Salary

Recognizing the need for superior instruction during the first years of college work, Floyd Junior College emphasizes good teaching as the primary criterion for retention, promotion, or for increases in salary. Since, by its nature, superior teaching is an ill-defined quality, the standards for judgment are to be recommended by peers within each discipline or within related disciplines. Ultimately, the responsibility for performance under such standards rests within each Division of the College, and, accordingly, with the Chairman of the Division, the Dean, and the President of the College.

Although good teaching is to be the most important criterion for retention, promotions, and salary increases, it should be considered in conjunction with at least one of the following criteria:

1. Outstanding service to the college, representation on committees at Floyd Junior College, within the university system, and upon professional committees within each discipline to include service to the community while representing Floyd Junior College advisory duties.

2. Professional growth and development within the teacher's discipline; i.e., the granting of a higher degree, research, publication, delivering papers to professional societies, awards and honors bestowed by academic societies and institutions, additional graduate work, and post-doctorals.

3. Length of service to Floyd Junior College is not a primary consideration for salary increases and promotions, but, more properly, is measured in terms of service to the College.

4. Faculty members whose primary duty is other than teaching will be counseled by their immediate superior according to normally acceptable professional standards.

Section 5. Nepotism: The employment of persons at Floyd Junior College who are related to each other shall be discouraged except when necessary because of a shortage of qualified personnel or because of other conditions peculiar to the institution. When such employment is necessary the following conditions shall apply:

a. Where either or both are academic employees, they may not be employed in the same department.
b. Employees from the same economic unit and/or related employees may not be employed in the same administrative unit where one member has direct or ultimate administrative responsibility.

c. Persons employed under this policy will have the same rights and privileges as any employee in the institution except that tenure will not be extended to a second member of a single economic unit.

Section 6. Tenure:

a. Tenure of professors and associate professors shall be permanent. When a faculty member's first connection with an institution is in the capacity of a full or associate professor, he shall serve on a probationary basis for a period of three years, except that, at his discretion, the President may recommend tenure at the end of two years; his tenure shall be permanent after that time.

b. Assistant professors may be appointed on a year-to-year basis for a period of five years. Upon successful completion of five years of service, an assistant professor may have permanent tenure upon written notice by the President and approval by the Chancellor.

c. Appointments of instructors shall be on a year-to-year basis and no teacher shall serve with the rank of instructor for a period longer than five years.

d. The provisions herein set forth shall not be construed to prohibit the promotion of a qualified individual at any time.

Section 7. Resignation and Removal of Faculty Members:

a. Faculty members and other personnel employed under written contract for the fiscal year or academic year of three quarters shall give written notice to the President or his authorized representative, postmarked no later than February 1 immediately preceding the expiration of the contract period of their intention to resign. Otherwise, said employment shall be continued except as provided in paragraph b. hereof.

b. Faculty members and other personnel employed under written contract who do not have tenure shall be given notice in writing by certified mail to be delivered to addressee only, with receipt to show to whom and when delivered, and address where delivered, by the President, or his authorized representative, postmarked no later than February 1 immediately preceding the expiration of the contract period of his intention not to renew their employment contract, except in the first year of employment, when such notification shall be given no later than April 1. Otherwise, said employment shall be continued except as provided in paragraph a. hereof.

c. 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.

d. The President of Floyd Junior College may at any time remove any faculty member or other employee of the institution for cause by giving written notice, by certified mail, to be delivered to addressee only, with receipt
to show to whom and when delivered, and address where delivered, clearly stating the charges against the person to be removed, and notifying such person that he may file an appeal in writing within ten days after the date of the receipt of such notice and charges to the Board of Regents for a fair hearing before said Board or a committee of the Board, within forty-five days from the date of filing such an appeal. Said employee shall be suspended from employment without pay from the date of receipt of such notice and charges. Should said employee be reinstated by action of the Board of Regents, he shall be compensated from the date of suspension. The action of the Board shall be final.

e. The By-Laws and Statutes Committee shall be given appeals jurisdiction for disputations involving the faculty and the administration concerning non-reappointment, tenure, and academic freedom. In such cases, the Committee will recommend a course of action to the Faculty.

f. The same criteria used for promotion and salary increments shall be used for dismissal of non-tenured and tenured members of the Faculty.

Section 8. Duties, Responsibilities and Privileges of the Faculty:

a. A teacher shall be expected to participate, in a manner befitting his academic position, in such extra-curricular activities as are a proper extension of his professional field of interest, whether these be in the internal administration of the College or in representation of the College before outside groups. Annual departmental and/or divisional reports shall make reference to such activities on the part of members of the faculty.

b. The academic year embraces the Summer, Fall, Winter, and Spring Quarters, each of which is approximately eleven weeks in length. The year begins with the first day of Summer Quarter. Three Quarter's contracts will normally be effective with the opening of the Fall Quarter. Compensation for services during an academic year is payable in twelve equal installments.

c. When a member of the Faculty desires a leave for the purpose of study, research, or other pursuits, the object of which is to increase his professional efficiency and usefulness to the College, he shall make known to the Dean the period during which he wishes to be absent. The Dean in consultation with the Division or Department Chairman shall try to schedule the work of the faculty member within any year or any three-year period so as to make it possible for him to have the leave requested.

The President may, with the approval of the Board of Regents, grant leaves of absence, with or without pay, to members of the faculty or administrative staff. Recommendations for leaves without pay will, as a rule, be approved whenever it appears that the granting of such leaves will not be prejudicial to the interests of the College.

Leave with pay shall be granted only for the purpose of promoting scholarly work and encouraging professional development. The program or project on which the applicant proposes to work will be examined carefully with the view of ascertaining the applicant's ability to accomplish the purposes for which the leave is requested.
Leave with pay will be granted only when the work of the applicant can be handled by other faculty members or when funds are available for the employment of a substitute. In any case, if the Dean or the President considers that the leave will be prejudicial to the interests of the College, such request shall be denied.

Leave with pay ordinarily will not be granted if the applicant has less than three years' employment in the College, nor will leave with pay be granted to an applicant who has not already completed the requirements for a master's degree.

Any person who has been granted a leave of absence with pay shall be required, before beginning his leave, to sign an agreement that he will return the full amount of compensation he received while on leave if he should not return to the College for at least one year of service after the termination of his leave.

d. Instruction given in a Quarter or term in excess of three required Quarters of any year, unless it be for the purpose of obtaining a leave in one of the following two years, shall entitle a member of the faculty on an academic contract to extra compensation of thirty percent of his regular salary for full-time employment or to a prorata share for part-time employment, payable in the period of extra employment. For persons employed on twelve-month contracts the compensation for the additional time may be calculated at a lower percentage in consideration of the elimination of the risk of unemployment during this extra period.

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

f. When any employee of the College who has been in the employ of the College for one year or longer is incapacitated by illness, his salary shall be paid as a matter of course for a period of one month following the end of the month in which he became ill. In case of illness extending beyond the period above specified, it shall be the duty of the President with the approval of the Board of Regents, to make such arrangement or adjustment as may be fair and equitable from the standpoint of the incapacitated employee and also from the standpoint of the College.

g. A member of the faculty is free to express, inside or outside the classroom, his opinion on any matter that falls within the field of knowledge which he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. The faculty member shall be careful in his teaching to deal adequately with the course matter as described in the college catalogue and to maintain respect for varying opinions on controversial matters. He should emphasize the fact that the opinion which he expresses is personal and not institutional.
h. Faculty members acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on this college campus is considered by the College to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

i. Each teacher should maintain a reputation for scholarship through continuous research and study. This research and study should yield results in improved teaching. Publication of research studies is encouraged.

j. All absences of Faculty members from ordinary service in the College shall be reported to his division or department chairman and to the Dean. Members of the faculty, unless excused by the President, are expected to attend all academic exercises of the College. The outside activities of faculty members of Floyd Junior College are governed by the following policy statement from the Board of Regents' Policy Manual: "The members of the faculties shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of their official duties."

k. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to render academic service in teaching. In his annual report the department or divisional chairman shall include a statement concerning the performance of teachers in this department or division. Due attention shall be given in this report to special qualities of excellence in the performance of teachers in his department or division.

l. A member of the faculty is expected to post on his office door or publish in the medium provided for that purpose such office hours and conference periods as he deems most advantageous to his students. He should be available for student conferences during those posted office hours.

m. Each member of the Faculty and administrative staff is expected to become acquainted with and to conform to all rules and regulations of the College relating to him and his work. Copies of all rules and regulations shall be furnished to all Faculty members.

n. Any Faculty member, administrative officer, or other employee of the College who believes that his rights have been invaded or ignored by any other Faculty member, administrative officer, or employee of the College and who is unable to obtain with his own department or division redress which is satisfactory to him, shall have a right of appeal to the President. If the President's decision does not settle the matter to his satisfaction, he shall present to the President an appeal addressed to the Chancellor and the Board of Regents, and this appeal accompanied by the President's own statement shall be transmitted by the President to the Chancellor and the Board of Regents for appropriate action.

o. A Faculty member or administrative officer who has accepted an appointment for a definite period may not, as a matter of right, leave the College before the expiration of that period. Any person planning to leave the College at the expiration of the period of his appointment or at the end of the academic
year, who ordinarily would be expected by the administrative officers to remain at the College under a new appointment, shall give to the head of his department or division notice of his intention at least ninety days prior to the time of the severance of his relationship with the College.

Section 9. Standing Committees of the Faculty:

a. The standing committees of the faculty are instruments of the faculty whose actions are subject to the approval or disapproval of the faculty. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

b. The minutes of a standing committee shall be filed with the Secretary of the Faculty, and become a part of the minutes of the Faculty.

c. The standing committees of the faculty shall consist of the Executive Committee, the Admissions and Academic Placement Committee, the Library Committee, the Academic Progress Committee, the Statutes and Faculty Affairs Committee, the Curriculum Committee, the Student Affairs Committee, and the Auxiliary Enterprise Committee.

d. The Committee members not designated specifically by the administrative position that they hold will be elected from the faculty for a two-year term. Each Division or Department of instruction will be represented on each committee. Other at large members of the committees shall be chosen by the Faculty as a whole. The Executive Committee of the Faculty will recommend rules and regulations for such elections.

Section 9A. Executive Committee

a. The Executive Committee shall consist of the Dean, who shall be Chairman, the Director of Student Affairs, and one representative from each division or department. Other at large members will be chosen as prescribed in Article III, Section 9, when the Faculty deems them necessary.

b. The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established rules and regulations of the College.

c. The Committee shall approve student activities which necessitate a student being absent from class.

d. The Committee shall serve as an executive committee of the Faculty in the interim between meetings of the Faculty.

e. The Committee shall propose the agenda for each Faculty meeting and have the power to call meetings of the Faculty as needed.

Section 9B. Admissions and Academic Placement Committee

a. The Admissions and Academic Placement Committee shall consist of the Director of Student Affairs, who shall be Chairman, the Assistant Director of Student Affairs, and four members of the teaching faculty. The membership from the teaching faculty shall be chosen as prescribed in Article III, Section 9.
b. The Committee shall recommend to the Faculty rules and regulations concerning the admission of students.

c. The Committee shall have the power in the case of a meritorious applicant to declare exceptions to the regulations governing admission, insofar as such exceptions are not in conflict with the standards of admission as established by the accrediting association of which the College is a member.

d. The Committee shall coordinate the Developmental Program and the placement of students in this program.

e. The Committee shall advise the Director of Student Affairs in the areas of registration and records.

f. The Committee shall hear appeals from students concerning placement in the academic program.

Section 9C. **Library Committee**

a. The Library Committee shall consist of the Librarian, who shall serve as Chairman, one member from each academic division, and one from the Department of Physical Education.

b. The Library Committee shall advise the Librarian concerning purchase of books, arrangement of the Library budget, library hours, composition of the library collection, and related matters.

Section 9D. **Academic Progress Committee**

a. The Academic Progress Committee shall consist of the Dean, who shall be Chairman, the Director of Student Affairs, the Assistant Director of Student Affairs, and three members of the teaching faculty. The members of the teaching faculty shall be chosen as prescribed in Article III, Section 9.

b. The Committee shall constantly evaluate the rules and regulations dealing with scholarship and recommend changes to the Faculty.

c. The Committee shall enforce and administer student rules and regulations established by the Faculty in regard to scholarship, with powers to place students on or remove them from probation, and to drop students from the rolls of the College for scholastic deficiencies.

d. The Committee shall have the power to declare eligible to return to the College any students who have been dropped from the rolls of the College for scholastic deficiencies.

e. The Committee shall recognize and encourage scholastic achievement by awarding scholarships, conducting honor's day programs, publishing a Dean's List, or such other methods as may be approved by the Faculty.
Section 9E. Statutes and Faculty Affairs Committee

a. The Statutes and Faculty Affairs Committee shall consist of five members of the Faculty, chosen as prescribed in Article III, Section 9. The committee shall elect a chairman from its membership.

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

c. The Committee shall maintain a file of all statutes of the College.

d. The Committee shall constantly review fringe benefits and other pertinent matters and make recommendations to the Faculty.

Section 9F. Curriculum Committee

a. The Curriculum Committee shall consist of the Dean, who shall be Chairman, the Director of Student Affairs, the Librarian, and four members of the teaching faculty. The members of the teaching faculty will be chosen as prescribed in Article III, Section 9.

b. The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each department or division of instruction.

c. 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.

d. 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.

Section 9G. Student Affairs Committee

a. The Student Affairs Committee shall consist of the Director of Student Affairs, who shall be Chairman, the Assistant Director of Student Affairs, seven members of the faculty, five of whom should be from the teaching faculty, and three students.

b. The Student Affairs Committee shall meet quarterly, and additionally as necessary upon the call of the Director of Student Affairs.

c. The Student Affairs Committee shall recommend policy and assist in the implementation of all matters pertaining to student financial aid including scholarships, loans and part-time employment; counseling and advising; student activities, organizations, publications, and health; orientation, registration and records; and occupational placement counseling concerning both college transfer and occupational information.

d. The Student Affairs Committee shall consider for recognition student organizations which have been recommended for approval by the Student Senate.
Section 9H. Auxiliary Enterprise Committee

a. The Auxiliary Enterprise Committee shall consist of the Comptroller who shall be Chairman, the Director of Auxiliary Enterprises, and four members of the teaching faculty. The membership from the teaching faculty shall be chosen as prescribed in Article III, Section 9.

b. The Committee shall recommend to the faculty rules and regulations concerning the activities of auxiliary enterprises.

c. The Committee shall receive, consider, and take appropriate action concerning recommendations or grievances relating to operations of auxiliary enterprises.

d. The Committee shall review all operating changes suggested by the Director of Auxiliary Enterprises and act accordingly in an advisory capacity.

Section 10. Instructional Divisions and Departments:

a. The educational programs of Floyd Junior College shall be immediately and directly supervised and administered through the systematic organization of subject matter interests into appropriate departments and divisions. These educational programs shall consist of a Division of Social Sciences, a Division of Natural Science and Mathematics, and a Department of Physical Education.

b. Duties of Division Chairmen and Departmental Directors: The duties of a Chairman of a division and a Director of a department shall be those ordinarily implied in his office, among which the following are specifically mentioned:

1. He shall recruit qualified faculty members and recommend faculty appointments to the Dean.

2. He shall confer with the division or department concerning budgetary needs and make recommendations to the Dean.

3. He shall make teaching, advising, part-time teaching, and registration assignments.

4. He shall keep informed about existing curricular and curriculum changes in other schools. He shall make studies of curriculum needs and with the approval of the division faculty recommend to the Curriculum Committee any needed changes in the curriculum at Floyd Junior College.

5. He shall assume responsibility for the quality of instruction in his division or department. He shall inform the faculty of his evaluation of their performance at regular intervals. He shall recommend re-appointments, promotions, dismissals, and salary increments to the Dean.

6. He shall consult the division faculty in the areas of recruitment, curriculum, budget, policies, and procedures; and he shall act with their advice and consent.
7. He shall prepare an annual report of the activities of the division or department.

8. He shall assume responsibility for catalogue materials relating to his division or department.

9. He shall interpret the needs of the community which might be served by the division or the department and make recommendations to the Dean dealing with community service courses.

10. He shall prepare the class schedule in cooperation with the other divisions and departments, his own faculty, and the Dean.

**Article IV. GENERAL ADMINISTRATIVE OFFICERS**

**Section 1.** The administrative officers shall be as follows: the Dean, the Comptroller, the Director of Student Affairs, the Assistant Director of Student Affairs, the Public Information Officer, and such other officers as may be designated by the President with the approval of the Board of Regents.

All appointments, reappointments, and promotions of administrative officers shall be made by the President with the approval of the Chancellor and the Board of Regents. Administrative officers shall be appointed on a year to year basis to serve during the full calendar year and shall have annually a vacation of thirty calendar days. Administrative officers appointed from the academic faculty retain their academic status and privileges of tenure.

**Section 2. THE DEAN**

The Dean shall be appointed by the President, with the approval of the Board of Regents, and shall report to the President. His duties and responsibilities shall be those ordinarily implied in his office, among which the following are specifically mentioned:

a. In the absence of the President, he shall exercise the President's responsibilities.

b. He shall be responsible for the coordination and correlation of the total academic program.

c. He shall be responsible for carrying out College administrative policies.

d. He shall recommend after consultation with Division or Department faculties the appointment, reappointment, promotion, retirement, or dismissal of the Division Chairmen, Departmental Chairmen or Directors, and Librarian.

e. He shall recommend tenure, appointment, reappointment, promotion, retirement, or dismissal of the teaching staff in the College. In making nominations for appointments, reappointments, and promotions to teaching positions within a division or department of instruction, or recommendations for dismissals, he shall transmit to the President the recommendation of the Chairman of the Division or Department of instruction, together with his own approval or disapproval.