including scholarships, loans and part-time employment; counseling and advising; student activities, organizations, publications, and health; orientation and occupational placement counseling concerning both college transfer and occupational information.

(3) The Student Affairs Committee shall consider for recognition student organizations which have been recommended for approval by the Student Senate.

(4) The Student Affairs Committee shall oversee student publications through the establishment of a Publications Committee to carry out that function, subject to ratification by the Student Affairs Committee and the Faculty.

h. Auxiliary Enterprises Committee

(1) The Auxiliary Enterprises Committee shall consist of the Comptroller, other members of the Faculty recommended by the Executive Committee and approved by the Faculty, and two representatives from the student body. The Chairman shall be elected by the members of the Committee.

(2) The Committee shall recommend rules and regulations concerning the activities of auxiliary enterprises.

(3) The Committee shall receive, consider, and take appropriate advisory action concerning grievances relating to operations of auxiliary enterprises.

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

i. Public Service Committee

(1) The Public Service Committee shall consist of the Director of Public Service and other members of the Faculty recommended by the Executive Committee and approved by the Faculty. The Chairman shall be elected by the members of the Committee.

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

Section I. Instructional Divisions

The educational programs shall be systematically organized into appropriate divisions. These divisions shall consist of Social
Science; Humanities; Natural Sciences and Mathematics; Business; Health, Physical Education and Recreation; Developmental Studies; and Nursing Education.

Article IV. GENERAL ADMINISTRATIVE OFFICERS

The administrative officers shall be as follows: the President, the Dean, the Librarian, the Division Chairman, the Director of Public Service, the Director of Student Affairs, the Director of Student Activities, 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 to 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.

Article V. MISCELLANEOUS PROVISIONS

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

Article VI. AMENDMENTS

All proposed amendments to the Statutes shall be made initially to the Statutes and Faculty Affairs Committee. This Committee shall consider such amendments and make recommendations to the Faculty. An amendment must be read in its final form at a meeting at least five class days prior to the one in which a vote is taken. At the time of this final reading, the meeting date shall be announced for voting thereon. Faculty members who expect to be absent from the meeting in which the vote will be taken may vote in the Dean's Office during the five class days prior to the meeting. If an amendment is approved by a two-thirds vote of all members of the Faculty having voting status, it shall be submitted through the President to the Board of Regents for formal approval.
Article VII. RATIFICATION

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

TO

FLOYD JUNIOR COLLEGE STATUTES

(Material reproduced from Board of Regents Bylaws and Policies)
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V. Tenure (Pages 119, 119a, 119b, 119c)

Types I, II, and III.

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 shall not acquire tenure. (Minutes, 1979-80, p. 73)

The term "full-time" is used in these tenure regulations to denote service on a one hundred percent work load 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 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.

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

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

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

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

This schedule of notification does not apply to persons holding temporary or part-time positions in whatever rank stated.

V. Tenure (Causes for Dismissal)

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 complied 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.

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 the 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 any appropriate existing faculty 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 (10) days from the conclusion of the hearing. 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)

FACULTY CONTRACTS FOR SUMMER QUARTER (Page 71)

D-8 FACULTY COMPENSATION FOR SUMMER SCHOOL TEACHING

Payment of compensation to faculty members for full-time teaching during the summer quarter shall be at the rate of thirty
per cent of their regular compensation for the regular session of nine months. The salary for summer school teaching will be adjusted proportionately for a period of time less than the full teaching load of fifteen hours per week. (Minutes, 1950-51, p. 333)

LEAVE POLICIES, (Pages 127-132)

I-20 LEAVES FOR PROFESSIONAL PERSONNEL

1. (a) The president of an institution may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to member of the institution's faculty or administrative staff.

(b) Recommendations for leaves without pay will, as a rule, be approved by the Board whenever it appears that the granting of such leaves will not be prejudicial to the interests of the institution.

(c) In considering a request for a leave with pay, the president should bear in mind that it is the policy of the Board that such leaves shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The president should examine carefully the program or project on which the applicant for a leave proposes to work and he should
also consider the likelihood of the applicant's being able to accomplish the purposes for which the leave is requested.

(d) In considering a request for a leave, the president should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the applicant is a member. If the applicant's work cannot be handled by other faculty members and if funds are not available for the employment of a substitute, the president will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave.

(e) If, after careful consideration, the president feels the interests of the institution and of the faculty member will be served by the granting of the leave requested, he shall submit a recommendation through the Chancellor to the Board to this effect, together with a statement of the reasons supporting his recommendation.

(f) The Board ordinarily will not approve a request for a leave with pay if the applicant has been
employed at an institution for a period of less than three years, nor will it ordinarily approve a leave with pay for a person in an academic position who has not already completed the requirements for a master's degree.

(g) Any faculty member 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 institution for at least one year of service after the termination of his leave. (Minutes, 1953-54, p. 224)

(h) A faculty or staff member who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the mandated across-the-board salary raises which occurred during the period of leave. (Minutes, 1980-81, p. 191)

2. No leaves of absence will be granted to persons in the University System who are retired from active duty and who are drawing retirement benefits from the Teachers' Retirement
System of Georgia or from the University System. (Minutes, 1949-50, pp. 452-453)

3. It is the policy of the Board to grant leaves of absence without salary to employees of the University System who enter military service of the United States. Such leaves shall extend until such time as these employees have the opportunity to return to their duties in the University System.

Employees of the University System on leave for duty with the armed services shall return to the institutions at which they were employed at the ranks held when entering military service, provided notification is given by the employees to the institution within thirty days after discharge from military duty, and provided the employees report for work within sixty days after discharge from military duty.

Institutions of the University System shall permit employees returning to the institutions of the System, after discharge from military duty, to resume their duties immediately upon reporting at the institutions of the System at which they were employed and to pay such returning employees salaries at the same rate of compensation as when leaves were granted, unless, during the periods of leave, there is an increase in pay scale of the University System or in the position concerned, in which event the employees' salaries will be at the increased rate applicable to their positions. (Minutes, 1950-51, pp.229-231)
4. **Military Leave with Pay.** (See Georgia Code Annotated, Section 86-1109)

5. Presidents of institutions of the University System may recommend, at their discretion, leaves of absence without salary for employees of the University System who take civilian positions with the United States Government or with defense industries. (Minutes, 1950-51, pp. 229-231)

**I-21 CLASSIFIED PERSONNEL POLICIES**

All employees of the University System, except faculty, are subject to and governed by the provisions of the Classified Personnel Policy for the University System of Georgia,* as adopted by the Board of Regents on September 16, 1970, and as subsequently amended.

(Minutes, 1977-78, p. 182) *(Published as Board of Regents' Business Procedures Manual, Volume 3.)*

**I-22 SICK LEAVES**

When an employee of the University System who has been in its employ for less than one year is incapacitated by illness, his salary shall be continued as a matter of course for the duration of his illness for a cumulative period not to exceed two weeks.

When an employee of the University System who has been in its continuous employ for one year or longer is incapacitated by illness, his salary shall be continued as a matter of course for the duration of his illness in accordance with the following provisions:

1. At least one year but less than four years, a sum equivalent to one month's salary from the date of the illness.
2. At least four years but less than eight years, a sum equivalent to three months' salary from the date of the illness.

3. At least eight years, but less than twelve years, a sum equivalent to three months' full salary and an additional three months at one-half salary from date of illness.

4. At least twelve years, but less than fifteen years, a sum equivalent to three months' full salary and an additional six months at one-half salary from date of illness.

5. At least fifteen years or more, a sum equivalent to three months' full salary and an additional six months at one-half salary from date of illness, unless he is eligible for disability retirement.

6. Maternity Leave. Disability due to pregnancy shall be considered as any other disability, and appropriate sick leave provisions of these policies shall apply. (Minutes, 1975-76, pp. 168-169)

In the case of academic year employees, a period of three months shall be interpreted to be the equivalent of one academic quarter.

These provisions will not apply during the period of time employees may be on leave of absence for reasons other than illness, or periods of time during which they would not be required to perform services under the terms of their employment.

In determining the length of service of an employee in the University System, any time spent on leave or leaves of absence shall be excluded. A leave of absence shall not, however, have the effect of breaking the continuity of his service.

Any payment made under the provisions of this regulation for a continuing period of two weeks or more shall be made only on presentation of a statement of a physician certifying to the illness of the employee. All certifications must be renewed at any time upon the request of the Chancellor or of the President of the institution involved and at least every three months.
Any payment made under the provisions of this regulation for illness or injury covered by the Workman's Compensation Act shall be reduced by the amount of any payment received under the provisions of the Act. (Minutes, 1964-65, p. 470)

SALARIES (Pages 133-134)

The Board receives an annual appropriation from the General Assembly for all phases of its operations. This appropriation may be increased or decreased by the Legislature or the Governor during the period of any fiscal year. Expenditures for operation of the University System are therefore necessarily contingent upon legislative appropriations. In the event that the General Assembly or the Governor at any time reduces the amount of funds appropriated to the Board, the compensation of all employees and other operating expenses may as a consequence be correspondingly reduced. It shall, however, be the intent of the Board to maintain current salary commitments in so far as possible to every employee and the Board will exert its composite influence and best efforts to that end. (Minutes, 1976-77, p. 184)

Research and Saturday classes will ordinarily be carried by 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.
Extra compensation may be paid, however, when all four of the following conditions exist:

1. The work is carried in addition to a normal full load.

2. No qualified person is available to carry the work as part of his normal load.

3. The work produces sufficient income to be self-supporting.

4. The additional duties must not be so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be in line with compensation paid for performance of the teacher's normal duties.

When off-campus services conducted through the Continuing Education Center can be included in the normal work load of an individual, no additional compensation shall be paid. Extra compensation shall be paid when the off-campus service meets the four conditions stated above. (Minutes 1951-52, pp. 86-87)
ARTICLE VI

d. Procedures for Removal of Faculty Members

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 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 judgement 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 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 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.

(Minutes, 1974-75, pp. 304-313)

ARTICLE 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, December 13, 1973, pp. 238-239)