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Georgia Highlands College Statutes

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STATUTES OF GEORGIA HIGHLANDS COLLEGE

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

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Article I. THE COLLEGE

Section A. A Unit of the University System

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

Section B. Mission Statement

In support of the mission of the University System of Georgia and the core mission components for two-year colleges in the University System, Georgia Highlands College, possessing a degree authority to award the Associate of Arts, the Associate of Science, and the Associate of Applied Science, is committed to student success. Georgia Highlands College is a collegial community that values academic excellence, individualized quality service, and community outreach. The institution emphasizes an education based on the College's student learning outcomes, which promote diversity and global awareness in a technologically enhanced environment through multiple instructional sites that include distance-learning delivery system. To achieve this mission of being a gateway to success for students, Georgia Highlands College has articulated the following goals:

- 1 provide core curriculum and transfer programs
- 2 provide learning support programs
- 3 provide cooperative degree programs with area technical colleges through collaborative agreements and partnerships for four-year degree completion programs
- 4 provide career programs that complement community needs
- 5 provide student services that meet the needs of our population
- 6 serve our communities through multiple educational sites
- 7 be involved in our communities and responsive to their needs
- 8 be innovative in our approach to teaching, learning, and support services
- 9 use technology as a teaching and learning tool

- 10 maintain efficient and effective administrative services to support the instructional and community outreach programs of the College

Article II. THE PRESIDENT

Section A. Election

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

Section B. Responsibility

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

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

1. supervise and direct the operation of the institution to insure that no action of the Faculty, any committee, or any administrative officers violates the goals of Georgia Highlands College or policies of the Board of Regents.
2. be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor.
3. serve as the ex-officio chair of the Faculty; the President or his/her designee shall preside at meetings of the Faculty.
4. insure that the views of the Faculty, including dissenting views, are presented to the Chancellor in those areas where responsibilities are shared. Similarly, the Faculty, through the President, should be informed of the actions of the Board of Regents and of the administration on like issues.
5. recommend annually to the Board of Regents, through the Chancellor, the election or re-election of the Faculty and other employees, the salary of each, and promotions and removals.
6. have the right and authority, with the approval of the Chancellor, to fill faculty vacancies between meetings of the Board of Regents with the understanding that these appointments shall be subject to approval of that Board.

7. have the right and authority, with the approval of the Chancellor and the Board of Regents, to grant leaves of absence to members of the Faculty for study at other institutions or for such reasons as the Board of Regents may deem proper.
8. make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Georgia Highlands College.
9. concomitant to the responsibilities for definition and attainment of goals of Georgia Highlands College and for carrying out policies of the Board of Regents, shall have veto power over any action of the Faculty and over any action of a standing committee of the Faculty. When the President exercises the veto power, the group concerned shall be given a written statement of the reasons for the veto.
10. Additional powers and duties may be found in The By-Laws and Policies of the Board of Regents.

Article III. THE FACULTY

Section A. Status

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

1. All librarians (except for the Library Director, who is so-titled) hold the rank of Assistant Librarian and are part of the corps of instruction. Librarians maintain the rank and thus do not engage in the promotion and tenure process.
2. Persons holding adjunct appointments or other honorary titles, special lecturers, and part-time personnel shall not be considered to be members of the Faculty.

Section B. Authority

The Faculty shall make statutes, rules and regulations for itself and for the students and provide such committees as may be required. It shall prescribe regulations regarding dismissal with respect to academic standing, scholarship, classes, and course of study, 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, honorary or service societies, and all other student activities and affairs. All actions shall be subject to

the approval of the President, the Chancellor, and the Board of Regents.

Section C. Organization

1. The Faculty shall meet at least once each semester at a time and place established by the Faculty in its first meeting of the fall semester each year. The first meeting of the fall semester shall be called by the President. The time and place of the regular faculty meetings may be changed at any regular or called faculty meeting by a majority vote of the Faculty.
2. Special meetings of the Faculty may be called at any time by the President, the Vice President for Academic Affairs, the Instructional Council, or the Statutes and Faculty Affairs Committee. Written notice of the time, place, and purpose of the meeting shall be given each member of the Faculty at least seventy-two hours in advance of the proposed meeting.
3. A quorum of the Faculty shall consist of a majority of its members currently employed by the College. The presiding officer shall determine if a quorum is present. The presence of a quorum shall be necessary for the conduct of any business of the Faculty.
4. The Faculty shall appoint a secretary who shall keep a record of the proceedings and maintain electronic copies of the minutes of each meeting.

Section D. Appointment, Renewal of Contract, and Resignation

1. All appointments, reappointments, and promotions of the Faculty shall be recommended by the President and approved by the Board of Regents. Recommendations for positions within the corps of instruction ordinarily shall originate with the Division and shall be presented to the Vice President for Academic Affairs for consideration. The Vice President for Academic Affairs will then transmit a recommendation to the President.
2. Qualifications for Appointment
 - a. Minimum qualifications for all academic ranks at Georgia Highlands College shall be the following:
 - (1) Master's degree. Exceptions may be made for:
 - (a) persons of special learning and ability;
 - (b) promising individuals who have recently acquired the bachelor degree and are proceeding with their graduate training; and

- (c) temporary emergency appointments.
 - (2) Evidence of ability as a teacher.
 - (3) Evidence of scholarly competence and activity.
 - (4) Successful experience (this must necessarily be waived in the case of beginners who meet all other requirements).
 - (5) Desirable personal qualities judged on the basis of a personal interview complete biographical data, and recommendations.
3. Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.
4. Faculty members and other personnel employed under written contract on a temporary appointment shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.
5. Notice of intention to renew or not to renew a non-tenured faculty member who has been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall be furnished, in writing, according to the following schedule:
- a. at least three months before the date of termination of an initial one-year contract.
 - b. at least six months before the date of termination of a second one-year contract.
 - c. at least nine months before the date of termination of a contract after two or more years of service in the institution.

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

6. All tenured faculty members employed under written contract for the fiscal year or academic year of two semesters shall give to the President or the President's authorized representative written notice of their intention to resign, postmarked no later than February 1 immediately preceding the expiration of the contract period.
7. No person shall, on grounds irrelevant to merit and performance, be excluded from employment or participation in, be denied the benefits of, or otherwise be

subjected to discrimination under any program or activity conducted by Georgia Highlands College.

Section E. Employment of Relatives

1. The basic criteria for the appointment and promotion of faculty shall be appropriate qualifications and performance as set forth in The By-Laws and Policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.
2. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare.
3. For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

Section F. Annual Evaluations

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

1. Criteria for evaluation shall be those mentioned for promotion in The By-Laws and Policies of the Board of Regents: superior teaching, outstanding service to the institution, academic achievement, professional growth and development, and length of service.
2. The Faculty and chair of each division shall produce a written document specifying the role of various instruments such as student evaluations, peer evaluations, and self-evaluations that will be used in the annual evaluation. It shall be the responsibility of the division chair to see that such a document is prepared and that it is reviewed by the division at the beginning of each fall semester. Any statistics derived from student evaluations which are used for comparative purpose shall be based on at least the equivalent of two terms of full-time instructional effort.
3. The annual evaluation of first and second-year faculty members shall be completed by April 15, all others by January 15. The supervisor shall discuss the evaluation with the faculty member, who may choose to read and/or respond to the evaluation. Following the discussion the faculty member shall sign the evaluation

indicating that it has been read and understood.

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

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

Section G. Tenure and Promotion

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

- a. Applicability

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

- b. General Criteria

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

(1) Superior Teaching. Teaching includes any faculty activity within the formal academic program of the College which involves the communication of knowledge, the fostering of intellectual skills, and the promotion of human development. Success in teaching shall be the most important consideration in evaluating those

candidates whose duties are primarily of an instructional nature. Without successful teaching, no other consideration will be sufficient to warrant the awarding of tenure or granting of a promotion.

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

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

(3) **Academic Achievement.** In order to be promoted to the rank of Assistant Professor or awarded tenure a faculty member must have the master's degree or higher. To be promoted to the rank of Associate Professor, a faculty member must have a master's degree and be able to demonstrate participation in field-related academic activities subsequent to having achieved the rank of Assistant Professor. In order to be promoted to the rank of Professor, a faculty member must have a terminal degree or its equivalent in training or experience.

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

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

3. Tenure and Promotion Recommendations and Appeals

a. Recommendation Process

- (1) Each division chair shall submit to the Vice President for Academic Affairs recommendations concerning the awarding of tenure and/or promotions to faculty members of the division. The chair shall provide each faculty member with a copy of the recommendation two months prior to the date that such recommendations must be submitted to the Board of Regents.
- (2) All division chairs, together with other supervisors submitting recommendations, shall meet with the Vice President for Academic Affairs as a group and discuss the recommendations received. The Vice President for Academic Affairs shall require each person to present evidence to support recommendations and shall consider advice of the group in determining actions on the recommendations.
- (3) Within two weeks of receiving the recommendations for tenure and promotion, the Vice President for Academic Affairs shall submit all recommendations, with an indication of approval or disapproval, to the President of the College.
- (4) The President shall submit to the Board of Regents recommendations for the awarding of tenure and/or promotion and notify those recommended, their supervisors, and the Vice President for Academic Affairs.
- (5) Upon the award by the Board of Regents, the individual shall be notified in writing by the President with a copy of the notification forwarded to the Chancellor

b. Appeals Procedure

- (1) Faculty members dissatisfied with their division chair's recommendation, or lack thereof, for granting of tenure and/or promotion may attempt to resolve their concerns in direct discussion with their division chair, who may confer with the Vice President for Academic Affairs.
- (2) A faculty member dissatisfied with the Vice President for Academic Affairs' initial action on a recommendation concerning tenure and/or promotion for that faculty member is entitled to a hearing by the Grievance Committee, only in the case of discrimination, which shall submit its recommendations to the Vice President for Academic Affairs.
- (3) Upon receipt of the Vice President for Academic Affairs' final decision, the faculty member has two weeks to submit a written notification of appeal to the President. (Detailed grievance procedures are contained in the Policies and Procedures of Georgia Highlands College.)

Section H. Removal and Suspension

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

Section I. Duties, Responsibilities, and Privileges

1. The academic year is defined in the faculty contract. The teaching load may be assigned in (1) the day program, (2) the evening program, or (3) the day and evening programs combined; and (4) classes may be offered on campus, at the off-campus centers, or via a distance learning format.
2. Full-time faculty members are employed for the academic year of two semesters only, and if their services should be needed during the summer sessions, a separate contract will be made covering their services for the summer sessions.
3. The leave policy shall be that set forth by The By-Laws and Policies of the Board of Regents.
4. When employees of the College have been incapacitated by illness or injury, their salaries may be continued in accordance with the provisions of The By-Laws and Policies of the Board of Regents.
5. Faculty members are expected to participate in activities concerning the internal administration of the College and shall be encouraged to participate, in a manner befitting their academic position, in non-teaching activities which are a proper extension of their professional field of interest. Annual divisional reports shall make reference to such activities on the part of members of the Faculty.
6. The following policies relate to academic freedom:
 - a. Members of the Faculty are free to express, inside or outside the classroom, their opinion on any matter that falls within the fields of knowledge which they are employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair mindedness, common sense, accurate expressions, and generous respect for the rights, feelings, and opinions of others. Faculty members should be careful in their teaching to deal adequately with the course matter as described in the College catalog and to maintain respect for varying opinions on controversial matters. They should emphasize the fact that any opinions expressed are personal and not institutional.
 - b. Faculty members should maintain a reputation for scholarship through publication, research, and study and are entitled to full freedom in research and in

publication. Research, publication, and study should result in improved teaching.

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

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

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

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

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

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

Section J. Standing Committees of the Faculty

1. The standing committees of the Faculty, except the Instructional Council, are instruments of the Faculty whose actions are subject to 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.

2. The minutes of a standing committee shall be filed electronically in the office of the Vice President of Academic Affairs. In addition, the secretary of each committee shall distribute written recommendations to each faculty member at least two days prior to the faculty meeting at which the recommendation will be presented.

3. All committees shall meet at least once per semester and additionally as necessary upon the call of the committee chair or a majority of the committee.

4. The faculty committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a two-year term.
5. The Instructional Council of the Faculty shall serve as a Committee on Committees and shall recommend procedures for the election of faculty and student committee members not designated by the official positions they hold.
6. All standing committees of the Faculty shall have a minimum of five and a maximum of seven members, except the Instructional Council, the Curriculum Committee, and the Academic Progress Committee.
7. Any faculty member may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the faculty member access in one of these ways.
8. The standing committees of the Faculty shall consist of the following committees: a. Instructional Council, b. Library, c. Statutes and Faculty Affairs, d. Curriculum, e. Academic Progress, and f. Student Affairs.

a. INSTRUCTIONAL COUNCIL

1. The Instructional Council shall consist of the Vice President for Academic Affairs, the Director of Institutional Effectiveness, Research and Planning, the chair of each instructional division, coordinators of off-campus instructional sites, and one at-large faculty member elected by the Faculty to a one-year term. The Vice President for Academic Affairs, who shall serve as chair, may appoint additional members.
2. The Instructional Council shall meet at least once per month on a planned basis.
3. The Instructional Council shall report to the President.
4. The Instructional Council shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established academic rules and regulations of the College.
5. The Instructional Council shall serve as an Executive Committee of the Faculty to deal with matters of an emergency nature when time constraints preclude a meeting of the Faculty. Actions taken by the Instructional Council under such circumstances shall have the same force as actions of the Faculty as a whole. When acting as an Executive Committee, the Instructional Council shall report such actions to the Faculty as soon as possible.
6. The Instructional Council shall recommend to the President an agenda for each faculty meeting and shall have the power to call meetings of the Faculty as needed.

7. The Instructional Council shall serve as a Committee on Committees and shall formulate policies governing the election of members of the standing committees of the Faculty.
8. The Instructional Council shall provide advice and counsel to the President's Cabinet (the President, the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Student Services, and other appropriate administrators).
9. The Instructional Council shall perform a general review of all programs on a regular basis and shall assist in the publication of the College catalog.
10. The Instructional Council shall provide the President with an annual report of the College's academic activities at the end of each academic year, including copies of annual reports of the other standing committees of the faculty.

b. LIBRARY COMMITTEE

1. The Library Committee shall consist of the Library Director and other members of the Faculty recommended by the Instructional Council and approved by the Faculty. The chair, who shall not be the Library Director, shall be elected annually by the members of the committee.
2. The Committee shall advise the Library Director concerning general library policies, the development of library resources, and the purchase of books and equipment.
3. The Committee shall assist the Library Director in establishing goals and objectives, surveying the faculty and staff, evaluating the performance of the Library, and compiling the annual report of the Library.
4. The Committee shall provide the Vice President for Academic Affairs a brief annual report of its activities at the end of the academic year.

c. STATUTES AND FACULTY AFFAIRS COMMITTEE

1. The Statutes and Faculty Affairs Committee shall consist of those members of the Faculty recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.
2. The Committee shall consider any proposed changes or amendments to the Statutes of Georgia Highlands College, and shall transmit such proposals to the Faculty with appropriate recommendations.

3. The Committee shall review periodically the Statutes of Georgia Highlands College, the Policies and Procedures of Georgia Highlands College, The By-Laws and Policies of The Board of Regents, and other documents affecting the Faculty.
4. The Committee shall provide advice and counsel to the Director of Human Resources, the Instructional Council, the Vice President for Academic Affairs, and the President on programs, policies, and activities which affect faculty.
5. The Committee annually shall nominate a faculty member to serve on the Instructional Council.
6. The Committee annually shall nominate a slate of eight faculty members to serve on the Grievance Committee of the College.
7. The Committee shall have the power to initiate special meetings of the Faculty.
8. The Committee shall provide the Vice President for Academic Affairs a brief annual report of its activities at the end of the academic year.

d. CURRICULUM COMMITTEE

1. The Curriculum Committee shall consist of the Vice President for Academic Affairs, who shall serve as chair, one librarian, and one faculty member from each academic division, unless waived by the division chair. The faculty members shall be recommended by the Instructional Council and approved by the Faculty. The Director of Institutional Effectiveness, Research and Planning shall serve as an ex officio member.
2. The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each division of instruction.
3. The Committee shall review all proposed changes in degree requirements and programs of instruction and shall transmit such proposals to the Faculty with appropriate recommendations.
4. The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.
5. The Committee shall provide the Vice President for Academic Affairs a brief annual report of its activities at the end of each academic year.

e. ACADEMIC PROGRESS COMMITTEE

1. The Academic Progress Committee shall consist of seven to nine faculty members recommended by the Instructional Council and approved by the Faculty. The Registrar shall serve as an ex-officio member of the committee. The chair shall be elected annually by the members of the committee.
2. The Committee is responsible for evaluating all rules and regulations dealing with students' academic performance and recommending changes to the Faculty.
3. The Committee shall enforce and administer academic rules and regulations established by the Faculty.
4. The Committee shall evaluate the academic appeals of students placed on "academic dismissal" based on their academic performance. The Committee has the power to remove students from academic dismissal, changing their status to continued probation, or to confirm students' academic dismissal by imposing the predetermined restrictions. For those students placed on continued probation, the Committee may impose academic restrictions or requirements which must be adhered to by the student or risk termination of his/her classes and revocation of the granted appeal. The Grade Appeals Policy provides further details on the procedures involved in a student appeal of a grade.
5. The Honors Council, a subcommittee of three to five faculty members, shall administer and oversee an Honors project.
6. The Committee shall provide the Vice President for Academic Affairs a brief annual report of its activities at the end of the academic year.

f. STUDENT AFFAIRS COMMITTEE

1. The Student Affairs Committee shall consist of two students appointed annually by the president of the Student Engagement Council and five faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the Committee. The Director of Student Life shall be an ex officio member of the Committee but shall not serve as chair.
2. The Committee shall advise the Vice President for Student Services and recommend policies pertaining to student development, including counseling, student orientation, student activities, and other services.
3. The Committee shall approve student organizations recommended by the Student Engagement Council, according to guidelines in the Student Handbook.

4. The Committee shall oversee student publications through the establishment of a Publications Committee.
5. The Committee shall oversee the intramural athletic program through the establishment of an Intramural Athletics Committee.
6. The Committee shall review periodically all Student Affairs policies and programs and recommend changes.
7. The Committee shall provide the Vice President for Academic Affairs a brief annual report of its activities at the end of the academic year.

Section K. Standing Committees of the College

1. The standing committees of the College provide advice and counsel to the President and other administrative officers on a variety of topics that affect the College.
2. The minutes of the standing committees of the College shall be distributed to appropriate personnel and kept on file electronically by the secretary to the President.
3. All standing committees shall meet at least once a semester and additionally as necessary upon the call of the committee chair or a majority of the committee.
4. Unless otherwise specified, the Instructional Council, with the advice of the President's Cabinet, shall appoint members of the standing committees to a two-year term.
5. Unless otherwise specified, all standing committees of the College shall have a minimum of five and a maximum of seven members.
6. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.
7. Any employee of the College may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the employee access in one of these ways.
8. The standing committees of the College shall consist of the following committees: a. Grievance, b. Institutional Effectiveness, c. Technology, d. Capital Improvements, e. Affirmative Action, f. Environmental Health and Safety, and g. Scholarship.

a. GRIEVANCE COMMITTEE OF THE COLLEGE

1. The Grievance Committee shall consist of eight faculty members elected by the Faculty and seven staff members (professional and administrative personnel and staff who do not have faculty status) elected by the classified employees from their ranks in September of each year. The Statutes and Faculty Affairs Committee shall nominate the slate of faculty members; other nominations may be added from the floor. The terms of each member shall be one year and they shall be eligible to succeed themselves. The chair, who shall be a member of the Faculty, shall be elected by all members of the committee.
2. The Committee shall consider and act upon all grievances filed by faculty (including part-time faculty) or classified employees. The Committee shall not consider any grievance on which the President has made a final decision.
3. The chair shall designate an appropriate panel to hear each grievance, consisting of not less than three or more than five members in addition to the chair.
4. The operating procedures of the Committee, including the procedure for the filing of grievances, the conduct of hearings, and the transmission of recommendations to the President for final decision within thirty days after the grievance is filed, shall be published in the Policies and Procedures of Georgia Highlands College. The chair, or another member of the Committee designated by the chair, shall preside at all meetings of the Committee.
5. Prior to the establishment of formal hearing proceedings, an Alternative Dispute Resolution (ADR) process involving the two parties in consultation with the official GHC ADR liaison will be considered. Grievances involving promotion, salary, nonrenewal of contracts or denial of tenure shall be appropriate for the consideration of the Grievance Committee only if the aggrieved faculty member reasonably alleges discrimination on the basis of sex, race, religion, national origin, disability or age, or alleges retaliation on the basis of the First Amendment. If no discrimination or retaliation is found, the Grievance Committee shall end the inquiry.
6. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.

b. INSTITUTIONAL EFFECTIVENESS COMMITTEE OF THE COLLEGE

1. The Institutional Effectiveness Committee members, as well as the chair, shall be appointed by the President and serve two-year terms. All institutional units (Office of the President, Offices of the Vice Presidents, and each academic Division) shall

be represented on the committee.

2. The Committee shall provide advice and counsel to the Director of Institutional Effectiveness, Research and Planning, the Instructional Council, the President's Cabinet, and the President on institutional effectiveness issues.
3. The Committee shall oversee the institutional research and planning processes for the College and update the strategic plan annually.
4. The Committee shall recommend institutional effectiveness measures to the President and appropriate administrators.
5. The Committee shall assist the President in complying with policies and mandates from the Southern Association of Colleges and Schools, the University System of Georgia, and other accrediting or regulatory bodies in the area of institutional effectiveness.
6. The Committee shall assist the President in the preparation of reports and documents for the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.
7. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.

c. TECHNOLOGY COMMITTEE OF THE COLLEGE

The role of the Technology Committee is to assist in effective planning and general oversight of technology at Georgia Highlands College. The membership of this group represents leadership of each segment of the College and will therein provide insight from those perspectives in lending assistance to technology planning and policies. The Technology Committee shall consist of the Vice Presidents, the Chief Information Officer (CIO) and Associate Director of Information Technology, two faculty members, and a student. Members of the Student Engagement Council will be called upon for considering student technology issues.

Faculty representatives will be recommended by the Instructional Council and will serve a two-year term. Student representatives will be recommended by the Director of Student Life and serve a one year term. Students may be nominated for one additional term by the Director of Student Life. All final appointments will be approved by the President with the consultation of the Vice Presidents.

The Committee will elect a chair annually.

The Committee will meet at least once a semester unless additional meetings are necessary.

The Committee shall provide advice and counsel on the purchase, use, maintenance of technologies, and policy development to the Chief Information Officer.

The Committee shall call upon other participants to provide insight or advice to assist in certain deliberations.

The Committee shall call upon the additional students from the Student Engagement Council to assist in deliberations of student technology related issues. These appointments will be recommended by the Director of Student Life. This body shall be guided by the following principles:

Given the complexity of integration, security and support issues associated with technology decisions, the CIO should serve as a senior executive in the technology fee process. As such, the CIO should play a key role in the selection of technology fee proposals for funding, either as chair or co-chair of the committee, or as an advisor to the committee chair.

As per Board of Regents Policy on Mandatory Student Fees, all mandatory student fees collected by an institution shall be budgeted and administered by the President using proper administrative procedures, which shall include the advice and counsel of an advisory committee, composed of at least 50 percent students.

Technology fees shall be used to support students in the pursuit of those instructional needs that directly provide educational value.

Technology fee revenues may be used to improve campus infrastructure where those infrastructure improvements provide direct benefit to students or to the educational objectives of academic programs.

Technology fee revenues and expenditures shall be tracked in separate budget units for administration, analysis, and reporting by the Vice President of Finance. The committee shall use this information for planning purposes. Documentation on technology fee revenues, allocation decisions made by the Committee,

purchasing documents, and documents showing the transfer of equipment in those cases where equipment has been reallocated must be maintained to provide a clear history of technology fee expenditures and allocations.

Technology fee expenditures shall be consistent with the provisions and goals of the Information Technology Strategic Plan in support of the missions of the College. Periodic review of technology fee expenditures should be performed at an executive level of the institution to ensure that, over time, funds are allocated in the most appropriate areas.

Technology fees expenditures that are used to procure or replace hardware shall follow the equipment lifecycle outlined in the Technology Replacement Plan, unless the equipment is deemed immediately necessary. Furthermore, technology fee proposals and funded projects should plan for long-term maintenance of hardware and software acquisitions. That is, any proposal that provides for purchase of hardware or software should include consideration of or provision for ongoing support in the form of staff, ongoing maintenance contracts and/or supplies.

The Committee shall recommend plans or policy changes to the President's Cabinet for approval.

All final decisions are made by the President.

The committee shall provide the President with a brief annual report of its activities at the end of the academic year.

d. CAPITAL IMPROVEMENTS COMMITTEE OF THE COLLEGE

1. The Capital Improvements Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee.
2. The Committee shall assist the President in preparing a comprehensive capital improvements plan for the campus.
3. The Committee shall study proposed capital projects, conduct hearings to determine the feasibility of such proposals, and make recommendations to the President.

4. The Committee shall review the comprehensive capital improvements plan biannually and shall recommend changes in the order of priorities to the President.
5. The Committee shall consult with offices, departments, and divisions throughout the campus to determine capital improvement needs.
6. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.

e. AFFIRMATIVE ACTION COMMITTEE OF THE COLLEGE

1. The Affirmative Action Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Affirmative Action Officer shall be an ex officio member of the committee and shall not serve as chair.
2. The Committee shall provide advice and counsel to the Affirmative Action Officer, the Instructional Council, the President's Cabinet, and the President to ensure that the College maintains a positive program of equal employment opportunity for all employees and applicants for employment.
3. The Committee shall assist the Affirmative Action Officer in developing policies and procedures on affirmative action.
4. The Committee shall critique the College's Affirmative Action Compliance Plan annually.
5. The Committee shall assist the Affirmative Action Officer in analyzing the employment and personnel practices of the College to determine if equal opportunities are being maintained for all employees and qualified applicants.
6. The Committee shall review annually all of the College's advertisements to make sure that the statement "An Equal Opportunity Employer" is included.
7. The Committee shall assist the Affirmative Action Officer in identifying violations of or weaknesses in the College's affirmative action program and recommend solutions.
8. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.

f. ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE OF THE COLLEGE

1. The Environmental Health and Safety Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Director of Safety and Security shall serve as an ex-officio member of the committee and shall not serve as chair. The college right-to-know coordinator shall serve as an ex-officio member of the committee.
2. The Committee shall provide advice and counsel to the President on a wide range of health, safety, and environmental issues, including the College's compliance with pertinent state, federal, and University System of Georgia regulations.
3. The Committee shall recommend to appropriate administrators plans for coping with potential disasters on campus caused by fires, tornadoes, ruptured gas lines, chemical spills, disposal of hazardous wastes, etc.
4. The Committee shall recommend to appropriate administrators policies for providing emergency medical treatment on campus.
5. The Committee shall study the College's security, parking, and vehicular traffic needs, as well as its enforcement of traffic regulations, and shall recommend appropriate policies.
6. The Committee shall serve as a forum for students, faculty, and staff to express concerns about health and safety on campus.
7. The Homeland Security Council, a subcommittee of three to four Health and Safety Committee members, shall review information and communications from the U.S. and Georgia Departments of Homeland Security and integrate all relevant additions or changes into the Campus Safety Manual as well as the Campus Emergency Response Plan as per the U.S.A. Patriot Act.
8. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.

g. SCHOLARSHIP COMMITTEE OF THE COLLEGE

1. The Scholarship Committee members shall serve a two-year term, and the chair shall be elected by the committee. The Director of Financial Aid shall be an ex-officio member of the committee and shall not serve as chair. A Recruiter shall be an ex-officio member of the committee and shall not serve as chair. The Director of Advancement shall be an ex-officio member of the committee.
2. The Committee shall provide advice and counsel to the Director of Advancement,

the College Foundation, the President's Cabinet, and the President on scholarship matters.

3. The Committee shall review annually the College Foundation's scholarship policies and procedures and recommend changes to the Director of Advancement and the College Foundation.

4. The Committee shall review annually the College Foundation's policies and procedures for awarding scholarships to ensure equitable distribution of such funds and recommend changes to the Director of Advancement and the College Foundation.

5. The Committee shall assist the Director of Advancement and the College Foundation in determining the need for new scholarships, including criteria and process for same.

6. The Committee shall prepare and administer an annual budget for allocating private and/or institutional grants, loans and scholarships to students.

7. The Committee shall provide the College Foundation and the President a brief annual report of its activities at the end of the academic year.

Section L. Instructional Divisions

The educational programs shall be systematically organized into appropriate divisions. These divisions shall consist of Social Science; Humanities; Science, Mathematics, and Physical Education; Business and Continuing Education; Health Sciences; and Academic Support.

Article IV. GENERAL ADMINISTRATIVE OFFICERS

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

Board of Regents and shall hold office at the pleasure of the President.

Article V. MISCELLANEOUS PROVISIONS

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

Article VI. AMENDMENTS

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

Article VII. RATIFICATION

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

Revised and approved by the Board of Regents of the University System of Georgia
November 9, 2006

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