MEMORANDUM

DATE: September 30, 1993

TO: Jim Cook, Chair, Statutes and Faculty Affairs Committee

FROM: Lynn Cundiff

RE: Committee Recommendations

Please be advised that I have met with the Vice President's Council to discuss the recommendations made by the Statutes and Faculty Affairs Committee. You should note that the recommendations are basically approved as presented. It will, however, take some time to work out the details, especially in regard to removing people from their historically assigned role. In addition, the salary payment schedule cannot be put into effect until next fall. Procedures are being worked out in this regard as well. If you have questions, please let me know.

Thank you.

g

Mr. Melton

September 3, 1993

TO: Faculty

FROM: Statutes and Faculty Affairs Committee J. C

SUBJECT: Statutes of Floyd College

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

Article III. THE FACULTY

Section A. Status

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

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

Paragraph 203.03 Regent Policy
203.0501
203.0502

Faculty Membership: In all institutions the faculty will consist of the corps of instruction and the Administrative Officers.

September 3, 1993

TO: Faculty

FROM: Statutes and Faculty Affairs Committee J. C.

SUBJECT: Personnel Policies

The Statutes and Faculty Affairs Committee proposes the following change in Salary Payments in Personnel Policies page 3:

Nine-month faculty may choose to be paid either one-ninth of their nine-month contract on a monthly basis for months September through May, or one-twelfth of their nine-month contact on a monthly basis for months September through May and three-twelfths at the end of each contract year.

September 3, 1993

TO: President H. Lynn Cundiff

FROM: Statutes and Faculty Affairs Committee J.C.

SUBJECT: Definition of Faculty

The Statutes and Faculty Affairs Committee recommends a much narrower definition of Faculty than Floyd College has practiced since its inception. The attached proposal for changing The Statutes of Floyd College would limit the Faculty to the corps of instruction (full-time personnel) plus three administrators. The By-Laws of the Board of Regents mandate the inclusion of the President and the Librarian. The Committee believes the Vice President for Academic Affairs also should be included. The Committee does not favor the inclusion of other administrative positions.

If administrators also hold academic rank then they would be included in the Faculty by virtue of their rank. At the present time, for example, the Director of Admissions and Records holds the rank of Assistant Professor of History, the Assistant Librarian for Technical Services holds the rank of Instructor in Library Science, and the Acting Vice President for Instruction holds the rank of Professor of Child Development. All three of these administrators would be part of the Faculty because of their academic rank.

Administrators without academic rank, such as the Vice President for Business and Finance and the Director of Plant Operations, as well as administrators who hold adjunct positions and part-time employees would not be part of the Faculty, unless awarded that status by the President.

The Committee recommends the awarding of Faculty status to one adjunct position because of exceptional circumstances. Mr. Ronald Johnson was hired originally as a full-time administrator. He subsequently became an instructor and currently teaches eight courses per year. For several years he has served capably on the Faculty. The Committee would like for him to remain on the Faculty for two more years, at which time he plans to retire. His present title is Project Coordinator and Adjunct Associate Professor of Business Administration. Aside from Professor Johnson, the Committee could find no compelling reason (or justification) for granting Faculty status to any other administrator or adjunct professor.

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SUBJECT: Statutes of Floyd College

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

Dr. Cundiff

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FLOYD COLLEGE STATUTES

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

Article I. THE COLLEGE

Section A. A Unit of the University System

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

Section B. Purpose

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

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

Education should be geographically and physically accessible and affordable.

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

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

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

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

Programs and services which promote total student development.

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

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

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

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

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

Article II. THE PRESIDENT

Section A. Election

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

Section B. Responsibility

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

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

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

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

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

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

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

6. have the right and authority, with the approval of the Chancellor, to fill faculty

vacancies between meetings of the Board of Regents with the understanding that these appointments shall be subject to approval of that Board.

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

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

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

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

Article III. THE FACULTY

Section A. Status

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

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

Section B. Authority

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

Section C. Organization

1. The Faculty shall meet at least once each quarter at a time and place established by the Faculty in its first meeting of the fall quarter each year. The first

meeting of the fall quarter shall be called by the President. The time and place of the regular faculty meetings may be changed at any regular or called faculty meeting by a majority vote of the Faculty.

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

3. A quorum of the Faculty shall consist of a majority of its members currently employed by the College. The 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. ~~A copy of the minutes of each meeting of the Faculty or other such legislative body shall be sent within three days after the meeting to the Chancellor.~~ and place a copy of the minutes of each meeting in the library.

Section D. Appointment, Renewal of Contract, and Resignation

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

2. Qualifications for Appointment

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

(1) Master's degree. Exceptions may be made for:
(a) persons of special learning and ability;

(b) promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training; and

(c) temporary emergency appointments.

(2) Evidence of ability as a teacher.

(3) Evidence of scholarly competence and activity.

(4) Successful experience (this must necessarily be waived in the case of

beginners who meet all other requirements).

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

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

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

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

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

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

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

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

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

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

Section E. Employment of Relatives

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

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

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

Section F. Annual Evaluations

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

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

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

3. The annual evaluation of first and second-year faculty members shall be completed by April 15, all others by January 15. The supervisor shall discuss the evaluation with the faculty member, who may choose to read and/or respond to the evaluation. Following the discussion the faculty member shall sign the evaluation 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 who are not under the supervision of a division chair. Recommendations concerning tenure and promotion for faculty who are not under a division chair may be made by that individual's immediate supervisor or by the chair of the division in which academic rank is held. All recommendations for the awarding of tenure and promotion of division chairs shall be made by the Vice President for Academic Affairs. General criteria described under Section G 2 b shall apply to all faculty, where appropriate. Appeal procedures described under Section G 3 b shall apply to all faculty.

b. General Criteria

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

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

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

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

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

(4) **Professional Growth and Development.** A faculty member should continue to grow intellectually and professionally. Evidence of professional growth may include publications, research grants, positions in professional and scholarly organizations, lectures, exhibitions, performances, 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, which shall submit its recommendations to the Vice President for Academic Affairs.

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

Section H. Removal and Suspension

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

Section I. Duties, Responsibilities, and Privileges

1. The academic year is defined in the faculty contract. The teaching load may be assigned in (1) the day program, (2) the evening program, or (3) the day and evening programs combined; and (4) classes may be offered on campus or at the off-campus centers.

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

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

4. Administrative officers and members of the Faculty whose work is of a type requiring continuous service may be appointed to serve during the four quarters of the academic year. In determining salaries of members of the Faculty and staff serving

on this basis, consideration shall be given to the fact that they may be required to be on duty for a period longer by one-third than are those whose appointments are on a three-quarter basis.

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

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

7. The following policies relate to academic freedom:

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

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

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

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

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

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

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

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

Section J. Standing Committees of the Faculty and College

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

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

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

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

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

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

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

INSTRUCTIONAL COUNCIL

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

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

3. The Instructional Council shall report to the President.

4. The Instructional Council shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established 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 Executive Council (the President, the Vice President for Academic Affairs, the Vice President for Business and Finance, and the Vice President for Student Affairs).

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

LIBRARY COMMITTEE

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

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

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

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

STATUTES AND FACULTY AFFAIRS COMMITTEE

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

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

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

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

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

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

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

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

CURRICULUM COMMITTEE

1. The Curriculum Committee shall consist of the Vice President for Academic Affairs, who shall serve as chair, and one faculty member from each academic division, unless waived by the division chair. The faculty members shall be recommended by the Instructional Council and approved by the Faculty. The Director of Institutional Effectiveness and Planning shall serve as an ex officio member.

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

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

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

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

6. The Committee shall provide the President a brief annual report of its activities at the end of each academic year.

ACADEMIC PROGRESS COMMITTEE

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

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

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

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

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

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

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

STUDENT AFFAIRS COMMITTEE

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

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

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

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

5. The Committee shall 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 President a brief annual report of its activities at the end of the academic year.

Section K. Standing Committees of the College

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

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

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

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

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

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

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

8. The standing committees of the College shall consist of the following committees: a. Grievance, b. Institutional Effectiveness, c. Computer, d. Capital Improvements, e. Affirmative Action, f. Environmental Health and Safety, and g. Financial Assistance.

GRIEVANCE COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

INSTITUTIONAL EFFECTIVENESS COMMITTEE OF THE COLLEGE

1. The Institutional Effectiveness Committee members, as well as the chair, shall be appointed by the President and serve two-year terms. All institutional units (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 and Planning, the Instructional Council, the Executive Council, and the President on institutional effectiveness issues.

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

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

5. The Committee shall assist the President in complying with policies and mandates from the Southern Association of Colleges and Schools, 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.

COMPUTER COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

7. The Committee shall report to the Executive Council.

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

CAPITAL IMPROVEMENTS COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

AFFIRMATIVE ACTION COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

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

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

ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE OF THE COLLEGE

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

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

3. The Committee shall recommend to appropriate administrators plans for 778778coping with potential disasters on campus caused by fires, tornadoes, ruptured gas lines, chemical spills, disposal of hazardous wastes, etc.

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

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

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

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

FINANCIAL ASSISTANCE COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

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

Section L. Instructional Divisions

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

Article IV. GENERAL ADMINISTRATIVE OFFICERS

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

Article V. MISCELLANEOUS PROVISIONS

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

Article VI. AMENDMENTS

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

Article VII. RATIFICATION

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

STATUTES OF COLLEGE

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

Article I. THE COLLEGE

Section A. A Unit of the University System

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

Section B. Purpose

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

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

Education should be geographically and physically accessible and affordable.

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

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

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

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

Programs and services which promote total student development.

Developmental education which assists individuals in improving academic skills

and overcoming educational deficiencies.

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

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

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

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

Article II. THE PRESIDENT

Section A. Election

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

Section B. Responsibility

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

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

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

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

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

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

Regents and of the administration on like issues.

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

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

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

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

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

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

Article III. THE FACULTY

Section A. Status

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

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

Section B. Authority

The Faculty shall make statutes, rules and regulations for itself and for the students and provide such committees as may be required. It shall prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, course of study, and requirements for graduation, and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty

shall prescribe rules for regulation of student publications, athletics, intercollegiate and intramural games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs. All actions shall be subject to the approval of the President, the Chancellor, and the Board of Regents.

Section C. Organization

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

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

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

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

Section D. Appointment, Renewal of Contract, and Resignation

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

2. Qualifications for Appointment

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

(1) Master's degree. Exceptions may be made for:

(a) persons of special learning and ability;

(b) promising individuals who have recently acquired the bachelor's

degree and are proceeding with their graduate training; and

(c) temporary emergency appointments.

(2) Evidence of ability as a teacher.

(3) Evidence of scholarly competence and activity.

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

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

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

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

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

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

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

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

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

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

7. No person shall, on the ground of race, color, gender, religion, creed, national

origin, age, or handicap, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Floyd College.

Section E. Employment of Relatives

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

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

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

Section F. Annual Evaluations

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

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

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

3. The annual evaluation of first and second-year faculty members shall be completed by April 15, all others by January 15. The supervisor shall discuss the evaluation with the faculty member, who may choose to read and/or respond to the evaluation. Following the discussion the faculty member shall sign the evaluation, indicating that it has been read and discussed. Should the faculty member elect to prepare a written response, the supervisor will acknowledge in writing receipt of this response, noting changes, if any, in the annual

evaluation made either as a result of the conference or the faculty member's response. This response shall become a part of the record.

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

Section G. Tenure and Promotion

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

2. Tenure and Promotion Criteria

   a. Applicability

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

   b. General Criteria

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

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

   The assessment of success in teaching must entail more than the accumulation

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

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

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

(4) **Professional Growth and Development.** A faculty member should continue to grow intellectually and professionally. Evidence of professional growth may include publications, research grants, positions in professional and scholarly organizations, lectures, exhibitions, performances, 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, which shall submit its recommendations to the Vice President for Academic Affairs.

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

Section H. Removal and Suspension

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

Section I. Duties, Responsibilities, and Privileges

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

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

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

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

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

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

7. The following policies relate to academic freedom:

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

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

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

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

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

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

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

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

Section J. Standing Committees of the Faculty and College

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

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

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

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

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

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

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

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

INSTRUCTIONAL COUNCIL

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

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

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

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

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

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

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

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

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

LIBRARY COMMITTEE

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

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

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

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

STATUTES AND FACULTY AFFAIRS COMMITTEE

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

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

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

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

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

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

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

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

CURRICULUM COMMITTEE

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

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

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

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

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

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

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

ACADEMIC PROGRESS COMMITTEE

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

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

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

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

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

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

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

STUDENT AFFAIRS COMMITTEE

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

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

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

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

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

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

7. The Committee shall oversee the intramural athletic program through the establishment of an Intramural Athletics Committee.

Section K.

STANDING COMMITTEES OF THE COLLEGE

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

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

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

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

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

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

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

(8) The standing committees of the College shall consist of the following committees: a. Grievance, b. Institutional Effectiveness, c. Computer, d. Capital Improvements, e. Affirmative Action, f. Environmental Health and Safety, and g. Financial Assistance.

GRIEVANCE COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

INSTITUTIONAL EFFECTIVENESS COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

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

COMPUTER COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

(7) The Committee reports to the Executive Council.

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

CAPITAL IMPROVEMENTS COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

AFFIRMATIVE ACTION COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

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

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

ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

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

FINANCIAL ASSISTANCE COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

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

Section L. Instructional Divisions

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

Article IV. GENERAL ADMINISTRATIVE OFFICERS

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

Article V. MISCELLANEOUS PROVISIONS

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

Article VI. AMENDMENTS

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

the President for approval and then to the Board of Regents for final approval.

Article VII. RATIFICATION

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

Dr. James F. Cook

December 2, 1994

MEMORANDUM

TO: Statutes & Faculty Affairs Committee Members, Division Chairs, and Dr. Brady Vardemann

FROM: James F. Cook

RE: Changes in Floyd College Statutes

Attached are the changes in the Floyd College Statutes approved by the faculty on November 28, 1994.

f. STUDENT AFFAIRS COMMITTEE

1. The Student Affairs Committee shall consist of two students appointed annually by the president of the Student Government Association and five faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the Committee. The Director of Student Activities 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 Affairs and recommend policies pertaining to student development, including counseling, student orientation, financial aid, student activities, and other services.

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

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

5. The Committee shall 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 President a brief annual report of its activities at the end of the academic year.

c. COMPUTER COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

7. The Committee shall report to the Executive Council.

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

a. INSTRUCTIONAL COUNCIL

1. The Instructional Council shall consist of the Vice President for Academic Affairs, the Director of Institutional Effectiveness and Planning, the chair of each instructional division, coordinators of off-campus centers, 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 Executive Council (the President, the Vice President for Academic Affairs, the Vice President for Business and Finance, and the Vice President for Student Affairs).

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

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

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

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

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

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

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

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

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

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

7. No person shall, on 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 Floyd College.

Section E. Employment of Relatives

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

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

Dr. Jim Cook

approved by faculty
11-21-94

MEMORANDUM

To: Dr. Vardemann
Division Chairs
Statutes Committee Members

From: Statutes Committee

Date: November 9, 1994

Attached please find the latest version of the Statutes which includes all changes proposed by the Statutes Committee. There will be a Forum Wednesday, November 16th from 1:00 - 2:30 p.m. in the President's Conference Room. Anyone wishing to discuss the Statutes in an informal manner is invited to attend.

Division Chairs: Please copy and distribute the Statutes to all faculty members in your division.

STATUTES OF FLOYD COLLEGE

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

Article I. THE COLLEGE

Section A. A Unit of the University System

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

Section B. Purpose

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

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

Education should be geographically and physically accessible and affordable.

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

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

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

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

Programs and services which promote total student development.

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

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

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

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

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

Article II. THE PRESIDENT

Section A. Election

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

Section B. Responsibility

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

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

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

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

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

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

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

6. have the right and authority, with the approval of the Chancellor, to fill faculty

vacancies between meetings of the Board of Regents with the understanding that these appointments shall be subject to approval of that Board.

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

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

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

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

Article III. THE FACULTY

Section A. Status

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

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

Section B. Authority

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

Section C. Organization

1. The Faculty shall meet at least once each quarter at a time and place established by the Faculty in its first meeting of the fall quarter each year. The first

meeting of the fall quarter shall be called by the President. The time and place of the regular faculty meetings may be changed at any regular or called faculty meeting by a majority vote of the Faculty.

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

3. A quorum of the Faculty shall consist of a majority of its members currently employed by the College. The 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 place a copy of the minutes of each meeting in the library.

Section D. Appointment, Renewal of Contract, and Resignation

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

2. Qualifications for Appointment

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

(1) Master's degree. Exceptions may be made for:
(a) persons of special learning and ability;

(b) promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training; and

(c) temporary emergency appointments.

(2) Evidence of ability as a teacher.

(3) Evidence of scholarly competence and activity.

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

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

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

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

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

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

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

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

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

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

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

Section E. Employment of Relatives

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

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

performance, or welfare.

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

Section F. Annual Evaluations

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

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

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

3. The annual evaluation of first and second-year faculty members shall be completed by April 15, all others by January 15. The supervisor shall discuss the evaluation with the faculty member, who may choose to read and/or respond to the evaluation. Following the discussion the faculty member shall sign the evaluation 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 who are not under the supervision of a division chair. Recommendations concerning tenure and promotion for faculty who are not under a division chair may be made by that individual's immediate supervisor or by the chair of the division in which academic rank is held. All recommendations for the awarding of tenure and promotion of division chairs shall be made by the Vice President for Academic Affairs. General criteria described under Section G 2 b shall apply to all faculty, where appropriate. Appeal procedures described under Section G 3 b shall apply to all faculty.

b. General Criteria

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

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

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

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

(3) **Academic Achievement.** In order to be promoted to the rank of Assistant

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

(4) **Professional Growth and Development.** A faculty member should continue to grow intellectually and professionally. Evidence of professional growth may include publications, research grants, positions in professional and scholarly organizations, lectures, exhibitions, performances, 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, which shall submit its recommendations to the Vice President for Academic Affairs.

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

Section H. Removal and Suspension

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

Section I. Duties, Responsibilities, and Privileges

1. The academic year is defined in the faculty contract. The teaching load may be assigned in (1) the day program, (2) the evening program, or (3) the day and evening programs combined; and (4) classes may be offered on campus or at the off-campus centers.

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

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

4. Administrative officers and members of the Faculty whose work is of a type requiring continuous service may be appointed to serve during the four quarters of the academic year. In determining salaries of members of the Faculty and staff serving

on this basis, consideration shall be given to the fact that they may be required to be on duty for a period longer by one-third than are those whose appointments are on a three-quarter basis.

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

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

7. The following policies relate to academic freedom:

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

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

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

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

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

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

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

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

Section J. Standing Committees of the Faculty

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

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

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

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

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

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

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

a. INSTRUCTIONAL COUNCIL

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

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

3. The Instructional Council shall report to the President.

4. The Instructional Council shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established 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 Executive Council (the President, the Vice President for Academic Affairs, the Vice President for Business and Finance, and the Vice President for Student Affairs).

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

b. LIBRARY COMMITTEE

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

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

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

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

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 Floyd College, and shall transmit such proposals to the Faculty with appropriate recommendations.

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

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

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

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

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

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

d. CURRICULUM COMMITTEE

1. The Curriculum Committee shall consist of the Vice President for Academic Affairs, who shall serve as chair, and one faculty member from each academic division, unless waived by the division chair. The faculty members shall be recommended by the Instructional Council and approved by the Faculty. The Director of Institutional Effectiveness and Planning shall serve as an ex officio member.

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

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

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

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

6. The Committee shall provide the President a brief annual report of its activities at the end of each academic year.

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 chair shall be elected annually by the members of the committee.

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

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

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

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

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

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

f. STUDENT AFFAIRS COMMITTEE

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

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

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

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

5. The Committee shall 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 President a brief annual report of its activities at the end of the academic year.

Section K. Standing Committees of the College

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

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

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

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

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

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

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

8. The standing committees of the College shall consist of the following committees: a. Grievance, b. Institutional Effectiveness, c. Computer, d. Capital Improvements, e. Affirmative Action, f. Environmental Health and Safety, and g. Financial Assistance.

a. GRIEVANCE COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

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 and Planning, the Instructional Council, the Executive Council, and the President on institutional effectiveness issues.

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

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

5. The Committee shall assist the President in complying with policies and mandates from the Southern Association of Colleges and Schools, 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. COMPUTER COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

7. The Committee shall report to the Executive Council.

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

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 Executive Council, and the President to ensure that the College maintains a positive program of equal employment opportunity for all employees and applicants for employment.

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

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

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

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

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

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

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 Human Resources shall serve as an ex officio member of the committee and shall not serve as chair.

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

3. The Committee shall recommend to appropriate administrators plans for 778778coping with potential disasters on campus caused by fires, tornadoes, ruptured gas lines, chemical spills, disposal of hazardous wastes, etc.

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

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

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

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

g. FINANCIAL ASSISTANCE COMMITTEE OF THE COLLEGE

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

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

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

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

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

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

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

Section L. Instructional Divisions

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

Article IV. GENERAL ADMINISTRATIVE OFFICERS

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

Article V. MISCELLANEOUS PROVISIONS

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

Article VI. AMENDMENTS

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

Article VII. RATIFICATION

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