

MINUTES OF
STATUTES AND FACULTY AFFAIRS COMMITTEE
Thursday, Aug. 30, 1973

Present: Boyd, Dillard, Hayes, Pullen, Shelton, and Starnes

The Statutes and Faculty Affairs Committee met in the President's Conference Room at 1:30 p.m. The discussion concerned further revisions in the Statutes. The following changes were approved by the committee:

1. Article III, Section 9

(no changes in paragraphs a, b, or c)

- d. All Committees shall meet quarterly and additionally as necessary upon the call of the Committee Chairman or a majority of the Committee.
- d. The Faculty Committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a one-year term. Each Academic Division and Department named in Article III, Section 10, paragraph a., shall be represented on each Committee unless the position is waived by the Chairman or Director involved.
- f. The Executive Committee of the Faculty shall serve as a Committee on Committees and shall recommend procedures for the election of Faculty and student committee members not designated by the official positions they hold.
- g. All standing committees shall be limited by a maximum of twelve and a minimum of eight members.

2. Article III, Section 9A Executive Committee

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

3. Article III, Section 9B Admissions and Academic Placement

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

4. Article III, Section 9C Library Committee

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

5. Article III, Section 9D Academic Progress Committee

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

6. Article III, Section 9E Statutes and Faculty Affairs Committee
 - a. The Statutes and Faculty Affairs Committee shall consist of those members of the Faculty recommended by the Committee on Committees and approved by the Faculty. The Chairman shall be elected by the members of the Committee.
7. Article III, Section 9F Curriculum Committee
 - a. The Curriculum Committee shall consist of the Dean, who shall serve as Chairman, and other members of the Faculty recommended by the Committee on Committees and approved by the Faculty.
8. Article III, Section 9G Student Affairs Committee
 - a. The Student Affairs Committee shall consist of the Director of Student Affairs, who shall serve as Chairman, four representatives from the student body, and other members of the Faculty recommended by the Committee on Committees and approved by the Faculty.
9. Article III, Section 9H Auxiliary Enterprises Committee
 - a. The Auxiliary Enterprises Committee shall consist of the Comptroller, who shall serve as Chairman, and other members of the Faculty recommended by the Committee on Committees and approved by the Faculty.
10. Article III, Section 9I Public Service Committee
 - a. The Public Service Committee shall consist of the Director of Public Service, who shall serve as Chairman, and other members of the Faculty recommended by the Committee on Committees and approved by the Faculty.
11. Article III, Section 10 Instructional Divisions and Departments
 - a. The educational programs of Floyd Junior College shall be immediately and directly supervised and administered through the systematic organization of subject matter interests into appropriate departments and divisions. These departments and divisions shall consist of a Division of Social Sciences, a Division of Humanities, a Division of Natural Sciences and Mathematics, a Department of Physical Education, a Department of Developmental Studies, and a Department of Nursing.

The Meeting adjourned at 2:30 p.m.

/sam

FACULTY STATUTES COMMITTEE

The Faculty Statutes Committee of Floyd Junior College met on October 4, at 3:00 P.M. in Room B-20. All members were present.

Discussion focused on the following aspects of Faculty Statutes:

1. All general faculty committees must be included in the statutes to function as an official committee.
2. Academic freedom for faculty members.
3. Faculty rank for persons whose major responsibility is not in area degree held.
4. Student representatives for all general faculty committees.
5. The Board of Regents specified that membership of committees must be stated.
6. The revised statutes will be presented at the next general faculty meeting.



R. P. Campbell

Nursing Faculty Representative

sd
12/4/73

reworked in min. of Mar. 7

MINUTES OF THE STATUTES AND FACULTY AFFAIRS COMMITTEE

The Statutes and Faculty Affairs Committee met Thursday, February 28, 1974. Committee members present were Jo Anne Starnes, George Pullen, Ruth Corlew, Richard Hays, Gail Harrison, and Sondra Teague.

The Committee approved the following revisions in the Statutes:

1. The attached job description for the Audio-Visual Librarian shall be added to Article IV. Section 2 and shall become Section 2C. The present 2C will be changed to Section 2D, and the present 2D will be changed to 2E.
2. The following item shall be added to the job description of the Director of Public Service: He shall prepare an annual budget and make recommendations to the Dean.
3. In order to clarify our Statutes and incorporate recent revisions in Regents' Policy, we suggest the following revisions in Article III, Section 7.
 - (a) Omit the present item 1 in paragraph e and substitute this paragraph:

The President of Floyd Junior College may at any time remove any Faculty member or other employee of the institution for cause by giving written notice, by certified mail, to be delivered to the addressee only with receipt to show to whom and when delivered, and address where delivered, clearly stating the charges against the person to be removed and notifying such person that he may file an appeal to the Statutes and Faculty Affairs Committee and ultimately to the Board of Regents. Said employee shall be suspended from employment without pay from the date of receipt of such notice and charges. Should said employee be reinstated by action of the Board of Regents, he shall be compensated from the date of the suspension. The action of the Board shall be final.

- (b) In paragraph e, item 2, leave the first paragraph as it is. Omit the last 2 sentences in the second paragraph and substitute this sentence: If the Faculty member decides to appeal to the Board of Regents, the President shall forward the entire record of the matter to the Executive Secretary of the Board for consideration.
 - (c) Add the following paragraph as paragraph h.

h. Appeals to the Board of Regents

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

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MINUTES
OF
THE STATUTES AND FACULTY AFFAIRS COMMITTEE

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JUN 3 1974

SOCIAL SCIENCES

The Statutes and Faculty Affairs Committee met Thursday, March 7, 1974, with Jo Anne Starnes, Richard Hays, Sheila McCoy, George Pullen, Ruth Corlew, and Gale Harrison present.

The Committee approved revision of Article III, Section 7, e.g. of the Statutes to read as follows:

e. Suspension of Faculty Members

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

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IP 2.2. (p.6)*

In the event a Faculty member is temporarily suspended, the President shall immediately convene the Statutes and Faculty Affairs Committee for the purpose of hearing an appeal by the Faculty member. The appeal shall be submitted in writing in accordance with procedures to be established by the hearing committee which shall render its decision within ten days from the conclusion of the hearing. The President may or may not approve the recommendation of the hearing committee. If he does not approve he may state his reasons for not doing so in writing to the hearing committee for a response before rendering a final decision. If he decides to continue the suspension, he will so notify the Faculty member who shall have the right of appeal to the Board of Regents for a review of the decision. If the Faculty member decides to appeal to the Board of Regents, the application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days, following the decision of the President. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, shall investigate the matter thoroughly and render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.

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*Regents
Article II
By-Laws
(rev. 1-15-74)*

f. Removal of Faculty Members

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

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

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Such rules remain as presently stated in our Statutes, Article III, Section 7, g. 1-11 (present Statutes, pp. 7-8)

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

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

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

Respectfully Submitted,
Gale Harrison, Secretary

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Regents'
Article IX
of By-Laws
(rec. 1-15-74)

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*from
Brunswick
Statutes*

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*from
Brunswick*

PLEASE CHECK ONE OF THE FOLLOWING AND RETURN TO JO ANNE STARNES
BY _____. IF SPECIFIC DISAPPROVAL IS NOT REGISTERED, IT
WILL BE ASSUMED THAT THE FACULTY MEMBER APPROVES THE REVISION.

_____ APPROVE STATUTE REVISIONS

_____ DISAPPROVE STATUTE REVISIONS

If there are any questions concerning these revisions, please contact a member of the committee: Jo Anne Starnes, Richard Hays, George Pullen, Sheila McCoy, Gale Harrison, Ruth Corlew, Sondra Teague.

Pullen

Memo To: Members of the Statutes
and Faculty Affairs Committee
From: Jo Anne Starnes

RECEIVED

APR 10 1974

SCHOOL SCIENCES

Please look over this copy of
our latest revision to see if
you think it is ready to present
to the Faculty.

Let me know immediately if
you find any errors or have
any questions.

We will present these revisions
for approval at a Faculty
meeting in the near future.

Thanks —

MINUTES
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THE STATUTES AND FACULTY AFFAIRS COMMITTEE

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*Regents
Article III
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from Brunswick

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February 21, 1975

STATUTES AND FACULTY AFFAIRS COMMITTEE
MINUTES February 12, 1975

Present at the meeting were: Harold Boyd, Judy Sims, Michael Riley, George Pullen, Gale Harrison and Jeff Giordano.

Since the secretary was not present at the meeting, Harold Boyd appointed Jeff Giordano to take the minutes.

The minutes of the previous meeting were read and approved.

The Chairman, Gale Harrison, announced that it had come to her attention that several of the faculty had not received copies of the proposed statutes and that she would see to it that copies were distributed.

Discussion turned to the Anderson-McCoy motion (this motion proposed that faculty attend graduation ceremony on a one-third rotating basis,) which had been referred to the Statutes and Faculty Affairs Committee. The Chairman explained that the whole issue of graduation in general seemed to be appropriate for discussion by the committee. In the course of the discussion on this motion, the Six Mile Post's poll was mentioned. Harold Boyd took issue with using the results of this poll. The Chairman pointed out that maybe the poll was just a beginning point for the committee. Jeff Giordano raised a point of order as to whether the motion (Anderson-McCoy) needed to be dealt with directly by this committee. There appeared to be general agreement that this motion did deserve some direct action and after further discussion, it was decided to take action on the motion at the next meeting.

The members of the committee proceeded to make points and reflect upon the issue of graduation. Among the points made were: (1) That any changes in graduation that were to occur for this year would have to be soon, since planning had to be complete before April 1. (2) That there does not seem to be any discussion about doing away with graduation, but there is concern about ways to make graduation more meaningful. (3) That there was some feeling among faculty and students that graduation could be planned for by joint student-faculty-administration committee.

The Chairman suggested after asking the committee for some suggestions, that perhaps we should ask each faculty member to respond in writing, anonymously, with regard to their comments on graduation. In the same vein, Harold Boyd recommended an open letter to all perspective graduates soliciting their comments about graduation. Both the above proposals met with committee approval.

In further discussion about graduation, several additional points were made: (1) That there are some underlying issues and that maybe they ought not to be dealt with. (2) A member stated that ^{he/she} they felt that for graduation to be meaningful, there should be full representation by the faculty.

Several committee members felt that a resolution by this committee to the full faculty with regard to some of the underlying issues would be helpful. Among the points that would be considered for such a resolution were: (1) A suggestion that more faculty input into college affairs be sought and stimulated. (2) A suggestion

that the faculty deal with material that is timely. (3) That information giving meetings for the faculty be considered. George Pullen volunteered to formulate a resolution encompassing the above three points and bring it back to the next meeting next week.

The next meeting was set for Wednesday, February 26, at 3 o'clock p.m. in the Social Science Conference room.

Respectfully submitted,

Jeffrey A. Giordano
Acting Secretary

STATUTES AND FACULTY AFFAIRS COMMITTEE
MINUTES

February 26, 1975

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APR 4 1975

SOCIAL SCIENCES

Members Present: Peggy Beylouny, Harold Boyd, Ruth Corlew, Jeff Giordano,
Gale Harrison, Richard Hayes, George Pullen, Michael Riley,
and Judy Sims.

Old Business:

- 1.0 Minutes of the previous meeting were read, amended, and approved.
- 2.0 The Anderson - McCoy Proposal that faculty attend graduation ceremonies on a one third rotating basis.
 - 2.01 Several motions regarding the proposal were made. All motions failed to carry by majority vote. Motions that failed were that 100%, 66%, 50%, and 33% of the faculty be required to attend graduation exercises.
 - 2.02 No formal committee action was taken on the Anderson - McCoy proposal.
- 3.0 Faculty attendance at graduation.
 - 3.01 The committee agreed to await additional input gleaned from faculty and students in the "Six Mile Post Survey."
 - 3.02 The point was made that there is a time factor to be considered regarding graduation, 1975.
 - 3.03 Members agreed on the following recommendation to be made to the faculty of the whole.

"In certain cases excused absences from graduation exercises should be considered by the division chairman or department director to whom the faculty member reports."

- 3.04 A statement from the committee to the faculty that is under discussion is that:

"It was the "sense of the committee" on 2/26 that all faculty should if possible attend F.J.C.'s annual graduation ceremony."

New Business:

- 1.0 A new motion concerning faculty responsibility and frequency of faculty meetings has been brought before the committee.
 - 1.01 Consideration of the motion has priority as soon as items of old business are completed.

Respectfully submitted,

Margaret A. Beylouny
Margaret A. Beylouny
Secretary

Pullen
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APR 16 1975

SOCIAL SCIENCES

STATUTES AND FACULTY AFFAIRS COMMITTEE
MINUTES

April 2, 1975

Members Present: Peggy Baylouny, Ruth Corlew, Jeff Giordano, Gale Harrison, Richard Hayes, George Pullen, and Judy Sims.

Members Absent: Harold Boyd and Michael Riley.

Old Business:

- 1.0 Minutes of the 2/26/75 meeting were read, amended, and approved.
- 2.0 The committee voted to recommend that the Anderson-McCoy motion be rejected by Faculty.
- 3.0 Action taken on the issues of attendance of FJC's annual graduation ceremony.
 - 3.01 Discussion of a statement from the committee regarding faculty attendance at FJC's annual graduation ceremony, (See 3.04 Minutes of 2/26/75.)
 - 3.02 Reconsideration and revision of previously passed recommendation to faculty regarding absences from graduation, (see 3.03, 2/26/75.)
 - 3.03 Motions passed that the following be brought before Faculty at the next meeting.

"It was a sense of the Statutes and Faculty Affairs Committee that deference to the desires of graduating students and parents make faculty attendance at graduation ceremonies appropriate unless particular circumstances prohibit a faculty member's presence."

Motion (revision of 3.03 of 2/26/76)
"Appropriate absences from graduation exercises should be considered by the division chairman or department director to whom the faculty member reports."

New Business:

- 1.0 The motion presented on 2/26/75 regarding faculty responsibility and frequency of faculty meetings was read, revised, and passed. The motion reads:

"In light of the growing sense among faculty members that events go on around them without concern for their input to the decision making process and the feeling of less than adequate communications of decisions and policies to faculty members,

"The faculty expresses its commitment to Floyd Junior College in its willingness to meet on a regularly scheduled basis as often as necessary to renew its responsible role in governance of the college."

- 2.0 The committee chairperson was asked to request a faculty meeting to discuss the above recommendations and motions and to discuss other matters.
- 3.0 Forthcoming items on the agenda include:
 - 3.01 Faculty attire for graduation exercises after 1975
 - 2.02 Review and/or revision of the College Statutes to assure correlation with the new tenure policies now in effect within the system.

Respectfully submitted,

Margaret A. Beylouny
Margaret A. Beylouny
Secretary

Pullen
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FLOYD JUNIOR COLLEGE
Statutes and Faculty Affairs
Committee Minutes

SEP 24 1975

SOCIAL SCIENCES

The Statutes and Faculty Affairs Committee met briefly on September 16 in the Library Assembly room for the purpose of organization. Present were H. Boyd, J. Shelton (for R. Corlew), J. Giordano, G. Harrison, R. Hays, McAvoy, N. Pantaleo, G. Pullen, M. Riley, J. Starnes, and Dr. McCorkle.

Dr. McCorkle reminded the committee that we should have the Statutes approved by the Regents before the visitation committee arrives at the end of March and that we need to revise our Statutes to reflect the new Regents' policy on tenure and dismissal proceedings.

George Pullen presided over the election of a chairman and a secretary. Gale Harrison was elected chairman by acclamation, and Jo Anne Starnes became secretary in the same manner. Following these elections, the meeting adjourned.

The Statutes and Faculty Affairs Committee met again on September 17, in the A-Building Conference room. Attending this meeting were H. Boyd, J. Giordano, G. Harrison, R. Hays, B. McAvoy, N. Pantaleo, G. Pullen, M. Riley, J. Starnes, and Dr. McCorkle.

The Committee discussed the Regents' tenure and dismissal policies and other possible Statutes revisions. Gale Harrison placed Mike Riley in charge of putting together a list of recommendations from Self-Study Committees which could entail Statutes revisions. She announced that the committee will need to meet on a weekly basis for a while. The meeting time was set for Thursdays at 3:00 p.m.

The Chairman also presented a request from Hubert Whitlow to amend the composition of the Library Committee to omit the Assistant Librarian

STATUTES AND FACULTY AFFAIRS COMMITTEE MINUTES

September 25, 1975

The Statutes and Faculty Affairs Committee met on Thursday, September 25, at 2:00 in the President's conference room. Present were Corlew, Giordano, Harrison, Hays, McAvoy, N. Pantaleo, Riley, Starnes, and Dr. McCorkle.

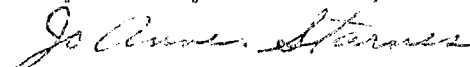
Chairman Gale Harrison suggested that the committee change its weekly meeting time from Thursdays to Mondays during activity period. The committee agreed to this time change. Minutes of the meetings of September 16 and September 17 were approved.

Mike Riley distributed copies of recommendations from all of the Self Study committees except one. He noted that these recommendations are still in various stages of revision.

After some discussion of the Regents' new tenure policy, Richard Hays suggested that we delete arabic one and twelve and 11g of the Regents' policy and incorporate the tenure policy in our Statutes as Article III, Section 6. (This revision includes the deletion of the present Article III, Section 6.) Nan Pantaleo moved that the committee adopt Richard's suggestion. Ruth Corlew seconded the motion and it passed.

The chairman urged the committee to think about needed changes in Section 8 before the next meeting. The meeting adjourned at 4:00.

Respectfully submitted,


Jo Anne Starnes, Secretary

Pullen

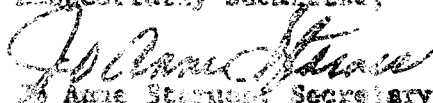
STATUTES AND FACULTY AFFAIRS COMMITTEE MINUTES

September 29, 1975

The Statutes and Faculty Affairs Committee met on Monday, September 29, at 12:00 in the President's conference room. Present were Harrison, Naye, Mantales, Pullen (briefly), Riley, Starnes, and Dr. McCormick. Excused were Corlew, Boyd, Giordano, and McAvoy.

Most of the discussion involved Article III, Section 8 of the Statutes. The problem of defining professional incompetency and the feasibility of enumerating faculty duties were considered. Committee members questioned the use of the term extra-curricular in Section 8, paragraph a. At the conclusion of the discussion, members agreed that there were two types of extra-curricular activities: the first type involves internal affairs that should be required; the second type includes other kinds of activities that should be encouraged but not required. The meeting concluded before any specific action was taken.

Respectfully submitted,


Anne Starnes, Secretary

Pullen

STATUTES AND FACULTY AFFAIRS COMMITTEE MEETING
Minutes

The Statutes and Faculty Affairs Committee^{met} on Monday, October 6, at 12:00 in the PCR. Present were Boyd, Gorlew, Giordano, Harrison, Hays, McAvoy, Pullen, Riley, Starnes, and Dr. McCorkle.

At the beginning of the meeting, Ruth Corlew requested that the minutes of each meeting indicate which absentees have been excused.

Chairman Gale Harrison reported that Tom Melton has said that we can include in the new Faculty Handbook any information we have decided on before the end of Fall Quarter.

The committee resumed the discussion of Article III, Section 8, paragraph a. Gale Harrison suggested that the paragraph be worded as follows:

- a. A Faculty member shall be expected to participate in activities concerning the internal administration of the college. He shall be encouraged to participate, in a manner befitting his academic position, in non-teaching activities which are a proper extension of his professional field of interest. Annual Departmental and/or Divisional reports shall make reference to such activities on the part of members of the Faculty.

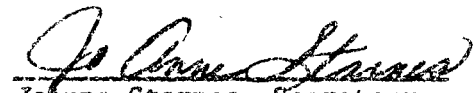
Jo Anne Starnes moved to accept Ms. Harrison's wording. Ruth Corlew seconded and the motion passed. It was also noted that the paragraphs should be rearranged so that "b", through "f", plus "i", appear together at the beginning of Section 8.

Committee members agreed to change the last sentence of paragraph e. number 1 by omitting the word only and adding the words "except as determined by Policies of the Board of Regents." The sentence now reads, "Salary increases shall be based upon merit and shall not be automatic except as determined by Policies of the Board of Regents."

Committee members also agreed to the following revision of "j": A member of the Faculty is expected to be available for student consultation on a regular basis and to publicize his conference hours.

"In his annual report" in paragraph 1. was changed to "In any evaluation or report."
Harold Boyd called attention to the problems which arise when we schedule committee meetings during the student activity period. Various alternatives were discussed, but no change was made.

Respectfully submitted,


Joanne Starnes, Secretary

/sam

Pullen

STATUTES AND FACULTY AFFAIRS COMMITTEE MINUTES
October 16, 1975

The Statutes and Faculty Affairs Committee met on Thursday, October 16, at 3:00 p. m. in the President's Conference Room. Attending this meeting were Boyd, Corlew, Giordano, Harrison, McAvoy, Pantaleo, Starnes, and Dr. McCorkle.

The minutes of the September 29 and October 6 meetings were approved.

The problem of selecting an acceptable meeting time was discussed again. No completely suitable times were suggested; however, the committee agreed to meet on Tuesdays at 3:00 p. m. for the next few weeks.

Gale Harrison made the following assignments to committee members regarding the examination of the recommendations from Self Study reports:

Library--Hays
Organization and Administration--Riley
Faculty--Pantaleo
Educational Progress--Harrison
Special Activities--Giordano
Purpose--Corlew
Others--Starnes

Each member is to look over the report assigned to him and determine which recommendations should be dealt with by this committee. He is also to select those which need immediate action and prepare recommendations of what action should be taken.

Then the real business began as the committee considered Article IXI, Section 8, paragraph h. Members agreed to delete "and to the Dean" from the first sentence of paragraph h. Sentence two was amended to read: "Members of the Faculty are expected to attend all College-wide academic exercises." The following sentence was added as the third sentence of the paragraph: "Appropriate absences from such exercises shall be considered by the Division or Department Chairman to whom the Faculty member reports." No changes were made in the remainder of the paragraph. Discussion included a suggestion to list academic exercises in the Faculty Handbook. Honors Day and Graduation were mentioned for inclusion. There was also a suggestion to include a list

of duties which are classified as participation in the "internal administration of the College." This list would include Faculty meetings, Division and Department meetings, committee meetings, and In-Service meetings.

A discussion of paragraph 1, brought forth the following amendment to the second sentence: "Copies of all rules and regulations of the College and copies of the Policies and By-Laws of the Board of Regents are available for perusal by all Faculty members."

After some discussion of paragraph 1, number 4, members agreed to delete the entire item.

As a parting note, the Chairman urged members to study the policy for dismissal and removal before the next meeting.

The meeting adjourned at 4:15 p.m.

Respectfully submitted,



Jo Anne Starnes, Secretary

STATUTES AND FACULTY AFFAIRS MINUTES
November 4, 1975

The Statutes and Faculty Affairs Committee met on Tuesday, November 4, at 3:00 in the President's Conference Room. Attending the meeting were Boyd, Corlew, Giordano, Hays, McAvoy, Pantaleo, Riley, Starnes, and Dr. McCorkle. Minutes from the October 21 and 28 meetings were approved.

The discussion of Article III, Section 7c. (Removal of Faculty Members) resumed. The committee agreed to leave paragraph 1 of our Statutes unchanged, but delete paragraph 2 and substitute the following material from the Regents' "Procedures for Removal of Faculty Members": The dismissal of a tenured faculty member, or a non-tenured faculty member during his/her contract term should be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.
2. Informal inquiry by the Statutes and Faculty Affairs Committee which may, upon failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the President.
3. A letter to the faculty member forewarning that he/she is about to be terminated for cause and informing him/her that a statement of charges will be forwarded to him/her upon request. Failure to request a statement of charges within ten days of receipt of the letter shall constitute a waiver of this right. The faculty member may also request a formal hearing on the charges before an ad hoc faculty committee. Failure to request such a hearing within ten days from receipt of the charges shall constitute a waiver of the right to a hearing.
4. A statement of charges, if requested by the faculty member, framed with reasonable particularity by the President or his designated representative. This statement shall include notice that the faculty member concerned shall have the right to be heard by a faculty hearing committee.

Members also agreed to omit paragraph one of the Regents' "Provision for Hearing Committee" and include the following paragraphs as item 3 under 7c

in our Statutes:

The hearing committee shall consist of five impartial faculty members appointed by the Executive Committee, from among the members of the entire faculty.

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

The fourth paragraph of the Regents' "Provision for Hearing Committee" will be added with only one change. The last sentence shall be amended to read, "A minimum of three (3) members is required for the chairman to be elected."

At the next meeting the committee will discuss the questions regarding the number of hearing committee members who must be present for the hearing to proceed and the number who must participate in the committee's final decision.

The meeting adjourned at 4:30.

Respectfully submitted,


to Anne Starnes, Secretary

/sam

Pullen, W. George

MINUTES OF THE STATUTES AND FACULTY AFFAIRS COMMITTEE

February 3, 1976

The Statutes and Faculty Affairs Committee met at 3:00 on February 3, 1976. Present were Boyd, Hays, Harrison, McAvoy, Pullen, N. Pantaleo, Starnes, and (finally) Corlew.

The committee studied descriptions of Standing Committees in the Statutes. Although several revisions were considered, only one small change was adopted. The committee agreed to delete the words registration and records from the description of the duties of the Student Affairs Committee (Section 9G, b.) because this duty is also assigned to the Admissions and Academic Placement Committee (Section 9B, e.) and seems more appropriate there.

The committee agreed to recommend to the faculty that the revised version of our Proposed Statutes be sent to the Regents for their approval.

The meeting adjourned at 3:50.

Respectfully submitted,

Jo Anne Starnes

Jo Anne Starnes, Secretary

Pullen, G.
Soc. Science

Minutes of the
Statutes and Faculty Affairs Committee
May 18, 1976

RECEIVED

MAY 21 1976

SOCIAL SCIENCES

The Committee met at 2:00 p.m. on Tuesday, May 18, 1976, in the President's Conference Room. Members present were Boyd, Harrison, N. Pantaleo, Pullen, Riley, and Starnes.

The committee approved a motion to allow each standing committee except the Executive Committee to elect its chairman. The change will be reflected in the descriptions of standing committees in the Statutes.

The committee also discussed current parking problems such as cars that are regularly parked in unauthorized areas and student cars that are parked in reserved spaces and visitors' spaces. The committee recommends that parking regulations be enforced.

The meeting adjourned at 2:35 p.m.

Respectfully submitted,

JoAnne Starnes

JoAnne Starnes, Secretary

MEETING: April 11, 1978
Statutes and Faculty Affairs Committee
Gale Harrison, Chairperson

THOSE PRESENT: Harrison, Hays, Riley, Saunders, Trimble, Sharp, McCoy, and guest, Akin.

THOSE ABSENT: Corlew, Frost, Boyd, Giordano.

Chairperson Harrison re-stated a Saunders-Sharp motion made and passed at the last meeting (4-6-78). The motion gave committee acceptance to the basic AAUP Tenure and Promotion document, while allowing changes and/or amendments, before its presentation to the general faculty as part of the statutes.

The following items were listed as portions of the document which needed consideration:

1. Nature and duties of the Tenure and Screening Committee;
2. Counseling procedure;
3. Schedule and time frame for evaluation;
4. Division and department evaluation committee;
5. Confidentiality and access to information (storage).

Chairperson Harrison suggested that committee members bring specific suggested changes or amendments, in writing, to the next meeting scheduled for 3:00 Wednesday, April 12, 1978.

STATUTES AND FACULTY AFFAIRS COMMITTEE

May 11, 1978

MINUTES

PRESENT: Harrison, French, Frost, Boyd, McCoy, Akin for Riley, Saunders, Trimble, and Sharp

ABSENT: Hays, Glordano

An Akin's-Saunders' motion to adopt:

I.B.1. Minimum requirements for promotion to Assistant Professor are:

- a. The Masters degree
- b. Good teaching and good performances in both professional growth and college service and governance.

and also change 1. to 2., 2. to 3., and 3. to 4. and to use "minimum requirements for (. . .) are:" in 2, 3, and 4.

Carried 6-0 (2 abstentions)

An Akin's - McCoy motion to adopt:

II.B.2.c.: STRIKE

Carried 3-0 (5 abstentions)

An Akin's-Saunders motion to adopt:

III.B.12: The Chairperson of the Tenure Committee shall present the findings of the committee to the Dean . . .

Trimble moved to amend the motion as follows:

III.B.12: Replace: Executive Committee and . . . by:
Shall attend at least one meeting of the Executive Committee at which these findings are discussed.

McCoy seconded the amendment - carried 5-1 (2abstentions). **Thus amended,**
the original motion carried 6-0 (2 abstentions)

McCoy-Akin motion to adopt:

II.G. STRIKE: of his institution with a copy of the notification forwarded to the Chancellor.
carried 6-0 (2 abstentions)

Akin-Saunders motion to adopt:

II.A.9 and II.B.10:

III.A.9 and III.B.10: The candidate shall, however, before letters of recommendation are gathered, be asked to waive his or her right to see these if the committee feels such a step is necessary to an efficacious and full evaluation . . .

(Assuming legality) The motion carried 3-2 (3 abstentions)

Akin-McCoy motion to adopt:

IV. G. sentence 3:

In the event of a conflict of interest with a chairperson (or with any higher level of authority), the next highest level of authority shall intervene upon request of the candidate or independently.

Carried 5-0 (3 abstentions)

Akin-Saunders motion to adopt:

V.: The Statutes and Faculty Affairs Committee shall be given final appeals jurisdiction involving questions of due process of any point in these procedures:

6-0 (carried) (1 abstention)

Respectfully submitted,

Jack C. Sharp, Acting Secretary

Pullen

Floyd Junior College
Statutes and Faculty Affairs Committee
Minutes

The Statutes and Faculty Affairs Committee met at 3:00 p.m., Tuesday, March 13, 1979, in the F-Wing Conference room. Present were Starnes, Anderson, Frost, Harrison, Corlew, Browder, Hays, and French.

At discussion was the method by which the faculty votes on motions to change or amend the Statutes of the College. The Statutes as written appear to need clarification, specifically concerning what vote is necessary to approve a change.

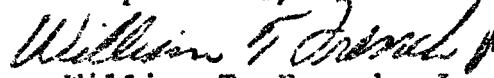
Article VI, Amendments, of the statutes reads in part: "If an amendment is approved by a two-thirds vote of the faculty, it shall be submitted through the President of the College to the Board of Regents for formal approval." Clarification is desired about whether the "two-thirds vote" should be (1) "two-thirds of entire faculty," (2) "two-thirds of faculty in attendance," or (3) "two-thirds of faculty present and voting."

By unanimous consent, committee members agreed to seek opinions from fellow faculty members before making any changes to Statutes working.

Also discussed briefly was the appropriateness of absentee ballots and proxy votes on faculty affairs and committee matters. No resolutions or votes resulted.

The meeting adjourned at 3:35 p.m.

Respectfully submitted,



William T. French, Jr.
Secretary to Committee

MINUTES

Statutes and Faculty Affairs Committee
September 13, 1979

The Statutes and Faculty Affairs Committee met briefly on September 13. The only item of business was election of officers. After some discussion, the position of honor, namely the chairmanship, was bestowed by unanimous consent upon Dr. Philip Dillard. Gale Harrison will serve as secretary despite her strong feminist objections. After hearing Dr. Dillard's grivious acceptance speech (something about the fine line between blessings and curses) the Committee adjourned.

Respectfully submitted,

Gale Harrison, Secretary

MINUTES

Statutes and Faculty Affairs Committee September 14, 1979

The Committee met at 1:30 p.m. on September 14, 1979 to compose a slate of nominees for the instructional faculty position on the Executive Committee. Present were Anderson, Dillard, Harrison, Mayson, McKeel, Saunders, Shelton, Trimble, and Washington.

There was discussion of qualifications for the position. Mr. Shelton advocated the position be filled by more experienced faculty and that the slate reflect divisional/departmental representation. Mr. Saunders asserted that the intent of the Committee in recommending such a position was that the faculty member be representative of the entire instructional faculty without regard to divisional/departmental lines. Ms. Harrison advocated that the nominations be open to any teaching faculty member who had been at Floyd Junior College for a year or so without regard to seniority.

The subsequent discussion produced a list from which several faculty members removed their names. The final slate presented to the faculty for consideration was as follows:

Warren Akin
Fred Browder
William French
Richard Hays
JoAnne Starnes

This done, the Committee adjourned at 2pm.

Respectfully submitted,

Gale Harrison, Secretary



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FLOYD JUNIOR COLLEGE

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MAY 12 1980

STUDENT AFFAIRS

Division of Humanities

MEMORANDUM

To: Statutes and Faculty Affairs Committee

From: Philip Dillard, Chairman

Subject: Minutes of Meeting May 12, 1980

The Committee met at 1:30 p.m. in F-Conference Room. Present were Dillard, Angel for Frost, Anderson, French, Mayson, Saunders, Shelton, Trimble, Starnes for Harrison, and Akin as a guest.

First the Committee added the following statement to the duties of the Librarian: IV, Section B, 2, h. "He shall designate an Assistant Librarian to be in charge of the Library in his absence." At the same time we dropped IV, Section B, 3, e and IV, Section B, 4, e. These were editorial changes.

After lengthy discussion the Committee adopted the following Mayson-Anderson resolution: "The Statutes Committee feels that the appeals and grievance structure outlined in the Floyd Junior College Proposed Statutes is not in violation with Board policy." -- 6 in favor, 1 opposed, 1 abstention.

The meeting adjourned at 3:30 p.m.

PED:je

5/12/80

Minutes - Statutes and Faculty Affairs - October 16, 1980

The Statutes and Faculty Affairs Committee met at 1:00 in the President's Conference Room with Chairman Jim McKeel presiding. Present were Dillard, Harrison, Langford, Shelton, Starnes, Sharp, Smith, Washington, and Whitlow.

The minutes of the October 7 meeting were circulated and approved.

The committee began the task of evaluating and incorporating revisions suggested by Mr. Henry Neal in his meeting with Dr. McCorkle.

Jim McKeel appointed Elsie Washington, Philip Dillard, and Hubert Whitlow to a sub-committee and charged them with the responsibility of discussing the Floyd Junior College Purpose (Article I, Section B) with the Executive Committee. The objectives are to determine whether the Purpose has even been approved by the Regents' Office, to see whether it should be included in the Statutes (Dalton's Statutes does not have one), and to recommend changes if any are needed.

The following revisions were approved by the committee:

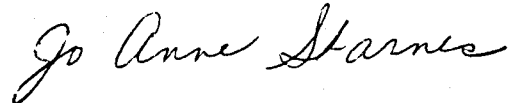
1. P. 1 - 1st paragraph. Add the following sentence. In the case of any diversion from or conflict with official policy of the Board of Regents, the official policy of the Board of Regents shall prevail.
2. P 2 - Section C. Addition to the first sentence: as set forth in the policy of the Board of Regents.
3. P. 3 - Article III. Section A. Line 7: delete appointed and substitute designated. End of paragraph add: Refer to Regents' Bylaws XVIII and Policy p. 120.
4. P. 4 - Section C. 2. Delete the second sentence: Special meetings may also be initiated by the Statutes and Faculty Affairs Committee. Change the last line: delete twenty-four and substitute seventy-two.
5. P. 4 - Section C. Delete item 4. All ex officio members of the Faculty and of its several committees shall have full privileges of debate and vote except ex officio members given non-voting status by the President.
6. P. 4 - Section D, 1. Lines one and two. Delete the words and of the Administrative Staff. (We did not add the reference to "the pleasure of the President" because the statement appears on p. 28 of our Statutes.)
7. P. 5 - Section D. 6. At the beginning of the first sentence, add the words All tenured and delete the words and other personnel. At the end of number 6, add: Refer to Regents Policy p. 112, I-6A, paragraph one (1), for additional information.

8. P. 6 - Article III, Section D, 7. In line three, insert the words age or handicap between origin and of employees. Omit or and add a comma after creed.
9. P. 6 - Section E. 1. In the last line, change these to such.
10. P. 7, Section F. 3. Delete the following sentence: During the discussion the supervisor shall tell the faculty member whether or not he will be recommended for a promotion or the awarding of tenure in that year.
11. P. 11 - Article III, Section G. 9. a. (1) In the second line at top of page 11, delete: at the time that faculty member's annual evaluation is discussed.
This shall be done.

The committee agreed to meet again on Thursday, October 23, at 1:00 in the President's Conference Room.

The meeting adjourned at 2:45.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jo Anne Starnes".

Jo Anne Starnes, Secretary

MINUTES OF THE STATUTES AND FACULTY AFFAIRS COMMITTEE
October 23, 1980

The Committee met at 1:00 in the President's Conference Room. Attending were Langford, McKeel, Sharpe, Smith, Starnes, Washington, and Whitlow. After some discussion about convenient meeting times, members agreed to meet on alternating Tuesdays and Thursdays, the next meeting to be scheduled on Tuesday, November 4.

Revision of the Statutes continued with a discussion of Article III, Section G. on page 7. Preliminary comparisons indicated that much of Section G. is directly from the Regents' Policy Manual. Jim McKeel assigned to Jo Anne Starnes the task of comparing the Statutes and Regents' Policy to determine whether they are identical and to note differences or additions, should there be any.

The following changes were approved:

P. 8 - Article III, Section G. 8. Retain 8. a., despite the suggested deletion. The information does not seem to be covered on p. 118 of the Regents' Policy.

P. 9 - III, G. 8. b. - Omit the first sentence. Add these two sentences at the beginning of the paragraph: "When a candidate is being evaluated for the awarding of tenure or promotion, the criteria to be considered are those specified on p. 118 of the Regents' Policy Manual. These criteria include performance of teaching duties, service to the institution, professional growth and development, academic achievement and length of service."

8. b. (1) - Put the word Superior before Teaching.

(2) - Put the word Outstanding before Service.

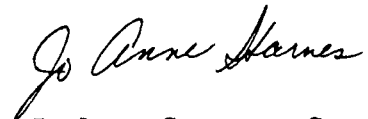
(4) - The committee agreed to ask Mr. Neal about the reason for his suggested deletion of the words or awarded tenure.

(5) - Insert the word normally before the words shall serve in the first and second sentences.

p. 11 - G. 9. a. (4) - Change shall to may.

The meeting adjourned at 2:55.

Respectfully submitted,



Jo Anne Starnes, Secretary

NOTE: Report on Section G. Paragraphs numbered 1-7 are directly from Regent's Policy pp. 119, 119a, 119b.

MINUTES OF THE STATUTES AND FACULTY AFFAIRS COMMITTEE
November 4, 1980

The Committee met at 1:00 in the President's Conference Room. Present were Dillard, Harrison, Langford, McKeel, Sharpe, Starnes, Washington, and Whitlow.

The minutes of the October 16 meeting were approved.

The following proposed revisions were discussed and approved:

- p. 7 - Section G. 1. through 7. Omit the present paragraphs. For the new #1, put the following statement: "Board of Regents Tenure Policies may be found on pages 119, 119a, 119b in the Policy Manual."
(The Committee agreed that these references should be reproduced in full in a Supplement to be distributed along with the Statutes.)
- p. 8 - Re-number paragraphs G. 8 and 9. Number 8 becomes 2; number 9 becomes 3.
- p. 14- The Committee discussed the suggested language for Article III, Section H. (paragraph included on one page hand-out under (c) Removal of Faculty Members).
There was tentative agreement to substitute the re-written version for H. 1., but further study of the paragraph was suggested.

The Committee agreed to substitute the following reference to Regents Policy for the rest of Section H. :

- H. 2. Suspension and Removal
Refer to Regents Bylaws, vi. 6d on pp. xxi-xxv. Also refer to the Policy Manual, pp. 119b, 119c, 112a, 113.

(Presumably, these references will also be reproduced in full and included in the previously mentioned Supplement.)

Weary and confused, the members agreed to adjourn at 2:55.

Respectfully submitted,


Jo Anne Starnes, Secretary

FLOYD JUNIOR COLLEGE
STATUTES AND FACULTY AFFAIRS COMMITTEE
MINUTES

The Statutes and Faculty Affairs Committee met at 1:15 PM, Thursday, November 13, 1980, in the President's Conference Room. Present were McKeel, Dillard, Harrison, Washington and Whitlow, and Shelton. Dr. McCorkle was present for part of the meeting.

The minutes of the October 23rd meeting were approved unanimously.

The Committee returned to the document titled "Proposed Statutes of Floyd Junior College" and made the following changes with unanimous consent:

P. 19. Section I.

1. Change the first sentence to read:

" The academic year as defined in the faculty contract begins with the first day of the fall quarter. The teaching load may be assigned in (1) the day program, (2) the evening program, or (3) the day and evening programs combined."

Delete the remainder of I - 1. from the statutes and place in the handbook.

Page 20

Renumber paragraph two, three and three, two.

#2. "Each full time faculty member is employed

for the academic year of three quarters only, and, if his service should be needed during the summer quarter, a separate contract will be made with him covering his services for the summer quarter. Refer to page 71 of Regents' Policy Manual." The remainder of the paragraph, except that inserted in I - 1 above, is deleted.

New paragraph 3 reads the same as old paragraph 2 in this section.

There was serious concensus, in an item not directly germane to the business at hand, that the word "Junior" be deleted from the title Floyd Junior College on the grounds that the word denotes immaturity and smaller stature. Approval was unanimous.

Adjournment came at 2:40 P. M.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Hubert H. Whitlow, Jr.", written in dark ink.

Hubert H. Whitlow, Jr.
Acting Secretary

MINUTES OF THE STATUTES AND FACULTY AFFAIRS COMMITTEE
November 25, 1980

The Committee met at 1:00 in the President's Conference Room. Present were Dillard, Boyd, Smith, Sharp, McKeel, Starnes, Whitlow, Washington, and Harrison.

Minutes of the November 4 and November 13 meetings were approved.

Jim McKeel announced that he has received copies of Statutes from Clayton and Valdosta.

The following revisions in the Proposed Statutes of Floyd Junior College were discussed and approved:

- p. 26 - Article III, J. 7. e. (6) Delete item number 6, which reads, "The Committee shall have the power to initiate special meetings of the Faculty as needed." (The reference is to the Statutes and Faculty Affairs Committee.)
- p. 28 - Article IV. General Administrative Officers - Members agreed to leave the information given in Section A. but omit the heading Section A. Officers Named and Defined.

The Committee also decided to delete all the other Sections (B-F) and include these job descriptions in a Faculty Handbook.

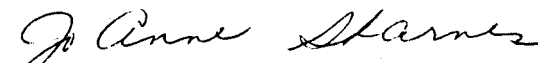
- p. 2 - Article II. The President. - The Committee decided to add the following at the beginning of II. C. : "The powers and duties of the President shall be those ordinarily implied in his office. The following are specifically included in the Regents' By-Laws, VI. A.1., pp. xvii and xviii: (Leave the ten items that are already listed.) Add number 11. "Additional powers and duties are described in Policies of the Board of Regents, pp. 101-103."

The Committee joyously agreed to cancel the December 4 meeting, thus postponing further consideration until next year.

Chairman McKeel said that he will announce a meeting schedule for next quarter.

The meeting adjourned at 3:00.

Respectfully submitted,


Jo Anne Starnes, Secretary

Boyd

MINUTES OF THE STATUTES AND FACULTY AFFAIRS COMMITTEE
February 10, 1981

The Committee met at 1:15 in the President's Conference Room. Present were Dillard, Smith, Sharp, McKeel, Whitlow, Washington.

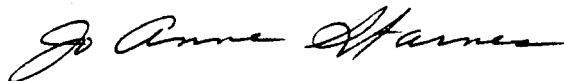
Minutes of the November 25 meeting were approved.

The discussion focused on the proposed Grievance Procedures for Faculty and Classified Employees, which Henry Neal had sent to Dr. McCorkle with a cover letter advising him that they were "prepared for use by University System colleges in developing their own grievance procedures."

Each Committee member was urged to study the proposal carefully and review the three-committee structure which is currently a part of the Floyd Junior College Proposed Statutes. The meeting on Thursday, February 19, will consider the grievance structure again.

The meeting adjourned at 2:40 p.m.

Respectfully submitted,



Jo Anne Starnes, secretary

Handwritten: Boyd

FLOYD JUNIOR COLLEGE
STATUTES AND FACULTY AFFAIRS COMMITTEE
MINUTES

The Committee was convened at 1:30PM in the President's Conference Room. Present were McKeel, Dillard, Harrison, Sharp, Washington and Whitlow.

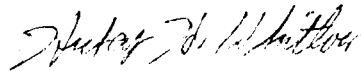
The minutes of the meeting of February 10, 1981 were approved.

Discussion continued from the previous meeting on the proposed Grievance Procedures for Faculty and Classified Employees. Dr. Dillard moved and Dr. Harrison seconded a motion to adopt these Grievance Procedures and to add any necessary sections of FJC statutes that are not in conflict.

After lengthy discussion, Mrs. Washington moved and Mr. Sharp seconded to table the motion until the next meeting of the Committee. The motion carried.

Mr. Sharp moved and Dr. Harrison seconded to adjourn. The motion carried. It was 2:30PM.

Respectfully submitted,



Hubert H. Whitlow
Acting Secretary

HHW/bjt

Boyd

MINUTES OF THE STATUTES AND FACULTY AFFAIRS COMMITTEE

March 3, 1981

The Committee met at 1:15 in the President's Conference Room. Present were Dillard, Harrison, McKeel, Sharp, Starnes, and Whitlow.

The minutes of the February 19 meeting were approved.

The first order of business was a unanimous vote to re-consider the following motion, tabled at the February 19 meeting:
"We move to adopt the Grievance Procedures (suggested by Henry Neal) and to add any necessary sections of FJC Statutes that are not in conflict."


After more discussion, the motion was unanimously defeated.

The Committee then agreed to attempt to streamline the present FJC appeals procedure and to incorporate as many of Mr. Neal's suggestions as feasible. The following decisions were made to implement those goals.

1. Article III, J, 5. We agreed to delete this item, thus eliminating hearing appeals from the duties of the Statutes and Faculty Affairs Committee.
2. Dr. Harrison's motion to remove Article III, H. 1. b. was seconded by Mr. Whitlow and passed unanimously with the understanding that we will probably want to substitute another paragraph b. which contains a reference to another review committee (after we have completed a description of another appeals/review committee).
3. A discussion of III, H, 2. revealed that we had agreed to eliminate it (Minutes, November 4, 1980). Undaunted by prior decisions however, the Committee felt that we needed to add a reference to FJC's specified committee to III, H, 2.
4. The Committee agreed to put the description of the as yet unnamed appeals/review/grievance committee into the Statutes before the present III, J. J. will change to K. and K. will become L.
5. The Committee decided to adopt IV. A. Selection of Chairman from Mr. Neal's proposal. Our description will read as follows:

There shall be a Chairperson for each Board of Review, who along with an Alternate Chairperson, shall be elected annually by the faculty of the College from among the tenured faculty of the institution for a one (1) year term. Both shall be elected by the end of the first week of each fall quarter. The Chairperson and Alternate shall not be elected from the faculty of any one department of the college. The Chairperson and Alternate should be briefed thoroughly on the conduct of the grievance mechanism by University System counsel or the Affirmative Action Officer of the College or the University System. The Chairperson and Alternate shall rotate, on an alternating basis, the duties of the Chairperson.

The meeting adjourned at 3:10. The next meeting is Thursday, March 12.

Respectfully submitted,  Jo Anne Starnes, Secretary

Boyer

MINUTES OF THE STATUTES AND FACULTY AFFAIRS COMMITTEE

March 12, 1981

The Committee met at 1:40 in the President's Conference Room. Present were Dillard, McKeel, Sharp, Smith, Starnes, Washington, and Whitlow. The minutes of the March 3 meeting were accepted as written.

The Committee agreed to change the terminology of item number 5 in the March 3, 1981 minutes from chairperson to chairman because chairman is the term used to designate similar positions in the rest of the Statutes. The following footnote will appear when the term chairman is first used in our Statutes: "As used herein, the word Chairman shall be construed to mean the person who chairs the Committee, Division, or Department, whether male or female."

The Committee continued the discussion of the proposed Grievance Procedures sent from Mr. Neal's office, beginning with item B. Drawing of Panel, page four.

The discussion of the thirty day requirement for filing grievances with the committee indicated that we may need to add a statement to our Statutes that indicates the time period for notification of non-renewal before the letter is sent from the President.

We revised the description of the drawing of the panel as follows:

B. Drawing of Panel

All grievances shall be filed in writing with the Chairman within thirty (30) days after the faculty member becomes aware of the alleged act prompting the grievance. If the grievance is determined by the Chairman to be within the jurisdiction of the Board, he shall draw a panel of eleven (11) persons as potential members of the Board, by lot, from a list of eligible faculty members or classified employees, as appropriate to each case. When grievances involve only faculty member(s), the Chairman shall draw the eleven (11) member panel from faculty members having at least one (1) academic year (nine months) of continuous service at the College. For grievances between faculty members and classified personnel, the Chairman shall draw five (5) members of the panel from eligible faculty members and six (6) members from eligible classified employees, all of whom shall have at least nine months of continuous service at the College. For grievances involving classified employees only, the Chairman shall draw the eleven (11) member panel from the names of classified employees having at least nine months of continuous service at the College. A new panel for each grievance shall be drawn by the Chairman in the presence of the Chief Personnel Officer of Floyd Junior College or his designee who shall certify to the President that the panel drawing process has been impartially executed.

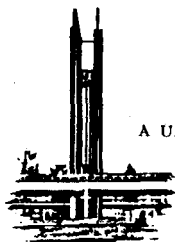
The Committee agreed to meet again on Tuesday, March 31, at 1:10.

The meeting adjourned at 3:10.

Respectfully submitted,

Jo Anne Starnes, Secretary

Jo Anne Starnes



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

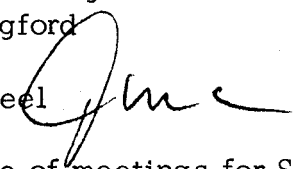
P. O. BOX 1864
ROME, GEORGIA 30161

April 9, 1981

MEMORANDUM

TO: Phillip Dillard
Harold Boyd ✓
Gale Harrison
Elsie Washington
Hal Langford

Jack Sharp
Jerry Shelton
Barbara Smith
JoAnne Starnes
Hubert Whitlow

FROM: Jim McKeel 

Re: Schedule of meetings for Statutes and Faculty Affairs Committee

As much as I hate to do this, I feel it is necessary we begin meeting more often if we are going to finish this year. We are still occasionally experiencing a problem with having a quorum so please make every effort you can to attend.

For the time being, I am setting only the following meeting times. They will be in the President's Conference Room from 1:10 to 3:00. We will see how it goes before we set others.

April 14	April 21
April 16	April 23

cc: Dr. McCorkle
Dean Walraven

MINUTES OF THE STATUTES COMMITTEE

October 5, 1981

The Committee met at 1:30 PM Monday in the President's Conference Room. The following members were present: Moshier, McKeel, Corlew, J. Cook, Hays, Anderson, Smith, Abner, McPhearson.

Dr. James Cook Jr. was elected to chair the committee.

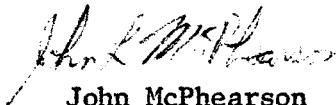
After some discussion as how to review the proposed Statutes, it was agreed to divide the document by chapters and assign two committee members for each section as follows:

A to F -- Abner and Boyd
G to H -- Hays and Moshier
I -- Anderson and Browder
J -- Corlew and McPhearson
K to L -- Smith and ~~Cook~~ McKeel

The next meeting was set for October 12, in the President's Conference Room at 2:00 PM.

Meeting adjourned approximately 2:15 PM.

Submitted by,


John McPhearson
Secretary

JMc/bjt

MINUTES OF THE STATUTES COMMITTEE

October 12, 1981

Statutes Committee met at 2:00 PM Monday in the President's Conference Room. The following members were present: Smith, Hays, McKeel, Moshier, Browder, Anderson, J. Cook, Abner, Corlew, McPhearson.

Sections A - F

G - H

I

were reported on during the meeting.

Committee to meet on Thursday, October 15, 2:00 PM.

Committee adjourned 3:30 PM.

October 15, 1981

Statutes Committee met at 2:00 PM Thursday in the President's Conference Room. The following members were present: Abner, Anderson, Boyd, Browder, J. Cook, Corlew, McKeel, McPhearson, Smith.

Work continued . . .

Committee adjourned 5:00 PM.

October 22, 1981

Statutes Committee met at 2:00 PM Thursday in the President's Conference Room. Following were present: Anderson, J. Cook, Carl Abner, McKeel, McPhearson, Boyd.

Work continued on removal of excess wordage, more concise punctuation, and grammar.

Visited by Dr. McCorkle.

Committee adjourned 3:30 PM.

Submitted by,

John McPhearson

John McPhearson
Secretary

JMc/bjt

FJC

The Statutes and Faculty Affairs Committee

Minutes

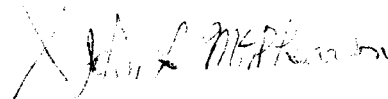
The committee met on Wednesday, March 10 at 2:00 PM
in the President's Conference Room.

Carl Abner, W. Browder c/o R. Trimble, James Cook,
Ruth Corlew, Richard Hays, James McKeel, John McPhearson and
Lawrence Moshier were present.

The comments of Mr. H. Neal and Mr. R. Cleere on the
proposed statutes were reviewed, discussed and discussed.
The need for a Faculty Handbook was also discussed.

The Committee adjourned till the next quarter at
3:40 PM.

Submitted by,


John McPhearson

JMc/ bjt

FJC

The Statutes and Faculty Affairs Committee

Minutes

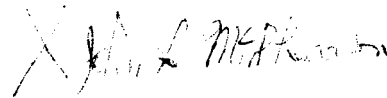
The committee met on Wednesday, March 10 at 2:00 PM
in the President's Conference Room.

Carl Abner, W. Browder c/o R. Trimble, James Cook,
Ruth Corlew, Richard Hays, James McKeel, John McPhearson and
Lawrence Moshier were present.

The comments of Mr. H. Neal and Mr. R. Cleere on the
proposed statutes were reviewed, discussed and discussed.
The need for a Faculty Handbook was also discussed.

The Committee adjourned till the next quarter at
3:40 PM.

Submitted by,

A handwritten signature in dark ink, appearing to read "John McPhearson", is written over a large, light-colored 'X' mark.

John McPhearson

JMc/ bjt

STATUTES AND FACULTY AFFAIRS COMMITTEE

Friday, May 23, 1:00 PM

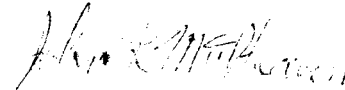
Carl Abner
Ken Anderson
Jim Cook
Ruth Corlew
Jim McKeel
John McPhearson
Lawrence Moshier
Barbara Smith

Committee discussed methods of informing the faculty of the changes made in the Statutes.

Corlew/Abner motion approved to present changes at faculty meeting for a vote.

Committee agreed to present the matter of "name change" to the faculty at faculty meeting for a vote.

Adjourned 2:00 PM.



John L. McPhearson

JL/c/bjt

TO: DEAN WALRAVEN AND
MEMBERS OF STATUTES AND FACULTY AFFAIRS COMMITTEE

FROM: BETTY NOLEN, SECRETARY
STATUTES AND FACULTY AFFAIRS COMMITTEE

RE: MINUTES OF MEETING ON OCT. 8, 1986

THE STATUTES AND FACULTY AFFAIRS COMMITTEE MET ON WEDNESDAY,
OCTOBER 8, AT 12:10 IN ROOM B-202, FOR THE PURPOSE OF
ELECTING A CHAIRMAN AND SECRETARY FOR THE 1986-87 COLLEGE TERM.

ELECTED WERE: JAMES COOK, CHAIRMAN
BETTY NOLEN, SECRETARY

THE MEETING WAS THEN ADJOURNED.

SUBMITTED ON OCT. 10, 1986
BETTY NOLEN, SEC.

Betty Nolen

ROLL CALL FOR THE MEETING:

PRESENT:

HAROLD BOYD
JAMES COOK
JAMES MCKEEL
ANGELYN STRUCHER

PROXIES:

JACK SHARP
ELSIE WASHINGTON
BETTY NOLEN

ABSENT:

ANITA FUQUA
DAVID MOTT
CHAO-LING SUNG

XEROX COPIES:
COMMITTEE MEMBERS
LIBRARY FILE

Minutes
Statutes and Faculty Affairs Committee

The Statutes and Faculty Affairs Committee met on Monday, February 12 at 1:30 p.m. in the B-Conference Room. The following members attended the meeting: J. Cook, Nolen, Blalock, Strucher, Starnes, McKeel and Cheadle. Members Boyd and Bowman were absent.

Dr. Cook explained that he had called the meeting at the request of Dr. McCorkle, and that the committee had been charged with administering the evaluations of President McCorkle, Dean Walraven, Mr. Melton, Mr. Boyd, and all division heads.

The committee members spent the next hour discussing the various ways this task could be accomplished to insure honest, complete responses and yet maintain confidentiality.

The outcome was that each committee member will distribute forms to certain divisions and be responsible for their collection. After the forms are collected, they will be taken to Dr. McCorkle's secretary for tabulation.

The faculty will be informed about the evaluation procedure during a faculty meeting to be held as soon as possible. Dr. Cook will handle the request for that meeting.

The meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Betty Nolen
Secretary

STATUTES OF FLOYD JUNIOR COLLEGE

Dr. R. R. R. R.
RECEIVED
AUG 24 1971
SOCIAL SCIENCES
AND HUMANITIES

Article I. THE COLLEGE

Floyd Junior College is a unit of the University System of Georgia and is under the jurisdiction of the Board of Regents and the Chancellor of the University System of Georgia. As a two-year junior college, Floyd Junior College confers the Associate of Arts and the Associate of Science degrees.

Article II. THE PRESIDENT

- Section 1. The President shall be elected by the Board of Regents upon the recommendation of the Chancellor.
- Section 2. The President shares responsibility for the definition and attainment of goals, for administrative action, and for operating the communications system which links together the components of the academic community. He represents the institution to its many publics. His leadership role is supported by delegated authority from the Board of Regents, with the support of the Faculty and the students.
- Section 3. The powers and duties of the President shall be those ordinarily implied in his office. The following are specifically mentioned:
- a. He shall exercise such supervision and direction as will promote the efficient operation of the institution and shall insure that no action of the Faculty, any committee, or any administrative officer, shall violate the goals of Floyd Junior College or policies of the Board of Regents.
 - b. He shall be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor.
 - c. He shall be the ex officio chairman of the Faculty and shall preside at its meetings.
 - d. He shall serve as chairman of the Advisory Council and shall preside at its meetings.
 - e. He shall insure that the views of the Faculty, including dissenting views, are presented to the Chancellor in those areas where responsibilities are shared. Similarly, the Faculty, through the President, should be informed of the actions of the Board of Regents and of the administration on like issues.
 - f. He shall recommend annually to the Board of Regents, through the Chancellor, the election or re-election of the Faculty and other employees, the salary of each, and all promotions and removals.
 - g. He shall have the right and authority, with the approval of the Chancellor, to fill Faculty vacancies between meetings of the Board of Regents with the understanding that these appointments shall be approved by that Board.
 - h. He shall have the right and authority, with the approval of the Chancellor and the Board of Regents, to grant leaves of absence to members of the Faculty for study at other institutions or for such reasons as the Board of Regents may deem proper.
 - i. He shall make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Floyd Junior College.
 - j. Concomitant to his responsibilities for definition and attainment of goals of Floyd Junior College and for carrying out policies of the Board of Regents, he shall have veto power over any action of the Faculty and over any action of a standing committee of the Faculty.

Article III. THE COLLEGE FACULTY

- Section 1. Membership: The Faculty shall consist of the President, the Dean, the Director of Student Affairs, the Assistant Director of Student Affairs, the Comptroller, the Librarian, the Assistant Librarian, other

administrative offices appointed by the President, and all full-time professors, associate professors, assistant professors, and instructors. Full-time consists of those members of the corps of instruction employed full-time for the academic year.

- Section 2. Authority of the Faculty: The Faculty shall make, subject to the approval of the Chancellor and the Board of Regents, rules and regulations for its government and procedure, and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation; and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty shall prescribe rules for regulation of student publications, athletics, intercollegiate and intramural games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to the approval of the Chancellor and the Board of Regents.

Section 3. Faculty Organization:

- a. The Faculty shall meet regularly at a time and place established by the Faculty in its first meeting of the fall quarter each year. The first meeting of the fall quarter shall be called by the President. The time and place of the regular Faculty meetings may be changed at any regular or called Faculty meeting by a majority vote of the Faculty.
- b. Special meetings of the Faculty may be called at any time by the President, in his absence, by the Dean, or by the Executive Committee of the Faculty, provided that written notice of the time, place, and purpose of the called meeting be given each member of the Faculty twenty-four hours in advance of the proposed meeting.
- c. A quorum of the Faculty shall consist of a majority of its members currently employed by the College. The presence of a quorum of its members shall be necessary for the conduct of any business of the Faculty.
- d. All ex officio members of the Faculty and of its several committees shall have full privileges of debate and vote except ex officio members given non-voting status by the President.

Section 4. Appointment, Reappointment, and Promotion:

a. General

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

b. Qualifications for Faculty appointment

1. Minimum qualifications for all academic ranks within Floyd Junior College shall be the following:
 - (a) Master's degree. Exceptions may be made for:
 - (1) Persons of special learning and ability;
 - (2) Promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training; and/or,
 - (3) Temporary emergency appointments.
 - (b) Evidence of ability as a teacher.
 - (c) Evidence of scholarly competence and activity.
 - (d) Successful experience, generally waived in the case of beginners who meet all other requirements.
 - (e) Desirable personal qualities judged on the basis of a personal interview, complete biographical data, and recommendations.
2. Initial appointees to full professorships should have completed at least two years' work beyond the bachelor's degree. With reference to persons appointed to serve as department heads, each appointee

should have two years of work beyond the bachelor's degree or, in certain specialized professions, the highest training available in accordance with recognized standards in the particular field of specialization. Promotion to an associate or full professorship should require at least two years' study beyond the bachelor's degree.

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

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

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

1. Outstanding service to the College is to be judged by representation on College Committees, on committees within the University System, and upon professional committees within disciplines. Additionally, this standard may be judged by representing Floyd Junior College within the community served by the College.
2. Professional growth and development within the Faculty member's discipline, for example, the granting of a higher degree, research, publication, delivering papers to professional societies, awards and honors bestowed by academic societies and institutions, additional graduate work, and post-doctoral fellowships and grants.
3. Length of service to Floyd Junior College is not a primary consideration for salary increases and promotion, and, as such, it should never be the sole consideration for salary increases and promotions.
4. Faculty members whose primary duty is not teaching will be evaluated by their immediate superiors by normally accepted professional standards within their fields.

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

- a. Where either or both are academic employees, they may not be employed in the same Department, or Division.
- b. Employees from the same economic unit and/or related employees may not be employed in the same administrative unit where one member has direct or ultimate administrative responsibility.
- c. Persons employed under this policy will have the same rights and privileges as any employee in the institution except that tenure will not be extended to a second member of a single economic unit.

Section 6. Tenure:

- a. Tenure of professors and associate professors shall be permanent. When a Faculty member's first connection with an institution is in the capacity of a full or associate professor, he shall serve on a probationary basis for a period of three years, except that, at his discretion, the President may recommend tenure at the end of two years. His tenure shall be permanent after that time.
- b. Assistant professors may be appointed on a year-to-year basis for a period of five years. Upon successful completion of five years of service, an assistant professor may have permanent tenure upon written notice by the President and approval by the Chancellor.
- c. Appointments of instructors shall be on a year-to-year basis and no teacher shall serve with the rank of instructor for a period longer than five years.
- d. The provisions herein set forth shall not be construed to prohibit the promotion of a qualified individual at any time.

Section 7. Resignation and Removal of Faculty Members:

- a. Faculty members and other personnel employed under written contract for the fiscal year or academic year of three quarters shall give written notice to the President or his authorized representative postmarked no later than February 1 immediately preceding the expiration of the contract period of their intention to resign. Otherwise, said employment shall be continued except as provided in paragraph b. hereof.
- b. Faculty members and other personnel employed under written contract who do not have tenure shall be given notice in writing by certified mail to be delivered to addressee only, with receipt to show to whom and when delivered, and address where delivered, by the President, or his authorized representative, postmarked no later than February 1 immediately preceding the expiration of the contract period of his intention not to renew their employment contract, except in the first year of employment, when such notification shall be given no later than April 1. Otherwise, said employment shall be continued except as provided in paragraph a. hereof.
- c. Faculty members and other personnel employed under written contract on a temporary appointment shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.
- d. The President of Floyd Junior College may at any time remove any Faculty member or other employee of the institution for cause by giving written notice, by certified mail, to be delivered to addressee only, with receipt to show to whom and when delivered, and address where delivered, clearly stating the charges against the person to be removed, and notifying such person that he may file an appeal in writing within ten days after the date of the receipt of such notice and charges to the Board of Regents for a fair hearing before said Board or a committee of the Board, within forty-five days from the date of filing such an appeal. Said employee shall be suspended from employment without pay from the date of receipt of such notice and charges. Should said employee be reinstated by action of the Board of Regents, he shall be compensated from the date of suspension. The action of the Board shall be final.
- e. The By-Laws and Statutes Committee shall be given appeals jurisdiction for disputations involving the Faculty and the administration concerning non-reappointment, tenure, and academic freedom. In such cases, the Committee will recommend a course of action to the Faculty.
- f. The same criteria used for promotions and salary increments shall be used for dismissal of non-tenured and tenured members of the Faculty.

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

- a. A teacher shall be expected to participate, in a manner befitting his academic position, in such extra-curricular activities as are a proper extension of his professional field of interest, whether these be in the internal administration of the College or in representation of the College before outside groups. Annual Departmental and/or Divisional reports shall make reference to such activities on the part of members of the Faculty.
- b. The academic year embraces the Summer, Fall, Winter, and Spring Quarters, each of which is approximately eleven weeks in length. The year begins with the first day of Summer Quarter. Three Quarter's contracts will normally be effective with the opening of the Fall Quarter. Compensation for services during an academic year is payable in twelve equal installments.
- c. When a member of the Faculty desires a leave for the purpose of study, research, or other pursuits, the object of which is to increase his professional efficiency and usefulness to the College, he shall make known to the Dean the period during which he wishes to be absent. The Dean in consultation with the Division or Department Chairman shall try to schedule the work of the Faculty member within any year or any three-year period so as to make it possible for him to have the requested leave.

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

Leave with pay shall be granted only for the purpose of promoting scholarly work and encouraging professional development. The program or project on which the applicant proposes to work will be examined carefully with the view of ascertaining the applicant's ability to accomplish the purposes for which the leave is requested.

Leave with pay will be granted only when the work of the applicant can be handled by other Faculty members or when funds are available for the employment of a substitute. In any case, if the Dean or the President considers that the leave will be prejudicial to the interests of the College, such request shall be denied.

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

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

- d. Instruction given in a Quarter or term in excess of three required Quarters of any year, unless it be for the purpose of obtaining a leave in one of the following two years, shall entitle a member of the Faculty on an academic contract to extra compensation of thirty percent of his regular salary for full-time employment or to a prorata share for part-time employment, payable in the period of extra employment. For persons employed on twelve-month contracts the compensation for the additional time may be calculated at a lower percentage in consideration of the elimination of the risk of unemployment during this extra period.
- e. Administrative officers and members of the Faculty whose work is of a type requiring continuous service shall be appointed to serve during the four Quarters of the academic year. In fixing salaries of members of the Faculty and staff serving on this basis, consideration shall be given to the fact that they are required to be on duty for a period longer by one-third than are those whose appointments are on a three-Quarter basis.
- f. When any employee of the College who has been in the employ of the College for one year or longer is incapacitated by illness, his salary shall be paid as a matter of course for a period of one month following the end of the month in which he became ill. In case of illness extending beyond the period above specified, it shall be the duty of the President with the approval of the Board of Regents, to make such arrangement or adjustment as may be fair and equitable from the standpoint of the incapacitated employee and also from the standpoint of the College.
- g. A member of the Faculty is free to express, inside or outside the classroom, his opinion on any matter that falls within the field of knowledge which he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. The Faculty member should be careful in his teaching to deal adequately with the course matter as described in the College catalogue and to maintain respect for varying opinions on controversial matters. He should emphasize the fact that the opinion which he expresses is personal and not institutional.
- h. Faculty members acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, public service activity, or any other activity authorized to be discharged or held on this College campus is considered by the College to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.
- i. Each teacher should maintain a reputation for scholarship through continuous research and study. This research and study should yield results in improved teaching. Publication of research studies is encouraged.
- j. All absences of Faculty members from ordinary service in the College shall be reported to his Division or Department Chairman and to the Dean. Members of the Faculty, unless excused by the President, are expected to attend all academic exercises of the College. The outside activities of Faculty members of Floyd Junior College are governed by the following policy statement from the Board of Regents' Policy Manual: 'The members of the Faculties shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of their official duties.'
- k. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to render academic service in teaching. In his annual report the Department or Divisional Chairman shall include a statement concerning the performance of teachers in this area. Due attention shall be given in this report to special qualities of excellence in the performance of teachers in his Department or Division.

- l. A member of the Faculty is expected to post on his office door or to publish in the medium provided for that purpose such office hours and conference periods as he deems most advantageous to his students. He should be available for student conferences during those posted office hours.
- m. Each member of the Faculty and administrative staff is expected to become acquainted with and to conform to all rules and regulations of the College relating to him and his work. Copies of all rules and regulations shall be furnished to all Faculty members.
- n. Any Faculty member, administrative officer, or other employee of the College who believes that his rights have been invaded or ignored by any other Faculty member, administrative officer, or employee of the College and who is unable to obtain within his own Department or Division redress which is satisfactory to him, shall have a right of appeal to the President. If the President's decision does not settle the matter to his satisfaction, he shall present to the President an appeal addressed to the Chancellor and the Board of Regents, and this appeal accompanied by the President's own statement shall be transmitted by the President to the Chancellor and the Board of Regents for appropriate action.
- o. A Faculty member or administrative officer who has accepted an appointment for a definite period may not, as a matter of right, leave the College before the expiration of that period. Any person planning to leave the College at the expiration of the period of his appointment or at the end of the academic year, who ordinarily would be expected by the administrative officers to remain at the College under a new appointment, shall give to the head of his Department or Division notice of his intention at least ninety days prior to the time of the severance of his relationship with the College.

Section 9. Standing Committees of the Faculty:

- a. The standing committees of the Faculty are instruments of the Faculty whose actions are subject to approval or disapproval of the Faculty. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.
- b. The minutes of a standing committee shall be filed with the Secretary of the Faculty, and become a part of the minutes of the Faculty.
- c. The standing committees of the Faculty shall consist of the Executive Committee, the Admissions and Academic Placement Committee, the Library Committee, the Academic Progress Committee, the Statutes and Faculty Affairs Committee, the Curriculum Committee, the Student Affairs Committee, and the Auxiliary Enterprises Committee.
- d. The Committee members not designated specifically by the administrative position that they hold will be elected from the Faculty for a two-year term. Each Division or Department of instruction will be represented on each committee. Other 'at large' members of the committees shall be chosen by the Faculty as a whole. The Executive Committee of the Faculty will recommend rules and regulations for such elections.
- e. All Committees shall meet quarterly and additionally as necessary upon the call of the Committee Chairman or a majority of the Committee.
- f. Student members of the standing committees of the Faculty shall be selected annually by the Student Senate.

Section 9A. Executive Committee

- a. The Executive Committee shall consist of the Dean, who shall be Chairman, the Director of Student Affairs, and one representative from each Division or Department.
- b. The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established rules and regulations of the College.
- c. The Committee shall approve student activities which necessitate a student being absent from class.
- d. The Committee shall serve as an executive committee of the Faculty in the interim between meetings of the Faculty.
- e. The Committee shall propose the agenda for each Faculty meeting and have the power to call meetings of the Faculty as needed.

Section 9B. Admissions and Academic Placement Committee

- a. The Admissions and Academic Placement Committee shall consist of the Director of Student Affairs, who shall be Chairman, the Assistant Director of Student Affairs, and four members of the teaching Faculty.
- b. The Committee shall recommend to the Faculty rules and regulations concerning the admission of students.
- c. The Committee shall have the power in the case of a meritorious applicant to declare exceptions to the regulations governing admission, insofar as such exceptions are not in conflict with the standards of admission as established by the accrediting association of which the College is a member.
- d. The Committee shall coordinate the Developmental Program and the placement of students in this program.
- e. The Committee shall advise the Director of Student Affairs in the areas of registration and records.
- f. The Committee shall hear appeals from students concerning placement in the academic program.

Section 9C. Library Committee

- a. The Library Committee shall consist of the Librarian, who shall serve as Chairman, one member from each academic division, and one from the Department of Physical Education.
- b. The Library Committee shall advise the Librarian concerning purchase of books, arrangement of the Library budget, library hours, composition of the library collection, and related matters.

Section 9D. Academic Progress Committee

- a. The Academic Progress Committee shall consist of the Dean, who shall be Chairman, the Director of Student Affairs, the Assistant Director of Student Affairs, and three members of the teaching Faculty.
- b. The Committee shall constantly evaluate the rules and regulations dealing with scholarship and recommend changes to the Faculty.
- c. The Committee shall enforce and administer student rules and regulations established by the Faculty in regard to scholarship, with powers to place students on or remove them from probation, and to drop students from the rolls of the College for scholastic deficiencies.
- d. The Committee shall have the power to declare eligible to return to the College students who have been dropped from the rolls of the College for scholastic deficiencies.
- e. The Committee shall recognize and encourage scholastic achievement by awarding scholarships, conducting honor's day programs, publishing a Dean's List, or such other methods as may be approved by the Faculty.

Section 9E. Statutes and Faculty Affairs Committee

- a. The Statutes and Faculty Affairs Committee shall consist of five members of the Faculty. The Committee shall elect a chairman from its membership.
- b. The Committee shall consider any proposed changes or amendments to the Statutes of Floyd Junior College, and shall transmit such proposals to the Faculty with appropriate recommendations.
- c. The Committee shall maintain a file of all statutes of the College.
- d. The Committee shall constantly review fringe benefits and other pertinent matters and make recommendations to the Faculty.
- e. This Committee shall be given appeals jurisdiction involving disputations between the Faculty and the administration concerning non-reappointment, tenure, and academic freedom. In such cases, the Committee will recommend a course of action to the Faculty.

Section 9F. Curriculum Committee

- a. The Curriculum Committee shall consist of the Dean, who shall be Chairman, the Director of Student Affairs, the Librarian, and four members of the teaching Faculty.

- b. The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each department or division of instruction.
- c. The Committee shall review all proposed changes in degree requirements and programs of instruction, and shall transmit such proposals to the Faculty with appropriate recommendations.
- d. The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.

Section 9G. Student Affairs Committee

- a. The Student Affairs Committee shall consist of the Director of Student Affairs, who shall be Chairman, the Assistant Director of Student Affairs, five additional members of the Faculty, and five students.
- b. The Student Affairs Committee shall recommend policy and assist in the implementation of all matters pertaining to student financial aid including scholarships, loans and part-time employment; counseling and advising; student activities, organizations, publications, and health; orientation, registration and records; and occupational placement counseling concerning both college transfer and occupational information.
- c. The Student Affairs Committee shall consider for recognition student organizations which have been recommended for approval by the Student Senate.
- d.

Section 9H. Auxiliary Enterprises Committee

- a. The Auxiliary Enterprises Committee shall consist of the Comptroller, who shall be Chairman, the Director of Auxiliary Enterprises, three student representatives, and four members of the teaching Faculty.
- b. The Committee shall recommend to the Faculty rules and regulations concerning the activities of auxiliary enterprises.
- c. The Committee shall receive, consider, and take appropriate action concerning recommendations or grievances relating to operations of auxiliary enterprises.
- d. The Committee shall review all operating changes suggested by the Director of Auxiliary Enterprises and act accordingly in an advisory capacity.

Section 10. Instructional Divisions and Departments:

- a. The educational programs of Floyd Junior College shall be immediately and directly supervised and administered through the systematic organization of subject matter interests into appropriate departments and divisions. These educational programs shall consist of a Division of Social Sciences and Humanities, a Division of Natural Science and Mathematics, and a Department of Physical Education.
- b. Duties of Division Chairmen and Departmental Directors: The duties of a Chairman of a division and a Director of a department shall be those ordinarily implied in his office, among which the following are specifically mentioned:
 - 1. He shall recruit qualified Faculty members and recommend Faculty appointments to the Dean.
 - 2. He shall confer with the Division or Department concerning budgetary needs and make recommendations to the Dean.
 - 3. He shall make teaching, advising, part-time teaching, and registration assignments.
 - 4. He shall keep informed about existing curricular and curriculum changes in other schools. He shall make studies of curriculum needs and with the approval of the division Faculty recommend to the Curriculum Committee any needed changes in the curriculum at Floyd Junior College.
 - 5. He shall assume responsibility for the quality of instruction in his division or department. He shall inform the Faculty of his evaluation of their performance at regular intervals. He shall recommend reappointments, promotions, dismissals, and salary increments to the Dean.

6. He shall consult the Division Faculty in the areas of recruitment, curriculum, budget, policies, and procedures; and he shall act with their "advice and consent."
7. He shall prepare an annual report of the activities of the Division or Department.
8. He shall assume responsibility for catalogue materials relating to his Division or Department.
9. He shall interpret the needs of the community which might be served by the Division or the Department and make recommendations to the Dean dealing with community service courses.
10. He shall prepare the class schedule in cooperation with the other Divisions and Departments, his own Faculty, and the Dean.

Article IV. GENERAL ADMINISTRATIVE OFFICERS

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

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

Section 2. THE DEAN OF THE COLLEGE

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

- a. In the absence of the President, he shall exercise the President's responsibilities.
- b. He shall be responsible for the coordination and correlation of the total academic program.
- c. He shall be responsible for carrying out College administrative policies.
- d. He shall recommend after consultation with Division or Department faculties the appointment, re-appointment, promotion, retirement, or dismissal of the Division Chairmen, Departmental Chairmen or Directors, and Librarian.
- e. He shall recommend tenure, appointment, reappointment, promotion, retirement, or dismissal of the teaching staff in the College. In making nominations for appointments, reappointments, and promotions to teaching positions within a Division or Department of instruction, or recommendations for dismissals, he shall transmit to the President the recommendation of the Chairman of the Division or Department of instruction, together with his own approval or disapproval.
- f. He shall be responsible for seeing that Faculty members in the College carry proper teaching loads and maintain a satisfactory quality of work. He shall make a report each quarter to the President of the workloads of the teaching staff.
- g. He shall maintain a complete record for each Faculty member in the College, of all activities relating to education, professional practice and research, publications, recognition received, membership and activity in learned societies, and special services rendered, and may make this information available to other officially interested College officers.
- h. He shall exercise control over all funds allocated for the operation of the educational program of the College. He shall, in consultation with the Chairmen of the Divisions or Departments of instruction, prepare annually a consolidated instructional budget for the College. He shall transmit the consolidated budget to the President. It shall be the responsibility of the Dean to see that an equitable and proper scale of salaries is maintained for the teaching staff.

- i. He shall be ultimately responsible for the provision and efficient use of facilities and resources in support of the academic program including the assignment and efficient utilization of faculty office spaces, classrooms, laboratories, and special purpose rooms.
- j. He shall, in consultation with the Librarian, exercise control over all funds allocated to the Library, prepare the annual library budget and recommend the appointment, reappointment, promotion, or dismissal of the professional library staff.
- k. At the close of each academic year, he shall submit to the President a consolidated report concerning the academic work of the College and shall transmit to the President with appropriate comment the reports of the Chairmen of the Divisions or Departments of instruction.
- l. He shall serve as Chairman of the Executive, Curriculum, and ~~Academic Progress Committees~~.
- m. He shall, in consultation with the staff of the Office of Admissions and Records and the Chairmen of the Divisions and Departments of instruction concerned, organize and publish the master schedule of classes for the College and examination schedules.
- n. He shall coordinate with the advice of the Curriculum Committee and the Public Information Officer all community service courses.
- o. He shall perform such other duties as may be described by the President.

Section 2A. THE LIBRARIAN

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

- a. He shall recruit qualified professional and clerical staff members and recommend their appointments to the Dean.
- b. He shall prepare an annual budget and make recommendations to the Dean. He shall authorize the purchase of all library materials.
- c. He shall familiarize himself with programs at Floyd Junior College and related library needs.
- d. He shall assume responsibility for library collection and services and function as coordinator of audiovisual materials for the College.
- e. He shall be a member of the College Faculty and of its Library Committee.
- f. He shall compile library statistics to indicate library growth and status and submit an annual report to the Dean.
- g. He shall assume responsibility for catalogue materials describing the library.

Section 3. THE DIRECTOR OF STUDENT AFFAIRS

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

- a. He shall be responsible for the administration and coordination of student services and functions relating to admissions, orientation, registration, and records; counseling, testing, financial aid, placement, student part-time employment, student health, discipline and matters related to conduct, student activities, student organizations, student government, and student publications.
- b. He shall serve as the principal advisor to the President on all matters pertaining to student life and activities outside the classroom.
- c. He shall be a member of the College Faculty, a member of the Admissions and Academic Placement, Academic Progress, and Student Affairs Committees and other committees as may be deemed necessary by the Faculty.

Section 3A. THE ASSISTANT DIRECTOR OF STUDENT AFFAIRS

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

- a. He shall assist the Director in the administration and coordination of the student personnel services program.
- b. He shall administer the students' conduct regulations.
- c. He shall be a member of the College Faculty, a member of the Admissions and Academic Placement, Academic Progress, and Student Affairs Committees and other committees as may be deemed necessary by the Faculty.

Section 4. THE COMPTROLLER

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

- a. Subject to the jurisdiction of the President, the Comptroller shall have custody and control of all its funds and securities. He shall have charge of all of the assets of the College, including physical property.
- b. The Comptroller shall be responsible for the installation and administration of all accounting records and procedures, the preparation and interpretation of all financial reports, and the proper functioning of internal auditing procedures. He shall assist the President in the preparation of the College budget and in the control of the budget operation. He shall maintain adequate records of all contracts and leases, compile cost analyses, and supervise the preparation of business and financial statistical reports. He shall examine all College contracts before the execution thereof and, with the approval of the President, shall be the official signatory thereto.
- c. He shall maintain proper books of account fully setting forth the financial condition and transactions of the College. He shall exercise general supervision over all accounts of College officers which have to do with the receipt and disbursement of funds. He shall obtain full and true reports of all receipts and disbursements from these officers, who maintain their accounts in such manner and render to the Comptroller such statements as he may require.
- d. He shall examine all accounts, claims, and demands against the College, and no funds shall be drawn from the College Treasury to pay such accounts, claims, or demands unless they are found by him to be correct and unless there are funds in the Treasury legally available for such payment.
- e. The Comptroller shall receive all funds paid to the College and give receipt therefore in the name of the College. He is authorized to sign checks against all funds deposited in the name of the College.
- f. The Comptroller shall supervise the accounting and business management of all income-producing activities of the College. All Auxiliary Enterprises shall be under his direction and control.
- g. Recommendations for appointments to all non-academic positions in the College (including those not having faculty status), except part-time student assistants, shall be made to the Comptroller. Appointments shall become effective when approved by him.
- h. The Comptroller shall be responsible for all purchasing by the College, in accordance with regulations established by him, the President and the State Purchasing Department.
- i. The Comptroller shall assist the President and other appropriate officials in the building program and the expansion of physical facilities of the College.
- j. The Comptroller shall be responsible for all security operations on the Floyd Junior College campus.

Section 4A. ASSISTANT COMPTROLLER

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

- b. He shall be responsible for the development and implementation of methods to meet current business requirements in the simplest way possible. This objective shall involve all aspects of work flow.
- c. He shall perform such other duties as may be described by the Comptroller.

Section 4B. DIRECTOR OF AUXILIARY ENTERPRISES

- a. The Director of Auxiliary Enterprises shall be responsible for coordinating, reviewing, and recommending improvements in the total operation of all Auxiliary Enterprise activities.
- b. He shall be responsible to the Comptroller for the business management of all auxiliary units.
- c. He shall review for approval all budget requests and budget amendments of Auxiliary Enterprises.
- d. He shall perform such other duties as may be described by the Comptroller.

Section 4C. DIRECTOR OF PLANT OPERATIONS

- a. The Director of Plant Operations shall be immediately responsible for all physical facilities and equipment of the College, except educational equipment.
- b. He shall be responsible for the operation and maintenance of the College physical plant, including all utilities, heating, air-conditioning and refrigeration, building, alteration maintenance, and related activities.
- c. He shall be responsible for the maintenance of roads and grounds, including athletic fields, and for landscaping for the College.
- d. He shall be responsible for such security operations as the Comptroller shall delegate to him.
- e. He shall perform such other duties as may be described by the Comptroller.

Section 5. PUBLIC INFORMATION OFFICER

- a. The Public Information Officer at Floyd Junior College shall serve as liaison between the College and the Community and act as an advisor to the President on matters pertaining to community affairs. He shall be appointed by and report to the President.
- b. He shall interpret the community to the College and the College to the community so that both have a full understanding of the ways in which they can serve each other. This shall be accomplished in a variety of ways including the release of information about the College, its programs, faculty, staff, and students.
- c. He shall make use of the news media generally used for the dispersal of information and such other outlets as the publication of pamphlets, brochures, newsletters, etc. which serve to acquaint the public with the services of the College, and the scheduling of speakers from the College for local civic and professional groups.
- d. All public information about the College shall be channeled where feasible through the Office of Public Information.
- e. The Public Information Officer also shall be responsible for establishing and maintaining close ties with the community through active participation in community affairs.

Section 6. ADVISORY GROUPS

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

Article V. MISCELLANEOUS PROVISIONS

All questions of interpretation of these Statutes and questions of the nature and extent of the jurisdiction of the Faculty of the College and of the various administrative officers under these Statutes shall be determined by the President. The

President shall settle all questions of conflict of jurisdiction that may arise between any of the committees of the College or between them and the administrative officers. After the decision of the President on such questions, an appeal may be made to the Board of Regents.

Article VI. AMENDMENTS

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

Article VII. RATIFICATION

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

File

Pullen

DATE: January 18, 1973

TO: Members of the Statutes and Faculty Affairs Committee (Pullen, Schuller, Shelton, Dillard, Boyd, Hammock, Kennard, Hays) and Dean Walraven and Dr. McCorkle.

FROM: Jo Anne Starnes

Here is a copy of the revised Statutes. I have tried to incorporate all the changes which have been approved by this committee. PLEASE read all of this revision carefully, checking for omissions and other types of mistakes. We will consider it at the meeting Friday, January 19, at 2:00 in the conference room.

RECEIVED

JAN 18 1973

SOCIAL SCIENCES

PROPOSED STATUTES OF FLOYD JUNIOR COLLEGE

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

Article I. THE COLLEGE

Section 1. Floyd Junior College is a unit of the University System of Georgia and is under the jurisdiction of the Board of Regents and the Chancellor of the University System of Georgia. As a two-year institution, Floyd Junior College confers the Associate of Arts and the Associate of Science degrees.

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

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

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

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

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

Article II. THE PRESIDENT

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

Section 2. The President shares responsibility for the definition and attainment of goals, for administrative action, and for operating the communications system which links together the components of the academic community. He represents the institution to its many publics. His leadership role is supported by delegated authority from the Board of Regents, with the support of the Faculty and the students.

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

- a. He shall exercise such supervision and direction as will promote the efficient operation of the institution and shall insure that no action of the Faculty, any committee, or any administrative officer, shall violate the goals of Floyd Junior College or policies of the Board of Regents.
- b. He shall be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor.
- c. He shall be the ex officio chairman of the Faculty and shall preside at its meetings.
- d. He shall serve as chairman of the Advisory Council and shall preside at its meetings.
- e. He shall insure that the views of the Faculty, including dissenting views, are presented to the Chancellor in those areas where responsibilities are shared. Similarly, the Faculty, through the President, should be informed of the actions of the Board of Regents and of the administration on like issues.
- f. He shall recommend annually to the Board of Regents, through the Chancellor, the election or re-election of the Faculty and other employees, the salary of each, and all promotions and removals.
- g. He shall have the right and authority, with the approval of the Chancellor, to fill Faculty vacancies between meetings of the Board of Regents with the understanding that these appointments shall be subject to approval of that Board.
- h. He shall have the right and authority, with the approval of the Chancellor and the Board of Regents, to grant leaves of absence to members of the Faculty for study at other institutions or for such reasons as the Board of Regents may deem proper.
- i. He shall make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Floyd Junior College.
- j. Concomitant to his responsibilities for definition and attainment of goals of Floyd Junior College and for carrying out policies of the Board of Regents, he shall have veto power over any action of the Faculty and over any action of a standing committee of the Faculty.

Article III. THE COLLEGE FACULTY

Section 1. Membership: The Faculty shall consist of the President, the Dean,

the Director of Student Affairs, the Assistant Director of Student Affairs, the Comptroller, the Librarian, the Assistant Librarian, other administrative offices appointed by the President, and all full-time professors, associate professors, assistant professors, and instructors. Full-time consists of those members of the corps of instruction employed full-time for the academic year.

Section 2. Authority of the Faculty: The Faculty shall make, subject to the approval of the Chancellor and the Board of Regents, rules and regulations for its government and procedure, and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation; and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty shall prescribe rules for regulation of student publications, athletics, intercollegiate and intramural games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to the approval of the Chancellor and the Board of Regents.

Section 3. Faculty Organization

- a. The Faculty shall meet regularly at a time and place established by the Faculty in its first meeting of the fall quarter each year. The first meeting of the fall quarter shall be called by the President. The time and place of the regular Faculty meetings may be changed at any regular or called Faculty meeting by a majority vote of the Faculty.
- b. Special meetings of the Faculty may be called at any time by the President, in his absence, by the Dean, or by the Executive Committee of the Faculty, provided that written notice of the time, place, and purpose of the called meeting be given each member of the Faculty twenty-four hours in advance of the proposed meeting.
- c. A quorum of the Faculty shall consist of a majority of its members currently employed by the College. The presence of a quorum of its members shall be necessary for the conduct of any business of the Faculty.
- d. All ex officio members of the Faculty and of its several committees shall have full privileges of debate and vote except ex officio members given non-voting status by the President.

Section 4. Appointment, Reappointment, and Promotion

- a. General: All appointments, reappointments, and promotions of the Faculty and of the Administrative Staff shall be made by the President with the approval of the Board of Regents. Recommendations for positions within the corps of instruction ordinarily shall originate with the Departments or Divisions and shall be

presented to the Dean for his consideration. The Dean will then transmit his recommendations to the President, along with his own approval or disapproval.

b. Qualifications for Faculty appointment

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

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

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

c. Criteria for Faculty Promotion

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

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

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

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

- a. Where either or both are academic employees, they may not be employed in the same Department or Division.
- b. Employees from the same economic unit and/or related employees may not be employed in the same administrative unit where one member has direct or ultimate administrative responsibility.
- c. Persons employed under this policy will have the same rights and privileges as any employee in the institution except that tenure will not be extended to a second member of a single economic unit.

Section 6. Tenure

- a. Tenure of professors and associate professors shall be permanent. When a Faculty member's first connection with an institution is in the capacity of a full or associate professor, he shall serve on a probationary basis for a period of three years, except that, at his discretion, the President may recommend tenure at the end of two years. His tenure shall be permanent after that time.
- b. Assistant professors may be appointed on a year-to-year basis for a period of five years. Upon successful completion of five years of service, an assistant professor may have permanent tenure upon written notice by the President and approval by the Chancellor.
- c. Appointments of instructors shall be on a year-to-year basis and no teacher shall serve with the rank of instructor for a period longer than five years.
- d. The provisions herein set forth shall not be construed to prohibit the promotion of a qualified individual at any time.

Section 7. Resignation and Removal of Faculty Members

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

- b. Faculty members and other personnel employed under written contract who do not have tenure shall be given notice in writing by certified mail to be delivered to addressee only, with receipt to show to whom and when delivered, and address where delivered, by the President, or his authorized representative, postmarked no later than February 1 immediately preceding the expiration of the contract period of his intention not to renew their employment contract, except in the first year of employment, when such notification shall be given no later than April 1. Otherwise, said employment shall be continued except as provided in paragraph a. hereof.
- c. Faculty members and other personnel employed under written contract on a temporary appointment shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.
- d. Suspension and Removal of Faculty Members
 - 1. The President of Floyd Junior College may at any time remove any Faculty member or other employee of the institution for cause by giving written notice, by certified mail, to be delivered to the addressee only with receipt to show to whom and when delivered, and address where delivered, clearly stating the charges against the person to be removed and notifying such person that he may file an appeal in writing within ten days after the date of the receipt of such notice and charges to the Board of Regents for a fair hearing before said Board or a committee of the Board, within forty-five days from the date of filing such an appeal. Said employee shall be suspended from employment without pay from the date of receipt of such notice and charges. Should said employee be reinstated by action of the Board of Regents, he shall be compensated from the date of the suspension. The action of the Board shall be final.
 - 2. When a Faculty member is charged with the violation of any State or Federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President and Chancellor. This review may lead to a temporary suspension of the Faculty member from his teaching duties. Further, if the President deems that, in his best judgment, any Faculty member poses immediate harm to himself or others in the continuance of his duties, he may, after consultation with the Chancellor, temporarily suspend that Faculty member.

In the event a Faculty member is temporarily suspended, the President shall immediately convene the Statutes and Faculty Affairs Committee for the purpose of hearing an appeal by the Faculty member. The appeal shall be submitted in writing in

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

- e. Adequate cause for dismissal will be related directly and substantially to the fitness of the Faculty member in his professional capacity as a teacher or researcher. Dismissal will not be used to restrain Faculty members in their exercise of academic freedom or other rights of American citizens.
- f. A dismissal, as defined in this section, should be preceded by a statement of reasons or charges, and the Faculty member concerned will have the right to be heard by the Statutes and Faculty Affairs Committee. A member of this committee will remove himself from the case, either at the request of a party or on his own initiative, if he deems himself disqualified for bias or interest. Each party will have a maximum of two challenges without stated cause. The following rules will govern the procedure for a dismissal hearing:
 - 1. Service of notice of the hearing with specific reasons or charges against the Faculty member in writing will be made at least ten (10) days prior to the hearing. The Faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the Faculty member waives a hearing, but denies the charges against him or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate all available evidence and rest its recommendation upon the evidence in the record.
 - 2. The hearing committee, in consultation with the President and the Faculty member, may exercise its judgment as to whether the hearing should be public or private.
 - 3. During the proceedings the Faculty member will be permitted to have an academic advisor or other personal advisor of his own choice. The advisor may not participate directly in the proceedings.

4. A tape recording, brief of evidence, or summary transcript of the proceedings will be kept and made available to the Faculty member and the administration in the event that an appeal is filed.
5. The hearing tribunal may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
6. The Faculty member and the administration will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence.
7. The Faculty member and the administration will have the right to confront and to cross-examine all witnesses. Where the witness cannot or will not appear and the committee determines that the interests of justice require the admission of his statement, the committee may by affidavit record the sworn statement of the witness.
8. In the hearing of charges of incompetence, the testimony may include that of qualified faculty members from this or other institutions of higher education.
9. The hearing committee will not be bound by formal rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved.
10. The findings of fact and the decision of the hearing committee will be based solely on the hearing record.
11. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the Faculty member or the administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents. The President and the Faculty member will be notified of the decision in writing and upon request be given a copy of the tape recording or the record of the hearing.
12. If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it shall so report to the President. If the President does not approve the report, he may state his reasons for doing so, in writing, to the hearing committee before rendering his final decision. If the hearing committee concludes that adequate cause for dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it may so recommend with supporting reasons. The President may or may not follow such recommendations.

Section 8. Duties, Responsibilities and Privileges of the Faculty

- a. A teacher shall be expected to participate, in a manner befitting his academic position, in such extra-curricular activities as are a proper extension of his professional field of interest, whether these be in the internal administration of the College or in representation of the College before outside groups. Annual Departmental and/or Divisional reports shall make reference to such activities on the part of members of the Faculty.
- b. The academic year embraces the Fall, Winter, and Spring Quarters, each of which is approximately eleven weeks in length. The year begins with the first day of Fall Quarter. Three Quarters' contracts will normally be effective with the opening of the Fall Quarter. Compensation for services during an academic year is payable in twelve equal installments.
- c. The leave policy at this institution shall be that set forth by the Policies and By-Laws of the Board of Regents.
- d. Each full-time Faculty member is employed for the academic year of three quarters only; and, if his services should be needed during the summer quarter, a separate contract will be made with him covering his services for the Summer Quarter. Services rendered during the Summer Quarter shall entitle a member of the Faculty to thirty per cent of his regular salary for full-time employment or to a pro-rata share for part-time employment, payable during the Summer Quarter. The teaching load may be allotted in (1) the day program, (2) the evening program, or (3) the day and evening programs combined. Compensation will be earned at the rate of one-third of the total salary per academic quarter during the academic year; however, compensation for the academic year of three quarters will be payable at the rate of one-twelfth of the contract sum at the end of each month from September through May and three-twelfths at the end of the contract period. Any services rendered for only a portion of an academic quarter will be compensated on a pro-rata basis of the contracted quarter rate.
- e. Administrative officers and members of the Faculty whose work is of a type requiring continuous service shall be appointed to serve during the four Quarters of the academic year. In fixing salaries of members of the Faculty and staff serving on this basis, consideration shall be given to the fact that they are required to be on duty for a period longer by one-third than are those whose appointments are on a three-Quarter basis.
- f. When an employee of the College has been incapacitated by illness or injury, his salary shall be continued in accordance with the provisions of the Policies and By-Laws of the Board of Regents.

- g. The following is College policy concerning academic freedom:
1. A member of the Faculty is free to express, inside or outside the classroom, his opinion on any matter that falls within the fields of knowledge which he is employed to teach and to study, subject only those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. The Faculty member should be careful in his teaching to deal adequately with the course matter as described in the College catalogue and to maintain respect for varying opinions on controversial matters. He should emphasize the fact that the opinion which he expresses is personal and not institutional.
 2. Each teacher should maintain a reputation for scholarship through continuous research and study. The teacher is entitled to full freedom in research and in publication of the results. This research and study should yield results in improved teaching.
 3. A Faculty member acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary activity; any public service activity; or any other activity authorized to be discharged or held on this College campus is considered by the College to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.
 4. Disputations concerning academic freedom may be appealed to the Statutes and Faculty Affairs Committee. Recommendations shall be made according to the procedures outlined in Article III, Section 9E, paragraph e.
- h. All absences of a Faculty member from ordinary service in the College shall be reported to his Division or Department Chairman and to the Dean. Members of the Faculty, unless excused by the President, are expected to attend all academic exercises of the College. The outside activities of Faculty members of Floyd Junior College are governed by the following policy statement from the Policies and By-Laws of the Board of Regents: "The members of the Faculties shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of their official duties."
- i. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to render academic service in teaching. In his annual report the Department or Divisional Chairman shall include a statement concerning the performance of teachers in this area. Due attention shall be given in this report to special qualities of excellence in the performance of teachers in his Department or Division.

- j. A member of the Faculty is expected to post on his office door or to publish in the medium provided for that purpose such office hours and conference periods as he deems most advantageous to his students. He should be available for student conferences during those posted office hours.
- k. Each member of the Faculty and Administrative Staff is expected to become acquainted with and to conform to all rules and regulations of the College and the Policies and By-Laws of the Board of Regents relating to himself and his work. Copies of all rules and regulations shall be furnished to all Faculty members, and copies of the Policies and By-Laws of the Board of Regents shall be made available to all Faculty members.
- 1. The following policies relate to salaries:
 - 1. Changes shall not be made during a fiscal year in the salaries set up for positions listed in the budgets of the various institutions of the University System. Presidents of the institutions shall incorporate their recommendations for salary increases for positions in their annual budgets, provided that such increases are within previously established regulations of the Board and the institutions concerned. Salary increases shall be based only upon merit and shall not be automatic.
 - 2. Research and Saturday classes will ordinarily be carried by University System personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.
 - 3. No consideration shall be given to salary supplements that may be paid from Foundations or other sources in order that salary supplements will be over and above the regular salary paid with State funds. A supplemental budget shall be prepared to include supplements to be paid from Foundations or other sources. The salary to be paid from State funds for summer school employment or for a leave of absence with pay shall be based on the approved salary exclusive of any supplement. Each Faculty or Staff member receiving a salary supplement shall be advised that he is receiving the salary supplement with information as to the amount and source of funds and that the salary supplement was upon the recommendation of the President of the institution.
 - 4. The institutions of the University System are authorized to accept governmental contracts, grants from the National Science Foundation, and other grants by Foundations or individuals. These grants are usually made to the institutions for the use of specific scientists who are above sixty years of age. Such individuals shall not be considered

as regular members of the respective Faculties and shall not participate in retirement or fringe benefits from the institution or the Board of Regents. The institutions are authorized to budget the funds received through grants described above in the regular procedure.

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

Section 9. Standing Committees of the Faculty

- a. The standing committees of the Faculty are instruments of the Faculty whose actions are subject to approval or disapproval of the Faculty except as provided in Article III, Section 9A, paragraph d. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.
- b. The minutes of a standing committee shall be filed with the Secretary of the Faculty, and become a part of the minutes of the Faculty.
- c. The standing committees of the Faculty shall consist of the Executive Committee, the Admission and Academic Placement Committee, the Library Committee, the Academic Progress Committee, the Statutes and Faculty Affairs Committee, the Curriculum Committee, the Student Affairs Committee, the Auxiliary Enterprises Committee, and the Public Service Committee.
- d. The Faculty Committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a two-year term. Each Academic Division and Department of Physical Education will be represented on each committee. Other at large members of the committees shall be chosen by the Faculty as a whole. The Executive Committee of the Faculty will recommend rules and regulations for such elections.
- e. All Committees shall meet quarterly and additionally as necessary as necessary upon the call of the Committee Chairman or a majority of the Committee.
- f. The Executive Committee of the Faculty shall serve as a Committee on Committees and shall recommend procedures for the election of Faculty and student committee members not designated by the official positions they hold.

Section 9A Executive Committee

- a. The Executive Committee shall consist of the Dean, who shall be Chairman; the Director of Student Affairs; the Chairman of the

Division of Natural Sciences and Mathematics, the Chairman of the Division of Humanities, the Chairman of the Division of Social Sciences, the Director of the Department of Physical Education, and the Librarian.

- b. The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established rules and regulations of the College.
- c. The Committee shall approve student activities which necessitate a student's being absent from class.
- d. The Committee shall serve as an executive committee of the Faculty to deal with matters of an emergency nature when it would be impossible or unduly difficult for the Faculty to meet as a whole. Actions taken by the Committee under such circumstances shall have the same force as actions of the Faculty as a whole.
- e. The Committee shall propose the agenda for each Faculty meeting and have the power to call meetings of the Faculty as needed.
- f. The Committee shall serve as a Committee on Committees and shall formulate policies governing the election of all members of the standing committees of the Faculty.

Section 9B. Admissions and Academic Placement

- a. The Admissions and Academic Placement Committee shall consist of the Director of Student Affairs, the Assistant Director of Student Affairs, two representatives from each Academic Division, and one from the Department of Physical Education. The Chairman shall be elected by the Committee.
- b. The Committee shall recommend to the Faculty rules and regulations concerning the admission of students.
- c. The Committee shall have the power in the case of a meritorious applicant to declare exceptions to the regulations governing admission, insofar as such exceptions are not in conflict with the standards of admission as established by the accrediting association of which the College is a member.
- d. The Committee shall coordinate the Development Program and the placement of students in this program.
- e. The Committee shall advise the Director of Student Affairs in the areas of registration and records.
- f. The Committee shall hear appeals from students concerning placement in the academic program.

Section 9C. Library Committee

- a. The Library Committee shall consist of the Librarian, who shall serve as Chairman, the Assistant Librarian, two representatives from each Academic Division, and one representative from the Department of Physical Education.
- b. The Library Committee shall advise the Librarian concerning purchase of books, arrangement of the Library budget, library hours, composition of the library collection, and related matters.

Section 9D Academic Progress Committee

- a. The Academic Progress Committee shall consist of the Dean, the Director of Student Affairs, the Assistant Director of Student Affairs, two representatives from each Academic Division, and one representative from the Department of Physical Education. The Chairman shall be elected by the Committee.
- b. The Committee shall constantly evaluate the rules and regulations dealing with scholarship and recommend changes to the Faculty.
- c. The Committee shall enforce and administer student rules and regulations established by the Faculty in regard to scholarship, with powers to place students on or remove them from probation, and to drop students from the rolls of the College for scholastic deficiencies.
- d. The Committee shall have the power to declare eligible to return to the College students who have been dropped from the rolls of the College for scholastic deficiencies.
- e. The Committee shall recognize and encourage scholastic achievement by awarding scholarships, conducting honor's day programs, publishing a Dean's List, or such other methods as may be approved by the Faculty.

Section 9E. Statutes and Faculty Affairs Committee

- a. The Statutes and Faculty Affairs Committee shall consist of two representatives from each Academic Division, one representative from the Department of Physical Education, and two representatives chosen from the Faculty at large. The Committee shall elect a Chairman from its membership.
- b. The Committee shall consider any proposed changes or amendments to the Statutes of Floyd Junior College, and shall transmit such proposals to the Faculty with appropriate recommendations.
- c. The Committee shall maintain a file of all statutes of the College.

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

Section 9F. Curriculum Committee

- a. The Curriculum Committee shall consist of the Dean, who will be Chairman; the Director of Student Affairs; the Librarian; two representatives from each Academic Division; and one representative from the Department of Physical Education.
- b. The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each Department or Division of instruction.
- c. The Committee shall review all proposed changes in degree requirements and programs of instruction, and shall transmit such proposals to the Faculty with appropriate recommendations.
- d. The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.

Section 9G. Student Affairs Committee

- a. The Student Affairs Committee shall consist of the Director of Student Affairs, who shall serve as Chairman; the Assistant Director of Student Affairs; the Comptroller; five representatives from the Faculty, and four representatives from the student body.
- b. The Student Affairs Committee shall recommend policy and assist in the implementation of all matters pertaining to student financial aid including scholarships, loans and part-time employment; counseling and advising; student activities, organizations, publications, and health; orientation, registration, and records; and occupational placement counseling concerning both college transfer and occupational information.
- c. The Student Affairs Committee shall consider for recognition student organizations which have been recommended for approval by the Student Senate.

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

Section 9H. Auxiliary Enterprises Committee

- a. The Auxiliary Enterprises Committee shall consist of the Comptroller, who shall serve as Chairman; the Director of Auxiliary Enterprises, the Assistant Director of Student Affairs, two representatives from each Academic Division, one from the Department of Physical Education, and four representatives from the student body.
- b. The Committee shall recommend to the Faculty rules and regulations concerning the activities of auxiliary enterprises. The Faculty will act accordingly in an advisory capacity.
- c. The Committee shall receive, consider, and take appropriate advisory action concerning recommendations or grievances relating to operations of auxiliary enterprises.
- d. The Committee shall review all operating changes suggested by the Director of Auxiliary Enterprises and act accordingly in an advisory capacity.

Section 9I. Public Service Committee

- a. The Public Service Committee shall consist of the Public Service Director, who shall serve as Chairman; two representatives from each Academic Division; and one from the Department of Physical Education.
- b. The Committee shall act in an advisory capacity to the Director of Public Service concerning the Public Service Program.

Section 10. Instructional Divisions and Departments

- a. The educational programs of Floyd Junior College shall be immediately and directly supervised and administered through the systematic organization of subject matter interests into appropriate departments and divisions. These departments and divisions shall consist of a Division of Social Sciences, a Division of Humanities, a Division of Natural Sciences and Mathematics, and a Department of Physical Education.
- b. Duties of Division Chairmen and Departmental Directors: The duties of a Chairman of a division and a Director of a department shall be those ordinarily implied in his office, among which the following are specifically mentioned:
 - 1. He shall recruit qualified Faculty members and recommend Faculty appointments to the Dean.

2. He shall confer with the Division or Department concerning budgetary needs and make recommendations to the Dean.
3. He shall make teaching, advising, part-time teaching, and registration assignments.
4. He shall keep informed about existing curricular and curriculum changes in other schools. He shall make studies of curriculum needs and with the approval of the division Faculty recommend to the Curriculum Committee any needed changes in the curriculum at Floyd Junior College.
5. He shall assume responsibility for the quality of instruction in his Division or Department. He shall inform the Faculty of his evaluation of their performance at regular intervals. He shall recommend reappointments, promotions, dismissals, and salary increments to the Dean.
6. He shall consult the division Faculty in the areas of recruitment, curriculum, budget, policies, and procedures; and he shall act with their advice.
7. He shall prepare an annual report of the activities of the Division or Department.
8. He shall assume responsibility for catalogue materials relating to his Division or Department.
9. He shall interpret the needs of the community which might be served by the Division or the Department and make recommendations to the Dean dealing with community service courses.
10. He shall prepare the class schedule in cooperation with the other Divisions and Departments, his own Faculty, and the Dean.

Article IV. GENERAL ADMINISTRATIVE OFFICERS

Section 1.

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

A faculty member who has academic rank and rights of tenure in the corps of instruction and who accepts appointment to an administrative office shall retain his academic rank and rights of tenure as an ex officio member of the corps of instruction but shall have no rights of tenure in the administrative office to which he has been appointed. An administrative officer having faculty status shall have all the responsibilities and privileges of Faculty membership. Administrative officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President.

Section 2. THE DEAN OF THE COLLEGE

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

- a. In the absence of the President, he shall exercise the President's responsibilities.
- b. He shall be responsible for the coordination and correlation of the total academic program.
- c. He shall be responsible for carrying out College administrative policies.
- d. He shall recommend after consultation with Division or Department Faculties the appointment, reappointment, promotion, retirement, or dismissal of the Division Chairmen, Departmental Chairmen or Directors, and the Librarian.
- e. He shall recommend tenure, appointment, reappointment, promotion, retirement, or dismissal of the teaching staff in the College. In making nominations for appointments, reappointments, and promotions to teaching positions within a Division or Department of instruction, or recommendations for dismissals, he shall transmit to the President the recommendation of the Chairman of the Division or Department of instruction, together with his own approval or disapproval.
- f. He shall be responsible for seeing that Faculty members in the College carry proper teaching loads and maintain a satisfactory quality of work. He shall make a report each quarter to the President of the workloads of the teaching staff.
- g. For each Faculty member of the College, he shall maintain a complete record of all activities relating to education, professional practice and research, publications, recognition received, membership and activity in learned societies, and special services rendered, and may make this information available to other officially interested College officers. He shall be responsible for the continuous evaluation of the work and progress of the members of the corps of instruction.
- h. He shall exercise control over all funds allocated for the operation of the educational program of the College. He shall, in consultation with the Chairmen of the Divisions or Departments of instruction, prepare annually a consolidated instructional budget for the College. He shall transmit the consolidated budget to the President. It shall be the responsibility of the Dean to see that an equitable and proper scale of salaries is maintained for the teaching staff.

- i. He shall be ultimately responsible for the provision and efficient use of facilities and resources in the support of the academic program including the assignment and efficient utilization of Faculty office spaces, classrooms, laboratories, and special purpose rooms.
- j. He shall, in consultation with the Librarian, exercise control over all funds allocated to the Library, prepare the annual library budget and recommend the appointment, reappointment, promotion, or dismissal of the professional library staff.
- k. At the close of each academic year, he shall submit to the President a consolidated report concerning the academic work of the College and shall transmit to the President with appropriate comment the reports of the Chairmen of the Divisions or Departments of instruction.
- l. He shall serve as Chairman of the Executive and Curriculum Committees.
- m. He shall, in consultation with the staff of the Office of Admissions and Records and the Chairmen of the Divisions and Departments of instruction concerned, organize and publish the master schedule of classes for the College and examination schedules.
- n. He shall, in consultation with the Director of Public Service, exercise control over all funds allocated to Public Service, prepare the annual Public Service budget and recommend the appointment, reappointment, promotion, or dismissal of the Public Service staff.

Section 2A. THE LIBRARIAN

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

- a. He shall recruit qualified professional and clerical staff members and recommend their appointments to the Dean.
- b. He shall prepare an annual budget and make recommendations to the Dean. He shall authorize the purchase of all library materials.
- c. He shall familiarize himself with programs at Floyd Junior College and related library needs.
- d. He shall assume responsibility for library collection and services and function as coordinator of audiovisual materials for the College.