

**Vice Presidents Council  
January 9, 1996**

**Minutes**

The meeting convened at 9:00 a.m. in the President's Conference Room. Those in attendance were: President Cundiff, Vice President Tom Melton, Vice President Brady Vardemann, Wesley Jones, Phil Kerr, Dr. Bruce Jones, Dr. Judy Perdue, and Barbara Griffith as secretary to the Council.

Due to the snow day on Monday, Drop/Add will be extended through Friday, January 12. Registration will be extended for Monday classes.

Dr. Bill Mugleston was appointed to coordinate the semester conversion effort for Floyd College.

Dr. Cundiff announced that the President's Office will no longer be making paper copies for distribution. All items to be routed and/or distributed will be scanned into the document imaging system and attached to an E-Mail message.

The Council discussed two memorandums from the Chancellor concerning nominations for a special award for collaborations. There should be one nomination from two-year colleges. The Council decided that Mr. Jerry Shelton would be asked to spearhead the effort.

Dr. Brady Vardemann will replace Mr. Harold Boyd as the College's representative at the Polk County Chamber of Commerce meetings. Dr. Vardemann will be considering a replacement for herself on the Cartersville Chamber of Commerce.

Dr. Vardemann will look at the letter from the AACC concerning their CC Satellite Network and make a recommendation to the Council concerning continuing our participation.

The Council discussed a request for a refund submitted by Jennifer Winnick for Summer Quarter 1995. Dr. Perdue will follow up with Dr. Margaret Davis concerning transferability of math courses to the University of Georgia and will report to Dr. Cundiff via memorandum.

Dr. Cundiff shared the December monthly report from Resource Development with the Council. The report gave an overview of monies received for the Wetlands project.

Dr. Perdue headed a discussion as to whether or not to host NYSP this summer and possible alternative sites to host the camp, since the Latvian Olympic team will be using the College facilities during the same time period in June and

July, 1996. Dr. Perdue will be talking with her contact in Washington this week to see if federal funding will be coming through for the program and a decision will be made based upon all factors which must be considered.

Dr. Bruce Jones presented a proposal by the Rome Arts Council for hosting a theater workshop at Heritage Hall this summer. The Council decided that the proposal should be presented to the Foundation in connection with another request that the Foundation offer dinner theater during that time. If accepted, the details would be negotiated with the Arts Council.

The Foundation will be sponsoring a dinner theater on February 23, with the production of "Our Town" by the Georgia Mountain Theater. Tickets will go on sale in the next two weeks.

Mr. Kerr reported that, as of Friday close of business, there were 2941 students enrolled (unduplicated headcount), distributed as follows: 1790-main campus, 549-North Metro, 468-Etowah, 409-Heritage Hall, and 72-Bremen. This enrollment compares with 2817 from Winter Quarter 1995. The total number includes 100-125 unpaid invoices.

Dr. Cundiff met with the employees at Heritage Hall on November 28 concerning the parking situation at the facility. Dr. Cundiff asked them to submit their ideas to him in writing. Dr. Cundiff shared the memorandum from Jane Slickman (copy attached) with the Council. Some suggestions included in the memo were: 1) Shuttle service during peak times from two or three named locations nearby; times will be submitted when class schedules are set; 2) allowing parking on the street in front of the building; and 3) converting an additional space in front of the building for more parking (would be limited however, to 15 angled spaces). Dr. Cundiff plans to meet with City Manager John Bennett to look at the possibilities of parking compact cars and also to look at attaining more land across Glen Milner to build a parking area.

Dr. Cundiff, Dr. Vardemann, and Tom Melton will meet with the SACS Steering Committee and develop a plan for meeting compliance requirements for the "must" and "should" statements included in the SACS Criteria for Accreditation, as presented at the December Retreat.

Budget request/redirection forms will be distributed at Administrative Council meeting today. Thirty-six copies of each department/division's forms, on prepunched paper, must be submitted to the Business Office by January 18. The forms will be put in a binder which will be distributed back to the departments on January 19. Budget redirection in increments of 3% and 2% are shown on the

forms. The 3% is required at this time and 2% must be figured for eventualities. Space has been provided to request one personnel position or one new program per

departmental budget.

Dr. Cundiff summarized the switchboard report for December. Calls continue to increase. There were a total of 6459 calls in December, 1995, compared with 5979 in December, 1994.

The Council discussed possibilities for a graduation speaker. The Council decided that either Chancellor Portch or Vice Chancellor for Academic Affairs Dr. James Muyskens will be asked to speak. A committee will be appointed and chaired by Phil Kerr to nominate an individual to receive the Vivian Benton Staff Award. The award will not be given every year, but will be awarded for the next 3-4 consecutive years. The faculty will nominate and vote on the Wesley Walraven Award and the Vice President's Council will decide on the President's Meritorious Award.

President Cundiff announced that the three ceremonies, Nursing Pinning, Honors Assembly, and Graduation will be held at the Forum. There will be no reception for Honors and Graduation. Plans are to book the large reception room at the forum for the Nursing Pinning Ceremony reception.

The meeting adjourned at 11:10 a.m.

Vice Presidents Council  
January 22, 1996

Minutes

The Vice Presidents Council meeting convened at 7:30 a.m. in the President's Conference Room with President Cundiff, Vice President Vardemann and Wesley Jones (for Vice President Melton) in attendance.

Old business was reviewed as follows:

Dr. Mugleston will coordinate the semester conversion for Floyd College.

Dr. Vardemann will represent the College on the Polk County Chamber of Commerce. Carolyn Parks and someone to be named later from the main campus will be asked to represent the College on the Cartersville Chamber of Commerce.

Dr. Vardemann and Carla Patterson have discussed the AACC Satellite Network and Dr. Vardemann recommends that we continue our membership.

Dr. Jim Cook will serve as the College's representative for International Global Studies Program.

Budget hearings begin today and continue through Wednesday. Dr. Cundiff has prepared a memo for distribution at the meeting outlining criteria for redirection of funds according to the University System Strategic Planning Priorities and Floyd College Strategic Planning Priorities, and also a time schedule for the meetings.

The Council approved a refund request from Sandy Nix, a North Metro Tech student.

Dr. Cundiff presented a draft copy of a new letterhead which is being proposed. The new letterhead will contain the address, phone, and fax numbers of all Floyd College campuses and the College's Internet address.

Dr. Cundiff read a memo from Dan Shealy concerning the status of allocations for the Connecting Students and Services Initiative. Part of the funds we will receive relate to enhancement of the BANNER system. Another part relates to funding for telephone registration. We expect to have telephone registration ready to be tested Fall Quarter 1996 and in use by Winter Quarter 1997. Computer Services is working on tying in the off campus centers.

Dr. Cundiff read a letter from three Heritage Hall students asking that a tutor be assigned to Heritage Hall since their schedules won't allow them to come to the main campus. Dr. Vardemann will ask Dr. Brennan to follow up on this.

The Council discussed the possibility of Floyd College using an ID card system similar to

Clayton State College's 'Universal Card.' Students would pay a fee for the card which would allow admittance to campus events, cover certain fees such as testing fees, allow entrance to computer labs, etc., and other sorts of things. It would also serve as the student ID card. Mr. Jones will get a cost estimate for more discussion later.

A list of amendments to the current budget were reviewed and approved. If possible, new copy machines and a Risograph collator, need to be purchased with end of year money.

Dr. Vardemann raised the question of whether we need a counselor for off-campus centers.

We are still holding funds designated for computer equipment. A lap-top computer lab at Cartersville is a high priority. The Council decided to delay a decision as to how we want to spend this money until next month.

Meeting adjourned at 8:45 a.m.

Vice President's Council  
January 29, 1996

Minutes

The meeting convened at 7:30 a.m. in the President's Conference Room. Those in attendance were: Dr. Lynn Cundiff, Wesley Jones (for Vice President Melton), and Dr. Judy Perdue (for Vice President Vardemann.)

Dr. Cundiff gave a brief overview of why Floyd College needs to review the organizational chart, department/division names, and titles for inconsistencies and clarification and make changes accordingly. Due to the absence of the two Vice Presidents, this was not discussed. Mr. Lee will prepare a worksheet with some proposed changes for consideration by the Council members before it is discussed.

Dr. Cundiff gave a report on Dr. Desrochers' visit on Friday, January 26.

The group reviewed the December, 1995, Critical Success Indices Report.

Tom Melton will be distributing a description of programmatic uses for the new Classroom/Student Center building. These must be returned before the visit by the architect on February 12.

The group discussed the relocation of the glass-encased bulletin board currently located in front of the Tower View area of the Academic Building to a central point near the baseball and softball fields for the purpose of posting reservations schedules for the fields. Wes Jones will ask Doug Webb to check to see if it is grounded in concrete. If not, it will be moved.

Dr. Cundiff read the background material concerning the request for a refund by Jennifer Winnick. A discussion followed. Based on Dr. Perdue and Dr. Vardemann's recommendation, the request for a refund was denied.

Wesley Jones gave an area report for Business and Finance and reporting departments:

- two persons have resigned from Computer Services, Stacy Jordan and Jonathan Howe. Stacy left on Friday and Jonathan will be leaving in early February.
- Tom Melton is ready to take bids on the cleaning and tuckpointing at Heritage Hall.
- Wes will be traveling to Bremen to meet with Jan King to discuss some areas

which  
have not yet been covered.

- BANNER mock registration for the main campus is still scheduled for February 10; February 16 for off-campus sites.
- There is one vacancy in security.
- The curtains will be hung at Centre Stage this week. The sound and lighting equipment is ready for testing.

Dr. Cundiff reported the following:

- Dr. Desrochers visit on Friday (January 26) went well.
- He will be meeting with Melvin Reeves, Superintendent of the Haralson County Schools, in February to discuss the timeframe for vacating the Waco School and the subsequent preparation for the College. The group discussed the possibility of moving into the school by Fall Quarter if the school was vacated early summer. It was decided that it would be best to wait until Winter Quarter at the earliest.

Dr. Perdue reported on her area as follows:

- Mike Jenkins, director of NYSP, has talked with Dr. Atwell, superintendent of the Rome City Schools and Dennis Chamberlain, principal at Rome High School concerning hosting the NYSP program at the High School. Due to activities already scheduled at the high school, along with liability issues, the high school will not be available. The group discussed alternatives on the main campus, which include increased utilization of the pavilion and rental of tents for activities.
- Physical Education enrollment is up by 2 students over last year's Winter Quarter. The same number of sections is being offered. Both reflect that changing the physical education requirements has not caused a decrease in physical education enrollment. Dr. Perdue also reported that they were looking for more part-time instructors to cover the classes.
- The shelves in the chemistry lab have not been installed; therefore the computers are not installed.
- Billy Morris and the Biology faculty are looking at an NSF grant to fund a combination geology and physics laboratory. A new biology laboratory, necessitated by the move to a semester calendar system, will be proposed for the new laboratory monies requested in the Regents budget (lottery monies).

- Three programs have now been installed on the computers in the MacIntosh Lab, Adam, a math, and a geology program. Billy Morris is chairing a committee to develop a plan for using the programs. The committee will submit a written report by March 1.
- The Science/Math/HPER faculty will be trained on the Galileo system at their next division meeting.
- The Physical Education Department is getting ready for the next round of basketball tournaments in February.

Respectfully submitted,

Barbara Griffith



FLOYD COLLEGE  
MINUTES, WEEKLY MEETING OF THE VICE PRESIDENTS COUNCIL

February 5, 1996, 2:00 p.m.  
President's Conference Room

Present: Dr. Lynn Cundiff, Dr. Brady Vardemann, and Mr. Wesley Jones.

Absent: Mr. Tom Melton

Dr. Cundiff called the meeting to order.

**Announcements:**

The on-campus visit of the Redmond Regional Mammography Lab was a success. Plans are to make this opportunity available twice a year.

The House has passed a bill to place Capital Outlay monies in this year's budget and also to cut each project by 5%. This has been sent to the Senate. The new Classroom/Student Center building would be one of the projects affected by this.

Carrole Wolin has contacted Dr. Cundiff that she will not be able to conduct the workshop on learning styles, but has asked Dr. Barbara Verona of Oklahoma City Community College to teach the workshop. Dr. Verona has vast experience in learning styles, including computerized learning styles.

**Discussion/agenda items:**

Due to the absence of Chris Lee, discussion of the department names/titles was deferred until a later meeting.

Dr. Cundiff announced to the Council that SACS is recommending Dr. Larry Reed to chair the College's Affirmation Committee. A discussion concerning the selection followed.

A recommended policy on Hazardous Chemical Hygiene, developed by Harvey Moody, was presented to the Council for consideration. Dr. Vardemann asked that she be able to review the proposed policy and make a recommendation to the Council on its adoption as part of the Safety Manual.

A general discussion of faculty promotions was held. The recommendations have been forwarded to the Board of Regents. President Cundiff commended Dr. Vardemann and her committee for their work.

Security procedures for transporting and processing deposits at SunTrust Bank was

discussed. Mr. Wesley Jones recommended that the cashier accompany the courier to the bank. The recommendation was accepted by the Council.

The Council discussed the bidding of bank accounts for the College. Wes Jones presented a draft of a request for bids. Bids will be solicited in the spring, to be effective July 1.

Dr. Cundiff presented a letter and request for nominations concerning the Truman Scholarship Fund. Dr. Vardemann will meet with Rebecca Linafelt concerning this.

The Council discussed a policy for the use of Centre Stage. Dr. Vardemann and Dr. Bruce Jones will meet with Continuing Education personnel and develop a draft policy. It was suggested that they request a copy of Clayton State's policy for Spivey Hall.

The Council discussed the request from Student Activities to invite Mr. Mosely, a local art store owner, to sell African-American art on campus sometime during February as part of Black History Month. It was decided that more information was needed in order to make a decision. Wes Jones will contact Jon Hershey.

Wesley Jones agreed to publicize and make arrangements for the Floyd County tag office to pick up tag bills and checks and deliver tags for employees.

Dr. Vardemann will ask the division chairs to make nominations for Academic Recognition.

Wesley Jones will speak with the architects concerning replacing the Bradford pear trees which have been blown over by the recent storms.

As an area report, Wesley Jones announced that the House had passed legislation which increases the institutional portion of the contribution to the ORP (Optional Retirement Program) be increased.

Dr. Cundiff requested a meeting to develop a budget presentation for the hearing at the Regents Office on February 20. The meeting will include Dr. Vardemann, Dr. Cundiff, Wesley Jones, Dr. Bruce Jones, and Carla Patterson.

The Council discussed appointment of a committee made up of division chairs and one faculty member per division to make recommendations on how laptop computers in the classroom would affect instruction.

Dr. Cundiff adjourned the meeting at 4:20 p.m.

Respectfully submitted,

Barbara Griffith

**FLOYD COLLEGE**  
**VICE PRESIDENT'S COUNCIL MINUTES**  
**FEBRUARY 13, 1996, 7:30 a.m.**  
**President's Conference Room**

Present: Dr. Lynn Cundiff, Dr. Brady Vardemann, Wesley Jones & Christopher Lee.

Absent: Mr. Tom Melton

Dr. Cundiff called the meeting to order.

Dr. Cundiff asked that Mr. Lee go over the information he had prepared concerning recommendations for implementing consistent titles for faculty/administrative staff. Mr. Lee reported that he had discovered the problem during the catalog preparation. In some areas titles are listed as coordinators while others are listed as directors. The group discussed the terminology, and agreed that a coordinator position should involve less preparation and less responsibility than the director position. The list was reviewed to determine titles which needed to be changed. The Financial Aid area will be reviewed by Dr. Vardemann, Phil Kerr, Wesley Jones and Christopher Lee. A contact person for the year for Financial Aid will need to be submitted by April 1. The Security area will be reviewed by Christopher Lee and Wesley Jones and recommendations will be made concerning a structure for security titles and the name of the department, after checking with other institutions. Wesley Jones recommended that all these title changes be reflected in the budget. All these changes will be brought back to the Vice President's Council and voted on before recommendations for reclassification are submitted for next year.

Dr. Cundiff led a discussion of student fee charges and reported that any added student fee charges would have to be approved by the Board of Regents. Areas where the group felt that additional fees should be charged to students were discussed. Dr. Vardemann reported that areas where fees are currently being assessed include Nursing for costs of NLN testing, HPER for a few courses such as Bowling where outside costs are incurred as a part of the course, and the courses taught by cassette. Various areas where charges may need to be charged to students were discussed. Included in those were an admission fee, a late registration fee, a transcript fee, a course drop/add fee, a graduation fee, and a lab fee for Nursing, PTA, Biology, and Chemistry courses. Dr. Vardemann will meet with Division heads and Enrollment Management to develop a list of suggested charges. Dr. Cundiff asked Wesley Jones to look at the Business & Finance area to suggest charges which may need to be submitted. The group decided to wait to make decisions on these charges until after the budget hearing at the Board of Regents office. Mr. Jones reported that under the BANNER system it looks as if it will be easier to track the various student participation fees. He reminded the group that auditors will probably require that the college start to add these types of charges into the college's revenue. Suggestions for fee changes included: Student Activity Fee - \$20.00 and \$8-10 for the Debit Card. Other recommendations included charging a student fee charge of \$1 per quarter hour each quarter, which would be an auxiliary services charge.

Dr. Cundiff reported on the GPECC meeting which he had attended. The technical schools were given approval to award AAT (Associate in Applied Technology) and AAS (Associate in Applied Science) degrees. The CEO has been approved. National Accreditation approval has been given for one year of credit for these degrees when transferring to a senior institution. Currently the degrees have not been approved through the Regional Accreditation Agency. Dr. Cundiff reported that the technical schools want Floyd College to continue to teach the general education courses. The technical schools would also like the college to submit guidelines for a cooperative agreement. Several items remain to be worked out including SACS approval. SACS currently requires the controlling institution to award the degree; therefore, a 50/50 agreement would present a problem.

Wesley Jones reported that architects for the new building had been on campus Monday. Interviews were held with division/department heads who would be directly affected by the new building, and needs/wishes were presented to the architects. The architects are now considering moving the building closer to the back of "B" building and "F" wing. Other items under consideration include remodeling the bookstore/cafeteria area/student services area. If the building is attached, the current mechanical system could be used. A mechanical engineer will visit the campus on Thursday or Friday to study the suggestions. An auditorium would be located at the end of "F" Wing. A multi use room which would seat up to 500 people for a meal would also be a part of the present plans. Nothing is concrete at this time. Many more meetings will be held before the final plans are presented.

Dr. Cundiff reported that he will meet with Sylvan Learning this Friday to discuss privatization of some of the college's developmental courses.

Dr. Cundiff also reported on his meeting with Bell South last Friday in which he discussed ways to get video to the outlying areas. According to these representatives, no way to do this currently exists. The college would have to pay \$25,000 for each site to hook up to fiber. If connections were made to fiber at Heritage Hall, Cedartown and Cartersville, this would cost the institution \$75,000. The signal could be directed 24 hours a day, 365 days a year. More accurate figures will be submitted before any decision could be made. Other considerations to cut the cost would be to enter into an agreement with some of the other institutions such as Southern Tech, West Georgia so as to cut the cost. Several private sources may consider donations to help set up the project on a pilot basis.

The College's policies and procedures for the treatment of injuries were discussed. Wesley Jones will check the College's Safety Manual to make sure that the policy is included. Currently, 911 is called when a student sustains an injury which requires medical attention.

Wesley Jones reported that the Foundation had its annual meeting Monday night at Centre Stage. New trustees were elected. The Centre Stage project which the Foundation has helped with is almost complete. It will be one of the most "state of the art" theaters in this area.

The request for a tuition refund for a history by cassette course from Tami Meyer-Emory was tabled. Dr. Vardemann will try to confirm the student's reasons for withdrawal before the refund is approved.

Dr. Cundiff read the monthly switchboard report, noting areas where "NO RESPONSE" calls had been reported to the switchboard. He suggested that these areas should be checked, as the voice mail may be set incorrectly.

Wesley Jones reported that the College had submitted Budget Amendment #3 last week. Once he receives approval, a copy of the updated budget will be sent to the divisions.

The Vice President's Council accepted recommendations for tenure from the Instructional Council and forwarded them to the Chancellor's Office.

Mr. Lee reported that the Human Resources Office has received their new software and would be training on the software on Thursday and Friday afternoons.

Wesley Jones reported that many problems had been encountered during the BANNER mock registration. Twenty to twenty-five students were registered, however, no fees could be assessed. The financial aid side would not work either. Mr. Jones reported that problems are being discussed with the BANNER people.

The meeting adjourned at 9:30 a.m.

Carol Pilgrim, Secretary

Vice Presidents Council  
February 19, 1996

Minutes

The Vice Presidents Council meeting convened at 7:30 a.m. in the President's Conference Room with President Cundiff, Vice President Vardemann, Wesley Jones, and Chris Lee in attendance.

Dr. Cundiff opened the meeting with a discussion of student fees. Dr. Vardemann submitted a list of proposed course participation fees for P.E., Nursing and P.T.A. classes, and other areas where new fees might be added. Dr. Cundiff recommended approval and added that the Board of Regents will need to approve as well. Mr. Jones reported that in BANNER the parking fee will be charged each quarter (students now pay for parking once a year) so if the parking fee is to be increased, it should probably be done when BANNER goes live in May. The debit card fee has not been decided, however, it will be charged to all students and not raise the student activity fee at this time.

The Council approved a refund request for medical reasons from Patricia Williams.

Dr. Vardemann gave an update on the catalog. Work is moving along and she expects to meet the March 4 deadline. A request was read from Dr. Ken Anderson suggesting a change in the wording of the Civil Rights Compliance paragraph from - *students are admitted and treated without regard to race, sex, color, age, religion, national origin, or handicap*, to - *students are admitted with regard to merit and performance*. This wording change was approved last year in the Faculty Statutes. Dr. Cundiff recommended that wording should be consistent in all of our publications. Mr. Lee will follow up on whether the wording can be changed in the catalog.

Dr. Cundiff reported that there was a meeting last Friday with Lance Maffett of Sylvan Learning Center, Dr. Exir Brennan and Adrian Bowers.

Dr. Cundiff read a letter from Judy Hulsey, GPECC, concerning joint associate degrees. Based on her letter, he will draft a letter to COC and COE requesting that a template be developed for the entire state to follow for awarding joint degrees with technical schools.

Mr. Lee reported that a group met recently to set criteria for awarding the Vivian Benton Staff Award. He proposed that a Standing Staff Committee be appointed which would make decisions on issues such as this and on any other staff issues which might arise. The Council approved appointment of an ad hoc committee until after SACS. Mr. Lee will take nominations and appointment the committee.

Dr. Cundiff and Harold Boyd have discussed the need for continuation of the Enrollment Management Task Force and the BANNER Management Team after BANNER goes live in May. Mr. Boyd feels that both groups serve necessary functions and should continue with the BANNER group possibly joining the EMTF group. They will address this again after

SACS.

The Council discussed faculty status and benefits. Dr. Vardemann and Mr. Lee will draft a proposal giving a clearer definition for awarding faculty status and determining what rights and privileges go along with faculty status.

A video presentation of the FY97 System Redirection Budget Request was previewed. Dr. Cundiff, Dr. Vardemann, Mr. Lee and Mr. Jones will make the presentation to the Board of Regents in Atlanta tomorrow morning.

The Council approved establishment of the following new committees: a Conflict Resolution Committee which would provide an informal setting to resolve conflicts between employees; a Debit Card Committee to work out processes and procedures for implementing the debit card; and a Computerization Committee to study the implementation of computer technology in the classroom.

Mr. Lee presented a list of off-campus sites needs proposed by Amelia Billingsley and Carolyn Parks. Dr. Vardemann will study and make comments to be discussed later.

Mr. Jones reported that the Business Office is now able to assess fees and print out a fee bill in BANNER. They were not able to do this during mock registration on February 10.

Dr. Cundiff mentioned that the dinner theater presentation of "Our Town" at Centre Stage Friday night is sold out. A committee has been established to set usage policies for Centre Stage.

Meeting adjourned at 10:00 a.m.

Cheryl Baker  
Secretary

**FLOYD COLLEGE  
MINUTES OF THE WEEKLY MEETING  
OF THE VICE PRESIDENT'S COUNCIL  
MONDAY, FEBRUARY 26, 1996  
7:30 A.M. - PRESIDENT'S CONFERENCE ROOM**

**Present:** Dr. Lynn Cundiff, Mr. Wesley Jones, Mr. Chris Lee, and Dr. Brady Vardemann.

**Absent:** Mr. Tom Melton

The Council discussed the proposed changes to the organizational chart. The Council will meet in mid-March for the purpose of discussing the concept of the Student Success Center.

The refund request made by Tami Meyer-Emory was considered and denied based upon information furnished by Dr. Bill Mugleston. Ms. Meyer-Emory received the 50% refund allowed during the time period in which she withdrew.

Wesley Jones reported that he had received policies from the Grand Theatre in Cartersville, Spivey Hall at Clayton State College, and has requested a copy of the policy for the theatre at Darton College. He will be meeting with Dr. Vardemann, Dr. Bruce Jones, and personnel from Continuing Education and using the policies in developing a policy for Centre Stage.

Wesley Jones reported that he has been unable to find a written policy for personal injury response procedures. The Safety Manual and the Risk Management Manual need to be revised to include such a policy. He will contact Mr. Don Davis concerning a model policy. Also, Mr. Jones suggested that the Safety Manual be reviewed for revisions based upon the newly revised DOAS manual, which was released in December, 1995.

Dr. Cundiff reported that he and Dr. Exir Brennan attended the Centec meeting at the Etowah Education Foundation on Friday. Centec is interested in installing hardware and software in Cartersville for the purpose of instruction in developmental studies.

Dr. Cundiff reminded the Council that there will be an Open House at the Bremen Center on Sunday, March 3, 2:00-4:00 p.m. Dr. Cundiff will attend and suggested that Phil Kerr, Bruce Pound, and Catherine King also attend. The announcement will be made in Administrative Council to urge a representation of division chairs.

Dr. Cundiff announced to the Council that there will be a meeting on Thursday (February 29) at Heritage Hall which includes medical and educational CEOs and BellSouth representatives. The purpose of the meeting is to discuss the demand for higher-level line services, i.e., ISDN, etc. in Rome.



Mr. Chris Lee reported that he is still accumulating policy materials for the updated Policy Manual and will begin going through the materials in March. There will be two manuals, a Policies and Procedures Manual, and an Employee Handbook. The Employee Handbook will speak to all policies concerning employees, while the Policies and Procedures Manual will speak to facilities policies, etc. Dr. Tom Berry and Joanne Jackson will work with Mr. Lee on this project.

Dr. Cundiff reported that 100-150 people attended the Open House on the main campus on Sunday (February 25). A discussion followed concerning taking the College bus to neighborhoods and shopping center parking lots for mini-open houses on weekends.

The Council discussed computer usage as it relates to the number of employees who do not have computers and who are not on e-mail. Wesley Jones will check the computer inventory and will provide a list at next week's Council meeting.

Wesley Jones reported that Banner ran successfully in Cartersville and on the main campus on Friday. There will be another test run on all campuses on March 11.

Dr. Cundiff proposed taking the computer bus to Cartersville for entrance and exit testing.

Dr. Cundiff reported that, according to a recent CUPA survey, the College is in the upper 80% percentile on administrative salaries for the size of the College budget. Mr. Lee will send copies to the Council members.

The Council discussed in-service and registration dates for Fall Quarter 1996 as well as the Administrative Retreat. The following dates were proposed and tentatively approved:

|                                     |                 |                                    |
|-------------------------------------|-----------------|------------------------------------|
| Administrative Retreat<br>announced | August 14-16    | Location to be                     |
| FCS Retreat                         | September 9-10  | Nearby location to be<br>announced |
| New Employee Orientation            | September 11    | On campus                          |
| All Employee In-Service             | September 12-13 | On campus                          |
| Division/committee meetings         | September 16-18 | On campus                          |
| Registration                        | September 19-20 |                                    |
| First day of classes                | September 23    |                                    |

A contact person for Financial Aid needs to be identified. This will be discussed in the March meeting concerning Student Success.

The Council discussed meeting in April for the purpose of discussing salary issues for the 1996-97 budget year. Dr. Cundiff anticipates bringing back preliminary appropriations figures from the President's meeting on March 29. The Council will look at definitions of employee performance evaluations at next Monday's Council meeting. Department/division heads will need to have their salary raise recommendations back to the Council by the end of March. The Council will meet two afternoons in April for the purpose of finalizing salary raises.

### **Area Reports:**

Wesley Jones reported that DOT has parked some of its equipment on campus. He has asked Doug Webb to contact DOT about moving the equipment behind the College.

The developers of the apartment facility across the highway are trying to get an entrance off of Highway 27. Dr. Cundiff has asked Mr. Jones to voice the College's opposition to this due to the traffic problems it would create. Tom Melton and Wesley Jones also have proposed a "no left turn" at the first (original) main entrance, in order to direct southbound traffic leaving the College to the newest entrance toward Cedartown.

Chris Lee reported the following hires:

Scott Harper, Systems Support Specialist, Computer Services

George Howard, Security

Shelvie Booth transferred to the Secretarial position in Cartersville

The following vacancies/search processes were also reported:

Semi-finalists are being selected for the Assistant Librarian for Technical Services. Interviews will be scheduled soon.

Assistant Secretarial position in the Office of the President is being advertised internally.

Secretarial position in Learning Resources was advertised in Sunday's newspaper.

Mr. Lee has asked Brenda Weeks and Cheryl Baker to assist him in looking at reclassification of employees.

Dr. Vardemann reported that the academic program reviews are moving forward. A committee is finalizing its recommendations on evaluations of chairs. The recommendations will go to the Instructional Council and then to the faculty at the next faculty meeting.

Dr. Vardemann is working with the chairs on looking at faculty whose qualifications are in question with SACS criteria and deciding which of those need to be made part of the exceptions for the SACS Self-Study.

Tenure recommendations are moving forward on time, and will be sent to the Regents

Office March 1.

Dr. Vardemann has encouraged division chairs who have open faculty positions to develop the job descriptions and to move ahead with national advertising on the positions, with the disclaimer, that the availability of the position is based upon funding being available next year.

Dr. Cundiff reported that the Dinner Theatre on Friday (February 23) was a success.

The activities for Black History Month are well-attended and are interesting.

The College Basketball team (for the Sports Festival) won a tournament at Emory at Oxford on Saturday, beating three four-year schools. They would like to go to Georgia Southern for another tournament early in March.

**Floyd College**  
**Minutes of the Vice President's Council**  
**March 4, 1996, 7:30 a.m.**

Present: Dr. Lynn Cundiff, Dr. Brady Vardemann, Mr. Wesley Jones, & Mr. Christopher Lee

Dr. Cundiff discussed the need for an accountant for the Wetlands Project. Grant funds must be tracked, in-kind match must be identified and documented (example, plant operations time spent on this project), and progress reports must be made. Mr. Jones will assign someone for this task.

Council discussed a refund request from Jennifer L. Harris. She registered for BIO 212 even though she had a GED and had never taken any biology courses. The prerequisite for BIO 212 is "High School Biology or consent of the instructor." She could have taken general biology first though it probably would not have helped her. Dr. Vardemann will check her scores to be sure adviser error is not involved; however, general consensus was to deny this refund request.

Mr. Jones distributed a chart of computer usage by department and by employee. A primary concern is the employees who are still using XT's. Users of the 386's and the 486's will be checked carefully to see if user adjustments are indicated. Dr. Vardemann will pursue reassigning the two 486's designated for part-time in Social and Cultural and in Learning Support to full-time employees and assigning 386's for the part-time offices. Eight lap-top computers, bought recently, were not included on this list. Mr. Jones recalled that distribution for the lap-tops was to be two for Admissions, two for Business Office, and one each to the off-campus centers; however, he will check on the actual location of them. Additionally, Dr. Moody and Dr. Perdue bought a lap-top each which were not on this list. Dr. Cundiff stated that there is \$50,000 available for computers and decisions must be made soon regarding purchasing lap-tops vs. 486's and their placement.

Mr. Lee discussed the employee evaluation definitions which VP Council members had received. Dr. Vardemann requested the addition of an "adequate category" for faculty such as appears for staff. Raise percentages (merit) will be tied more closely to employee evaluations in the future. Mr. Lee will fine-tune this document for presentation to Administration Council on March 11.

World-wide Web Guidelines was the next topic. Dr. Cundiff will distribute these to division chairs and directors and to Dr. Cassity's Computer Task Force for input. Mr. Lee pointed out that everything we put in should be clearly indicated as property of Floyd College. Ms. Linafelt will address policies for students. Suggestions should be forwarded to Ms. Briscar no later than March 18 so she can compile responses for the March 25 VP Council meeting.

A fitting name for Waco school was discussed. Eastern Baylor did not fly! "Floyd College at Haralson County" was chosen to maintain continuity with other off-campus center names.

Mr. Jones, Mr. Mott, and others met with the architect for the astronomy lab last week. There will be a sliding roof instead of a dome. Concrete pads will be poured inside and outside the fence area. The height of the surrounding fence is a concern due to possible light interference from Booze Mountain Road when it becomes a four-lane. Planetarium dome is 16 feet with 25 seats. There is a septic tank that must be moved. Mr. Jones has received an equipment list for the lab. Dale Boyd is currently working on it, but much of this equipment is not on state contract. The existing structure is ready for demolition; therefore, astronomy will not be taught in the Spring and possibly not in the Summer.

The architect for the new building will be back on Wednesday, March 6, with refined plans. There is \$4.2 million allocated for the actual building with an additional 10% for equipment, 5% for contingencies, architect fees, etc., for a total of \$4.8 million. They are looking at different site proposals.

Florida Rock is ceasing operations at its West Rome site near Berry College and, not content with the damage wreaked upon Berry, has selected a site on Highway 411 about two miles from Floyd. There is concern: about the lake, about the silicate poisoning released in the blasting process, about a student health hazard, about an employee health hazard, and about a water table hazard. In a nutshell, Floyd College will probably enter into a lawsuit in an effort to stop them.

The MAP Conference for 1996 was discussed briefly. Mr. Hershey has talked with Ms. Linafelt about funding for student attendance. Funds for faculty attendance generally comes from Student Success budget per Dr. Vardemann.

A policy for the electronic billboard is needed which will include what can go on it. A proposal will be reviewed and discussed at the March 11 Vice President's Council.

Dr. Cundiff presented a brochure from Valdosta State which includes a visitor pass on the back. Visitors to the campus can place this pass on their windshield to prevent parking tickets. It was suggested that Floyd design something similar.

Dr. Cundiff discussed responses to the FIPSE grant. Read the first draft and be prepared to respond to the second draft by mid-April.

Dr. Cundiff reported on the DLIT meeting he attended at Valdosta State. Topics discussed included a statewide funding policy and sharing facilities for distance learning. There is a listserv for GSAMS: USGDIS-L. Calhoun and Summerville are requesting GSAMS for PSO students. Cedartown and Rockmart might

also benefit from this. Caution is in order for Calhoun because that is getting into Dalton's turf. Guidelines are needed.

There are new DOAS guidelines which make multi-year purchasing available. The satellite is going digital. Georgia Public TV is going digital. There will be a new form from the Regents on which to report GSAMS problems. Previously, problems were reported only to GSAMS and the Regents remained clueless about problems.

DOAS will not make a refund to Floyd for the second GSAMS line; however, charges will be at 50% for two years from this March in lieu of the refund. Georgia Tech and Georgia State are developing olympics courses, some for credit and some for continuing education. These can be downloaded or taped, might be good filler for FCTV or can be used on GSAMS, and there is no charge. David Bruce is the contact.

Plans are underway for another workshop similar to the one Dr. Cassity attended last summer. Institutions will have to nominate a candidate. New guidelines are on the way.

Dr. Cundiff talked with Tom Jones from Columbus and Georgia State folks about SACS and distance learning.

Discussions are needed with the appropriate folks about what it will take for Floyd College to do its own CD-ROM which could include things like the catalog, orientation, CBC courses, etc.

Dr. Cundiff discussed the switchboard. There are complaints about phones not being answered in certain areas and about calls not being returned. Dr. Vardemann mentioned that office closures for BANNER training may be the culprit.

#### Area Reports:

Dr. Vardemann has reviewed and recommends adoption of the OSHA policy prepared by Dr. Moody. Mr. Lee mentioned that the "Right-to-Know" hazardous chemical information that employees must be informed about might be better managed by Dr. Moody than Human Resources although Human Resources would still maintain required records.

Dr. Vardemann announced that the catalog will be handed over to Public Information today. Uncertainty reigns about the technical school's portion and what they will do in terms of GPEC. Consensus was to include only number of hours for the technical portion of programs, and prepare a supplemental catalog or program flyer later to flesh out the details.

Mr. Lee has a legal person, Mrs. Moon, scheduled to present a program on sexual harassment on March 11 at 3 p.m. for faculty and staff. Administrative Council will meet at 1:30 p.m. that day followed by Ms. Moon's program. Dr. Vardemann interjected that the Faculty business meeting will still be held on March 18 at 3 p.m.

Mr. Jones distributed an updated part-time faculty and overload list as of last Friday. Part-time faculty funds are o.k., but the overload compensation category is overspent. \$80,000 has already been added to this area and more is needed. Part-time faculty and overload lists normally provided to the Business Office in a final format after drop-add will be furnished in a tentative format prior to Spring Quarter registration day.

Mr. Jones reported on a meeting with Ms. Billingsley regarding paper for the copy machine at North Metro. Mr. Jones has offered five boxes of paper and Ms. Billingsley will discuss this with North Metro.

Mr. Jones mentioned that a parent has complained regarding student activities fees assessed when students clearly receive nothing in return. This is true perhaps of PSO students as well as off-campus sites.

Mr. Jones stated that the lake dam is in poor shape due to erosion. MRR funds may be needed for next year to cover cost of repair. Corps of Engineers suggest lowering the lake level and repairing the spots. That technique has been used previously but problem still exists.

Mr. Jones presented a proposed fee structure which must go to the Regents' Office for approval at the March meeting. Dr. Vardemann and Mr. Jones discussed at length whether the laboratory fees should be called "laboratory fees" or whether they should be called "course participation fees." Decision was to call them course participation fees which does not require Regents' approval and which puts the fees into the department budgets as they are collected as opposed to being built into the budget at the beginning of the year. Dr. Cundiff mentioned that departments receiving these course participation fees should understand that receiving these fees will mean that some division money will revert back to the college's general fund.

Developers of the Retirement Village have applied for an entry from U.S. 27 directly across the road. Floyd College opposes that due to an anticipated increased traffic congestion. Mr. Jones will continue to monitor that situation.

**FLOYD COLLEGE  
MINUTES OF THE WEEKLY MEETING  
OF THE VICE PRESIDENT'S COUNCIL  
MONDAY, APRIL 8, 1996  
7:30 A.M. - PRESIDENT'S CONFERENCE ROOM**

**Present:** Dr. Lynn Cundiff, Mr. Wesley Jones, Dr. Brady Vardemann, and Mr. Chris Lee.

Dr. Cundiff welcomed the group. Mr. Chris Lee asked the group to look over the Organizational Charts/Titles and suggest any areas which needed to be changed. Discussion followed concerning the Vice President for Advancement and the Vice President for Student Life positions which were not funded by the Board of Regents. The group recommended filling the positions on an interim basis internally with a one-year appointment. The responsibilities of the new position would be added to the responsibilities they currently have.

Discussion followed concerning adding a policy which would require administrative personnel to give one month notice before leaving.

Dr. Vardemann reported that she and Phyllis Weatherly had met with the Administrative Council concerning the Honors Program, Retention and Testing. Honors Assembly and Honors Night will be handled by Student Activities Office. Dr. Vardemann reported that system-wide Retention is handled by Academic Affairs in around 50% of the schools and Student Affairs in the other 50%. After discussion, the council recommended that Retention should come under Enrollment Management. Director of Auxiliary Services, Bookstore, Vending, Food Services, Debit Card will fall under the Comptroller. Wesley Jones explained that plans are underway to expand vending to include machines which would sell sandwiches, pencils, and other supplies, especially at off-campus sites. Mr. Jones also announced that an ad had been placed in the paper soliciting resumes for Food Service Director, as ARAMARK plans to discontinue its contract with the college. Human Services will be left under Social and Cultural Studies. Discussion continued concerning the Testing Center. Dr. Vardemann reported that Harriett Kiser is heading up a faculty committee which is looking at Assessment/Testing Models/Research. Dr. Cundiff reported that information concerning the Testing Center needed to be completed by the end of spring.

Wesley Jones reported that he and Doug Webb had met Good Friday to finalize MRR Requests for FY 1997. They are as follows:

1. Reroofing of Heritage Hall - \$292,500.00
2. Dam Repair - \$172,500.
3. Matching Funds for Energy Grant - \$84,270
4. Replacement and Upgrade of Boiler in "Walraven Bldg." - \$202,500
5. Re-roofing covered walkway at Heritage Hall - \$22,000.



Dr. Vardemann reported the following figures for Spring Quarter registration:

|  |       |
|--|-------|
| Main Campus  | 1,750 |
| North Metro  | 489   |
| Cartersville   | 475   |
| Bremen   | 120   |
| Heritage Hall  | 329   |
| Student Registered for<br>Classes at Two or More<br>Campus | 354   |
| Total Unduplicated   | 2809  |

This represents a 15% increase over Spring Quarter, 1995. A few students have not paid their fees, so these figures could change slightly. Dr. Vardemann reported that she had noted that the school they visited in Florida required 18 students for a class to make, and that they required students to register and pay at the same time.

Wesley Jones reported that two more budget amendments will be done before the end of the fiscal year. The current budget amendment included a budget reduction of \$9,100 for ORP. Dale Boyd, Procurement Officer, has already sent out deadlines for year-end purchasing. Money not spent or encumbered by May 24, will be transferred from budgets.

Scheduled meetings were changed or will meet as follows:

President's Cabinet will not meet again until April 22, from 7:30 -10:30 a.m.  
Faculty meeting scheduled for April 15, will be rescheduled for April 22, at 3:00 p.m.  
Staff Meeting scheduled for April 16, will be held as planned with Mr. Lee leading the meeting.  
Budget Meetings will be held April 8-1:00-5:00 p.m., April 9-2:00-5:00 p.m. and again on April 11-2:00-5:00 p.m. in the Business Office Plan Room.

Dr. Cundiff reported that he had met with representatives from West Georgia, Southern Institute of Technology and Clayton State College concerning a consortium to provide access to learning through media. Funding will be requested through Bell South Foundation. While at this meeting Floyd College's presence in Bremen was discussed and how the Bremen campus will be handled and what courses will be offered.

Dr. Vardemann reported that she, Judy Taylor and a group of other people went to talk with Dr. Michaels concerning the P-16 grant. Ms. Taylor will finalize the grant and send it to the State by Friday, April 11.

It was decided that budget totals for Social & Cultural Studies will be kept separate for Humanities and Social Science, totals for Science and Math will be separated into HPER and Natural Science, and Health Sciences will be broken down between Nursing and PTA.

Wesley Jones asked that people notify Doug Webb now of projects which needed to be handled during the summer. The Buildings and Grounds Committee will prioritize these projects.

Chris Lee reported that someone would need to be appointed to the Alternative Dispute Resolution Committee to take Rebecca Linafelt's position. Amelia Billingsley, Alternate, will fill this slot. The committee members will attend mediation training April 22-24 or May 9-11.

A request to reclassify an employee in Continuing Education was postponed. Discussion followed concerning status of open positions.

Dr. Vardemann reminded the committee that the Administrative Council would meet today.

The meeting adjourned at 9:30 a.m.

Respectively Submitted,

Carol Pilgrim

**FLOYD COLLEGE  
MINUTES OF THE WEEKLY MEETING  
OF THE VICE PRESIDENT'S COUNCIL  
MONDAY, MAY 6, 1996  
7:30 A.M. - PRESIDENT'S CONFERENCE ROOM**

Present: Dr. Lynn Cundiff, Mr. Wesley Jones, Mr. Phil Kerr, Mr. Chris Lee, Dr. Judy Perdue and Dr. Melvin Perry.

Dr. Perry presented the faculty's decision for the recipient of Walraven Award to the committee. He reported that seven faculty members were nominated and 64 faculty votes were cast. Dr. Cundiff thanked the committee and asked Dr. Perry if the committee had any suggestions for changes which were needed in the process. Dr. Perry suggested that the criteria be brought back before the faculty. (Restate the criteria, establish a procedure for nominations and voting.) A time line needs to be put in place for the process which would allow more time for the nominations and voting. Dr. Perry suggested that the nominations be taken at one faculty meeting and ballots cast at the next. Dr. Cundiff asked Dr. Perry to chair a committee to set up guidelines for the process and present to the faculty during inservice.

Discussion followed concerning possible candidates for the President's Award, and Mr. Lee informed the council that the committee would meet in the afternoon to determine the winner of the Benton Award. The winner will be announced at the Faculty/Staff Recognition Dinner.

Dr. Cundiff informed the committee that an agency contract has been established for the installment purchase of electronic data processing equipment. Wesley Jones informed the committee that he had sent a copy of the procedures to Jeff Patty and the original to Dale Boyd.

Dr. Perdue announced that Jerry Shelton will be carrying the Mace.

Dr. Perdue asked permission to lease a personal copier for the Math & Science area. Dr. Perdue and Mr. Jones will look at options at a later date.

Dr. Cundiff presented a request from Timothy Green asking for 100% Tuition Refund due to Federal Jury Duty. After discussion concerning the implementation of a designated counselor for students who request to withdraw from the college, the council voted to honor the refund request.

Dr. Cundiff read a letter which he had received from Michelle Waters, SAAB President, asking for a covered area for smokers. Dr. Cundiff asked Wesley Jones and Doug Webb to decide where the covered area should be placed and make arrangements.

Dr. Cundiff reported that Marshal Smith, from Virginia, has been appointed as Floyd

College's SACS chair. The first choice for our SACS chair had been declined, and the college was given the names of three possible chairs. The college can expect a visit sometime in late summer. The SACS visit is slated for November 11-14.

Dr. Cundiff reminded the committee that the Capital Budget Requests are due May 30. Discussion followed concerning needs. The committee discussed possible projects to be considered. Dr. Cundiff asked Wesley Jones to have Doug Webb to call a meeting of the Capital Improvement Committee to suggest two-three buildings to submit. Suggestions included a new Science Laboratory Building, an Administration Building, and a building at Cartersville. Discussion followed concerning minor projects which may need to be considered. They are as follows: Closing in of the Courtyard, Addition to the Physical Education Building, Library Expansion for Technology, a paved road around the lake, a pool, a parking lot for the Library, and relocation of the jogging trail.

Dr. Cundiff reported that the President's Meeting Friday had been successful. He reported that schools will be audited according to risk level.

High Risk Schools -- 75%.

Moderate Risk Schools -- 50%.

Low Risk Schools -- 25%.

The audits will be outsourced through local CPA firms.

Mr. Lee presented copies of the finalized Civil Right and Equal Opportunity policies. Dr. Cundiff approved the policies as presented. The committee suggested that the Admission Policy be reviewed also. Dr. Cundiff presented a letter concerning affirmative action. Dr. Cundiff said that the college's Affirmative Action policy will remain the same; however, the policy needs to be assessed especially in relation to the Nursing/PTA programs. The committee agreed that since the college's policy has always been open access to anyone who wishes to attend, there probably is no problem.

Dr. Cundiff announced a teleconference, "An Eye-Opening Look at Community College Issues in the Nation's Capital," which will be held Wednesday, May 15, at Coosa Valley Tech. Dr. Cundiff asked Mr. Lee to represent the college at the teleconference.

Dr. Perdue reported that Tim Floyd will head up the P-16 Project for the College. Dr. Perdue also reported that \$60,000 had been spent to date on the Astronomy Lab project.

Dr. Perdue reported that the Semester Conversion is still being worked on. All courses are to be revamped by November 1; however, no system guidelines have been received to help with the process.

Chris Lee reported that May 15 is the deadline for applications for the "Out of the Country" faculty development trips. He explained that the trips can cover staff, spouses, and interested citizens and funding is available for up to four people. The trips must be

part of a planned group trip.

Mr. Lee also reported the following:

- Seven employees had taken advantage of the Employee Assistance Program.
- Dr. Jim Cook had asked for clarification of some areas on the organizational chart.
- Several searches will close May 29. Approximately 500 applications were received last week.

Wesley Jones reported that Patty McDonald has been hired as Food Service Supervisor. ARAMARK will cease operations on May 17, and in-house food service will begin the following Monday, May 20. A survey will be given to students in order to plan for Fall Quarter. Mr. Jones also reported that new parking decals were being designed and asked for opinions of the two designs suggested. The group asked that changes be made in the size of the college's name and the decal number.

Phil Kerr reported that graduation will be held at North Metro Tech on June 14, and for Floyd College on June 15. He reported that there are approximately 400 applicants for graduation. Mr. Kerr also reported that early registration will be held May 20-23, for Summer Quarter. BANNER registration will be used in addition to the regular registration for Summer Quarter.

Mr. Kerr reported that document imaging is being phased in as planned. The one problem experienced is related to transcripts, as they are printed on special paper. SSI Group is continuing to work on this problem. Mr. Kerr reported that a group from Mars Brown College will be on campus May 24, for a demonstration of document imaging. Dr. Cundiff discussed problems which had been incurred in scanning documents into word processing. Dr. Cundiff reported that the college is considering adding the transcript to a chip which would become a part of the student's debit card. Then the student could take the transcript with them after they graduate.

Phil Kerr reported that the Admissions and Records Office will close Friday for a trip to West Georgia in the morning and an office retreat in the afternoon. The purpose of the retreat is to discuss office setup and job descriptions.

Dr. Perdue reported that the Division of Business Administration will be set up as a test division for BANNER implementation. She reported that Donna Daugherty is chairing a committee to help set up plans for BANNER implementation for faculty and staff. Areas being looked at include Confirmation Rolls, Final Grade Input, Class Rolls. Wesley Jones reported that a Cashiering Closeout Sessions must be performed for every person who registers a student which is time consuming and presents a problem. The BANNER group and OIT are trying to correct this problem.

Mr. Kerr asked for help with the switchboard. Currently a backup for the switchboard operator does not exist. Student Assistants are used for lunch break; however, there is

no one available to backup the switchboard operator for vacation or sickness. The committee suggested looking into hiring some part-time help to have as backup.

Dr. Cundiff read the GSAMS Policy. The committee postponed adoption of the policy.

Mr. Lee, Mr. Jones and Mary Saye will meet and discuss Student Assistant Requests.

Dr. Cundiff reminded the committee that the Employee Appreciation Dinner will be held at the Pavilion on May 17.

The meeting adjourned at 10:00 a.m.

Respectfully Submitted,

Carol Pigrim  
Secretary

**STATUTES OF FLOYD JUNIOR COLLEGE**

**September, 1971**



# STATUTES OF FLOYD JUNIOR COLLEGE

## 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 fields of knowledge which he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. The Faculty member should be careful in his teaching to deal adequately with the course matter as described in the College catalogue and to maintain respect for varying opinions on controversial matters. He should emphasize the fact that the opinion which he expresses is personal and not institutional.
- 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, Division, or Statutes and Faculty Affairs Committee, 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 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, and the Auxiliary Enterprises 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 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 position they hold.

**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 Academic Division and Department of Physical Education.
- 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.

- 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 Committee**

- 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 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, two representatives 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, 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 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 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 recommendation.
- 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 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.
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. 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 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 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.

**PROPOSED STATUTES  
FLOYD JUNIOR COLLEGE  
ROME, GEORGIA**

**APPROVED BY FACULTY, FEBRUARY 1976**

**(WITH REVISIONS THROUGH JANUARY 1980)**

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## PROPOSED STATUTES OF FLOYD JUNIOR COLLEGE

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

### Article I. THE COLLEGE

#### Section A. A Unit of the System

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 B. Purpose

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 A. Election

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

### Section B. Responsibility

The President shares responsibility for the definition and attainment of goals, for administrative action, and for operating the communications system which links together the components of the academic community. 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 C. Powers and Duties

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

1. 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 officers, shall violate the goals of Floyd Junior College or policies of the Board of Regents.
2. 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.
3. He shall be the ex officio chairman of the Faculty and shall preside at its meetings.
4. He shall serve as chairman of the Advisory Council and shall preside at its meetings.
5. 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.
6. 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.

Article II, Section C, continued

7. 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.
8. 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.
9. He shall make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Floyd Junior College.
10. 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 A. Faculty Status

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

Section B. 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, course of study, and requirements for graduation; and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty shall prescribe rules for regulation of student publications, athletics, intercollegiate and intramural games, musical, dramatic, and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to the approval of the Chancellor and the Board of Regents.

Article III, continued

Section C. Faculty Organization

1. 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.
2. Special meetings of the Faculty may be called at any time by the President, by the Dean, or by the Executive Committee of the Faculty. Special meetings may also be initiated by the Statutes and Faculty Affairs Committee. Written notice of the time, place, and purpose of the meeting shall be given each member of the Faculty twenty-four hours in advance of the proposed meeting.
3. A quorum of the Faculty shall consist of a majority of its members currently employed by the College. The presence of a quorum of its members shall be necessary for the conduct of any business of the Faculty.
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.

Section D. Appointment, Renewal of Contract, and Resignation

1. All appointments, reappointments, and promotions of the Faculty and of the Administrative Staff shall be made by the President with the approval of the Board of Regents. Recommendations for positions within the corps of instruction ordinarily shall originate with the Department or Division and shall be presented to the Dean for his consideration. The Dean will then transmit these recommendations to the President, along with his own approval or disapproval.
2. Qualifications for Faculty Appointment
  - a. Minimum qualifications for all academic ranks with Floyd Junior College shall be the following:
    - (1) Master's degree. Exemptions may be made for:
      - (a) persons of special learning and ability;
      - (b) promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training; and/or
      - (c) temporary emergency appointments.
    - (2) Evidence of ability as a teacher.

## Article III, Section D, continued

- (3) Successful experience, generally waived in the case of beginners who meet all other requirements.
  - (4) Evidence of scholarly competence and activity.
  - (5) Desirable personal qualities judged on the basis of a personal interview, complete biographical data, and recommendations.
- b. 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.
- 3. Non-tenured Faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in their contracts and subsequent or future employment, if any, shall result solely from separate offers and acceptance requisite to execution of new and distinct contracts.
  - 4. Faculty members and other personnel employed under written contract on a temporary appointment shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.
  - 5. Notice of the intention not to reappoint a non-tenured faculty member shall be furnished, in writing, according to the following schedule:
    - a. at least three months before the date of termination of an initial one-year contract;
    - b. at least six months before the date of termination of a second one-year contract;
    - c. at least nine months before the date of termination of a contract after two or more years of service in the institution.
  - 6. 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.

Article III, Section D, continued

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

Section E. Employment of Relatives

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

Section F. Annual Evaluations

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

1. Criteria for evaluation shall be those mentioned in the policies of the Board of Regents: performance of teaching duties, service to the institution, academic achievement, professional growth and development, and length of service.
2. The faculty and head of each division/department shall produce a written document specifying the role of various instruments such as student evaluations, peer evaluations, and self-evaluations in preparation of the annual evaluation. It shall be the responsibility of the head to see that such a document is prepared and that it is reviewed by the division/department at the beginning of each Fall Quarter. Any statistics derived from student evaluations which are used for comparative purposes shall be based on at least the equivalent of two quarters of full-time instructional effort.

Article III, Section F, continued

3. The annual evaluations of first and second-year faculty members shall be completed by April 15; all others by January 15. The supervisor shall discuss the evaluation with the faculty member, who may choose to read and/or respond to the evaluation. During the discussion the supervisor shall tell the faculty member whether or not he will be recommended for a promotion or the awarding of tenure in that year. Following the discussion the faculty member shall sign the evaluation. Within two weeks of the above dates the evaluation together with the faculty member's response, if any, shall be forwarded to the Dean's Office by the supervisor. The supervisor shall retain a copy of the evaluation and permit access by a faculty member to his evaluations.

Section G. Tenure and Promotion

1. Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a one hundred percent workload basis for three out of every four consecutive academic quarters until retirement, dismissal for cause, or release because of financial exigency.
2. Only Assistant Professors, Associate Professors, and Professors who are normally employed full-time (as defined by Regents' policies) by an institution are eligible for tenure. Faculty members with adjunct appointments shall not acquire tenure. The term "full-time" is used in these tenure regulations to denote service on a one hundred percent workload basis for at least three out of four consecutive academic quarters.
3. Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of Assistant Professor or higher. The five year period must be continuous except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted, provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of Instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of Assistant Professor or higher.
4. The maximum time that may be served at the rank of Assistant Professor or above without the award of tenure shall be seven

Article III, Section G, continued

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

5. The maximum period of time that may be served at the rank of full-time Instructor shall be seven years.
6. Tenure or probationary credit towards tenure is lost upon resignation from an institution, or written resignation from a tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.
7. An annual report shall be made to the President by each unit of the institution on the status of its faculty. Numbers of tenured and non-tenured faculty, by rank, shall be furnished. Individuals who have been retained in a full-time faculty status at the institution for a period in excess of seven years without the award of tenure shall be identified by name and justification for such retention given. These reports shall be available for public inspection.

8. Tenure and Promotion Criteria

a. Applicability

The criteria and procedures in this section and Section G.9. shall apply to those faculty members whose duties are primarily of an instructional nature and who work under the supervision of a division/department head. Recommendations for the awarding of tenure or granting of promotions to division/department heads shall originate with the Dean of the College. For other persons who hold faculty rank the awarding of tenure or granting of a promotion may be recommended either by that person's immediate supervisor or by the head of that division/department in which the person holds academic rank. All recommendations for Division/Department heads and persons described in the preceding sentence shall utilize the criteria in Section 8.b. as appropriate. The Dean and President shall consult both parties in considering the recommendation. Such faculty members and division/department heads have the right to appeal as described in Section G.9.b

Article III, Section G, continued

b. General Criteria

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

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

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

- (2) Service to the Institution. The faculty share a responsibility for sustaining the College as an educational community. Every faculty member is expected to contribute time and energy to this task at the departmental/divisional, College, and/or University System level by working on committees, working in campus organizations, and serving in whatever other ways seem useful to the promotion of the College's well-being.
- (3) Professional Growth and Development. This implies that the faculty member continues to develop his knowledge and skills and contributes them to the College and possibly the profession as a whole.
- (4) Academic Achievement. In order to be promoted to the rank of Assistant Professor or awarded tenure a faculty member must have the master's degree or its equivalent in training and experience. In order to be promoted to the rank of Associate Professor or Professor a faculty member must have a terminal degree



## Article III, Section G, continued

or its equivalent. The following equivalents in training, ability, or experience are suggested:

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

- (5) Length of Service. A person appointed as Instructor shall serve in that rank for a minimum of two years before being promoted. A person appointed or promoted to the rank of Assistant or Associate Professor shall serve in that rank for a minimum of five years before being promoted.

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

- c. In addition to qualifications listed in Section G.8.b., promotion to an associate or full professorship should require at least two years' study beyond the bachelor's degree.

## 9. Tenure and Promotion Recommendations and Appeals

### a. Recommendation Process

- (1) Each division/department head shall submit to the Dean of the College his recommendations concerning the awarding of tenure and/or promotions to faculty members of his division/department. He shall provide

## Article III, Section G, continued

each faculty member involved with a copy of his recommendation at the time that faculty member's annual evaluation is discussed. This shall be done two months prior to the date that such recommendations must be submitted to the Board of Regents.

- (2) All division/department heads, together with other supervisors submitting recommendations, shall meet with the Dean as a group and discuss the recommendations which he has received. The Dean shall require each person to present evidence to support his recommendations and shall consider advice of the group in determining his actions on the recommendations.
- (3) Within two weeks of receiving the recommendations for tenure and promotions, the Dean shall submit all recommendations, with an indication of his approval or disapproval, to the President of the College. At this time the Dean shall also notify in writing the individual faculty members concerned, and their immediate supervisors, as to his action on their recommendations.
- (4) The President shall formulate and submit to the Board of Regents his recommendations for the awarding of tenure and/or promotion to Floyd Junior College faculty members and so notify those recommended, their supervisors, and the Dean of the College.
- (5) Upon approval of the award of tenure to an individual by the Board of Regents, that individual shall be notified in writing by the President of his institution, with a copy of the notification forwarded to the Chancellor.

## b. Appeals Procedure

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

## Article III, Section G, continued

- (3) All notifications of appeal must be submitted in writing to the President no later than two weeks after the Dean has notified faculty members of his action on recommendations concerning them.
- (4) When a notification of appeal is received by the President, he (or his designee) shall meet with the Dean and the faculty member and select by random drawing the names of five members from among those nine members of the Appeals Committee. The Dean and the faculty member may each strike up to two of those five drawn. Names of replacements for those stricken shall then be drawn, and the right of each of the parties to strike again may be exercised. This process shall be repeated as necessary in order to obtain a five member Hearing Committee for the appeal. Each party shall be limited to a total of two strikes throughout the entire procedure. The five so selected shall convene at a time designated by the President (or his designee) and select one of their number to serve as chairman for the hearing. This shall be accomplished within three working days of the date that the President received the notification of appeal. The chairman shall then assume the responsibility of coordinating the hearing.
- (5) The Hearing Committee shall hear the appeal and prepare its report within three weeks of the time that a notification of appeal is submitted. Copies of its report shall be distributed to the President, the Dean, the faculty member involved, and that faculty member's immediate supervisor.
- (6) The President shall notify the Dean, the faculty member, and the faculty member's supervisor as to his action concerning a recommendation for that faculty member.
- (7) The recommendation of the President to the Board of Regents may be appealed only by following procedures outlined in the Policies of the Board of Regents.

## c. Appeals Committee

- (1) This advisory committee to the President shall be elected annually in September. It shall consist of nine members chosen from among the tenured full-time faculty who are primarily engaged in teaching and do

## Article III, Section G, continued

not serve as division/departments heads. In electing the Committee each faculty member may vote for nine eligible persons. Subject to the restriction that no more than two persons from the same division/department may serve on the Committee, those nine receiving the most votes shall constitute the Committee.

- (2) In the hearing of an appeal, questions related to procedural matters shall be decided by the Hearing Committee subject to the following stipulations.
  - (a) A quorum of three will be required for all business of the Hearing Committee. However, attendance of all members at each meeting shall be considered of the highest priority. Only those Hearing Committee members who have been present for a majority of the time the Committee has been in session shall be eligible to cast a vote on the Committee's final recommendation.
  - (b) A tape recording and a transcript of the proceedings shall be kept and made available to the faculty member, the Dean, and members of the Hearing Committee.
  - (c) The Hearing Committee may grant adjournments to enable either party to investigate evidence to which a valid claim of surprise is made.
  - (d) The Faculty member and the Dean shall be afforded a reasonable opportunity to present necessary witnesses and to offer evidence.
  - (e) The Hearing Committee will not be bound by strict rules of legal evidence and shall admit any evidence which may be of value in determining the issues involved.
  - (f) The Faculty member and the Dean will have the right to confront and cross-examine all witnesses. When a witness cannot or will not appear and the Committee determines that the interests of justice require the admission of his statement, the Committee will identify the witness, disclose his statement and if possible provide for interrogatories.

Article III, Section G, continued

- (g) The findings of fact and the recommendation of the Hearing Committee will be based solely on the hearing record.
- (h) Public statements and publicity about the hearing should be avoided by all persons involved.
- (i) Hearings of the Committee shall be private.
- (j) In the event that the Committee is unable to complete the hearing, it shall notify the President as to the reason and submit to him a report on the proceedings. Such an occurrence shall in no way prejudice future appeals of the faculty member.

Section H. Suspension and Removal

1. Suspension of Faculty Members

- a. When a Faculty member is charged with the violation of any State or Federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President and the Chancellor. This review may lead to a temporary suspension of the Faculty member from his teaching duties. If a Faculty member has been suspended due to the previously mentioned charges or indictment, and if the charges or indictment has been resolved without a conviction, the Faculty member shall be reinstated immediately with full compensation for all pay lost during the time of suspension. Further, if the President deems that, in his best judgment, any Faculty member poses immediate harm to himself or others in the continuance of his duties, he may, after consultation with the Chancellor, temporarily suspend that Faculty member. Since suspension is temporary, all due speed shall be used to resolve, in a concrete and definite manner, the issue which led to the suspension.
- b. In the event a Faculty member is temporarily suspended, the President, upon the request of the Faculty member involved, shall immediately convene the Statutes and Faculty Affairs Committee for the purpose of hearing an appeal by the Faculty member. The appeal shall be submitted in writing in accordance with procedures to be established by the hearing committee which shall render its decision within ten days from the conclusion of the hearing. The President may or may not approve the recommendation of the hearing committee. If he does not approve he may state his reasons for not doing so in writing to the hearing committee for a response before rendering a final

## Article III, Section H, continued

decision. If he decides to continue the suspension, he will so notify the Faculty member who shall have the right of appeal to the Board of Regents for a review of the decision. If the Faculty member decides to appeal to the Board of Regents, the application for review shall be submitted in writing to the Executive Secretary of the Board of Regents within a period of twenty days, following the decision of the President. It 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.

## 2. Removal of Faculty Members

- a. 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.
- b. A tenured Faculty member, or a non-tenured Faculty member before the end of his contract term, may be dismissed for any of the following reasons provided that the institution has complied with procedural due process requirements.
  - (1) Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment--or prior thereto if the conviction or admission of guilt was willfully concealed;
  - (2) Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;
  - (3) Sale or distribution of illegal drugs; teaching under the influence of alcohol or illegal drugs; any other use of alcohol or illegal drugs which interferes with a faculty member's performance of duty or his responsibilities to the institution or to his profession;
  - (4) Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;

## Article III, Section H, continued

- (5) False swearing with respect to official documents filed with the institution;
  - (6) Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity.
- c. The dismissal of a tenured Faculty member, or a non-tenured Faculty member during his contract term, should be preceded by the following:
- (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 is about to be terminated for cause and informing him that a statement of charges will be forwarded to him 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.
- d. 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 committee may serve concurrently on other committees of the Faculty. The hearing committee will meet as a body when it is called into session by the Dean of the College, either at his discretion or upon the request of the President or the Faculty member who is subject to dismissal.

When the hearing committee is called into session, it shall elect a chairman from among its membership. A member should remove himself 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 shall have a maximum of two challenges without stated cause; provided, however, that all challenges whether with or without cause shall be made in writing and filed with the chairman of the hearing committee at least five days in advance of the date set for the hearing. The chairman shall have the authority to decide whether a member of the committee is disqualified for cause. If the chairman determines that a member is so disqualified or if a committee member removes himself from a case, the replacement shall be made in the same manner as the original committee was elected. If the chairman is thus removed, the committee shall elect a new chairman after committee replacements have been appointed. A minimum of three (3) members is required for the chairman to be elected.

e. Hearing and Dismissal Procedures

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

- (1) Service of notice of the hearing with specific reasons or charges against the Faculty member together with the names of the members of the hearing committee shall be made in writing at least twenty (20) days prior to the hearing. The Faculty member may waive a hearing or he may respond to the charges in writing at least five (5) days in advance of the date set for the hearing. If a Faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the hearing committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record;
- (2) A quorum of three (3) will be required for all business of the committee except in the meeting when the final recommendation is drafted. In this meeting all five (5) members must be present. However, attendance of all members at each meeting of the committee shall be considered of the highest priority.
- (3) 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;



## Article III, Section H, continued

- (4) During the proceedings the Faculty member and the administration shall be permitted to have an academic advisor and/or counsel of his choice. The hearing committee will be permitted to have advisory counsel;
- (5) At the request of either party or the chairman of the hearing committee, a representative of a responsible education association shall be permitted to attend as an observer;
- (6) A tape recording or transcript of the proceedings shall be kept and made available to the Faculty member and the administration in the event an appeal is filed.
- (7) An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia.
- (8) The hearing committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made;
- (9) The Faculty member and the administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence;
- (10) The Faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the committee determines that the interests of justice require the admission of his statement, the committee will identify the witness, disclose his statement and if possible provide for interrogatories.
- (11) The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to admissibility of evidence or other legal matters shall be decided by the chairman or presiding officer.
- (12) The findings of fact and the decision of the hearing committee will be based solely on the hearing record;
- (13) Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the Faculty member or administrative officers

## Article III, Section H, continued

should be avoided until the proceedings have been completed, including consideration by the Board of Regents in the event an appeal is filed. The President and the Faculty member will be notified in writing of the decision and recommendation, if any, of the hearing committee.

- (14) If the committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President does not approve the report, he should state his reasons in writing to the committee for response before rendering his final decision. If the committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The President may or may not follow the recommendations of the committee.
- (15) After complying with the foregoing procedures, the President shall send an official letter to the Faculty member notifying him of his retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered. The letter shall clearly state any charges which the President has found sustained and shall notify such person that he may appeal to the Board of Regents for review. The appeal shall be submitted in writing to the Executive Secretary of the Board within twenty (20) days following the decision of the President. It shall state the decision complained of and the redress desired. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon.
- (16) Upon dismissal by the President, the Faculty member shall be suspended from employment without pay from the date of the final decision of the President. Should the Faculty member be reinstated by action of the Board of Regents, he shall be compensated from the date of suspension.

## Section I. Duties, Responsibilities, and Privileges of the Faculty

1. 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-quarter 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.

## Article III, Section I, continued

2. The leave policy at this institution shall be that set forth by the Policies and Bylaws of the Board of Regents.
3. 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.
4. 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.
5. 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 Bylaws of the Board of Regents.
6. The following policies relate to salaries:
  - a. Changes shall not be made during a fiscal year in the salaries set up for positions listed in the College budget. The President shall incorporate his recommendations for salary increases for positions in the annual budget, provided that such increases are within previously established regulations of the Board and the College. Salary increases shall be based upon merit and shall not be automatic except as determined by policies of the Board of Regents.
  - b. Research and Saturday classes will ordinarily be carried by University System personnel as part of their normal workload without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.

## Article III, Section I, continued

- c. 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.
  - d. 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.
7. 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.
8. The following is College policy concerning academic freedom:
- a. A member of the Faculty is free to express, inside or outside the classroom, his opinion on any matter that falls within the fields of knowledge which he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expressions, 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.
  - b. Each Faculty member should maintain a reputation for scholarship through continuous research and study. The Faculty member is entitled to full freedom in research and in publication of the results. This research and study should yield results in improved teaching.

Article III, Section I, continued

- c. 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.
- d. 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 J. 8. e, paragraph 5.
9. All absences of a Faculty member from ordinary service in the College shall be reported to his Division or Department Chairman. Members of the Faculty are expected to attend all College-wide academic exercises. Appropriate absences from such exercises should be considered by the Division or Department Chairman to whom the Faculty member reports. The outside activities of Faculty members of Floyd Junior College are governed by the following policy statement from the Policies and Bylaws 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."
10. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to render academic service in teaching. In any evaluation or report the Department or Division Chairman shall include a statement concerning the performance of teachers in this area. Due attention shall be given in each report to special qualities of excellence in the performance of teachers in his Department or Division.
11. A member of the Faculty is expected to be available for student consultation on a regular basis and to publicize his conference hours.
12. 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 Bylaws of the Board of Regents relating to himself and his work. Copies of all rules and regulations of the College and copies of the Policies and Bylaws of the Board of Regents are available for perusal by all Faculty members. A copy of the College Statutes and a copy of the Faculty handbook shall be furnished to each Faculty member.

## Article III, Section J

## Section J. Standing Committees of the Faculty

1. 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 J. 3. a, paragraph 4. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.
2. The minutes of a standing committee shall be filed with the Secretary of the Faculty and become a part of the minutes of the Faculty. In addition, the secretary of each committee shall distribute written recommendations to each Faculty member at least two days prior to the Faculty meeting at which the recommendations will be presented.
3. All committees shall meet quarterly and additionally as necessary upon the call of the Committee Chairman or a majority of the committee.
4. The Faculty committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a one-year term. Each Academic Division and Department named in Article III, Section K, shall be represented on each committee unless the position is waived by the Chairman or Director involved.
5. 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.
6. All standing committees shall be limited by a maximum of twelve and a minimum of eight members.
7. 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, the Auxiliary Enterprises Committee, and the Public Service Committee.
  - a. Executive Committee
    - (1) 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 Science and Mathematics, the Chairman of the Division of Humanities, the Chairman of the Division of Social Science, the Chairman of the Division of Business and Director of Public Service, the Librarian, the Director

## Article III, Section J, continued

the Department of Physical Education, the Director of the Department of Special Studies, the Director of the Department of Nursing, Coordinator of the Mental Health Program, and an at-large faculty representative elected by the faculty from a slate of nominees presented by the Statutes and Faculty Affairs Committee to serve a one-year term. If for some reason the faculty representative cannot complete the year, another representative will be elected.

- (2) 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.
- (3) The Committee shall approve student activities which necessitate a student's being absent from class.
- (4) 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.
- (5) The Committee shall propose the agenda for each Faculty meeting and have the power to call meetings of the Faculty as needed.
- (6) 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.

b. Admissions and Academic Placement

- (1) 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.
- (2) The Committee shall recommend to the Faculty rules and regulations concerning the admission of students.
- (3) 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.

- (4) The Committee shall act in an advisory capacity to the Director of the Department of Special Studies.
- (5) The Committee shall advise the Director of Student Affairs in the areas of registration and records.
- (6) The Committee shall hear appeals from students concerning placement in the academic program.

c. Library Committee

- (1) The Library Committee shall consist of the Librarian 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.
- (2) The Library Committee shall advise the Librarian concerning purchase of books, arrangement of the library library hours, composition of the library collection, and related matters.

d. Academic Progress Committee

- (1) 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.
- (2) The Committee shall constantly evaluate the rules and regulations dealing with scholarship and recommend changes to the Faculty.
- (3) 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.
- (4) 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.
- (5) 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.

e. Statutes and Faculty Affairs Committee

- (1) 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.



## Article III, Section J, continued

- (2) 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.
- (3) The Committee shall maintain a file of all Statutes of the College.
- (4) The Committee shall constantly review fringe benefits and other pertinent matters and make recommendations to the Faculty.
- (5) This Committee shall be given appeals jurisdiction involving disputations between a Faculty Member and the Administration concerning non-reappointment, academic freedom, and other professional matters. Normally such appeals should be preceded by consultation with the Dean. 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.
- (6) The Committee shall have the power to initiate special meetings of the Faculty as needed.

## f. Curriculum Committee

- (1) The Curriculum 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.
- (2) 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.
- (3) The Committee shall review all proposed changes in degree requirements and programs of instruction and shall transmit such proposals to the Faculty with appropriate recommendations.
- (4) The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.

## g. Student Affairs Committee

- (1) The Student Affairs Committee shall consist of the Director of Student Affairs, four representatives from the student body, and other members of the Faculty

## Article III, Section J, continued

recommended by the Committee on Committees and approved by the Faculty. The Chairman shall be elected by the members of the Committee.

- (2) 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; and occupational placement counseling concerning both college transfer and occupational information.
- (3) The Student Affairs Committee shall consider for recognition student organizations which have been recommended for approval by the Student Senate.
- (4) The Student Affairs Committee shall oversee student publications through the establishment of a Publications Committee to carry out that function, subject to ratification by the Student Affairs Committee and the Faculty.

h. Auxiliary Enterprises Committee

- (1) The Auxiliary Enterprises Committee shall consist of the Comptroller, other members of the Faculty recommended by the Committee on Committees and approved by the Faculty, and two representatives from the student body. The Chairman shall be elected by the members of the Committee.
- (2) The Committee shall recommend to the Faculty rules and regulations concerning the activities of auxiliary enterprises. The Faculty will act accordingly in an advisory capacity.
- (3) The Committee shall receive, consider, and take appropriate advisory action concerning recommendations or grievances relating to operations of auxiliary enterprises.
- (4) The Committee shall review all operating changes suggested by the Director of Auxiliary Enterprises and act accordingly in an advisory capacity.

i. Public Service Committee

- (1) The Public Service Committee shall consist of the Chairman of the Division of Business and Director of Public Service 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.

# Article III, Section J, continued

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

## Section K. Instructional Divisions and Departments

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

## Article IV. GENERAL ADMINISTRATIVE OFFICERS

### Section A. Officers Named and Defined

The Administrative Officers shall be as follows: the President, the Dean of the College, the Librarian, the Division Chairmen and Department Directors, the Chairman of the Division of Business and Director of Public Service, the Director of Student Affairs, the Assistant Director of Student Affairs, the Comptroller, the Public Information Officer, and such other officers as may be designated by the President with the approval of the Board of Regents.

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

### Section B. Officers of Academic Instruction

#### 1. 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.

## Article IV, Section B, continued

- 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 assignments 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.

## Article IV, Section B, continued

- k. At the close of each academic year, he shall submit to the President a consolidated report concerning the academic work of the College and shall transmit to the President with appropriate comment the reports of the Chairman of the Divisions or Departments of instruction.
  - l. He shall serve as Chairman of the Executive Committee and be a member of the Curriculum Committee and of the Academic Progress Committee.
  - m. He shall, in consultation with the staff of the Office of Admissions and Records and the Chairmen of the Divisions and Departments of instruction concerned, organize and publish the master schedule of classes and examination schedules for the College.
  - n. He shall, in consultation with the Chairman of the Division of Business and Director of Public Service, exercise control over funds allocated to Public Service, prepare the annual Public Service budget and recommend the appointment, reappointment, promotion, or dismissal of the Public Service Staff.
2. 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.

Article IV, Section B, continued

- h. He shall designate an Assistant Librarian to be in charge of the Library in his absence.

3. The Assistant Librarian for Technical Services

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

- a. He shall be responsible for the maintenance of the library's card catalog including original cataloguing as needed.
- b. He shall provide reference and loan desk service.
- c. He shall be responsible for supervising the maintenance of internal library records.
- d. He shall be responsible for supervising the processing of interlibrary loan requests.
- e. He shall be a member of the Faculty and of any committees as may be deemed necessary by the Faculty.

4. The Assistant Librarian for Audio-Visual Services

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

- a. He shall be responsible for the scheduling and production of all televising.
- b. He shall work with the Faculty in the planning of audio-visual learning programs.
- c. He shall coordinate the use of audio-visual hardware.
- d. He shall provide reference and loan desk service.
- e. He shall be a member of the Faculty and of any committees as may be deemed necessary by the Faculty.

5. Division Chairmen and Department Directors

The Division Chairman or Department Director shall be appointed by the President upon the recommendation of the Dean and with the approval of the Board of Regents. He shall be directly responsible to the Dean. The duties of a Chairman of a Division or a Director of a Department shall be those ordinarily implied in his office, among which the following are specifically mentioned.

## Article IV, Section B, continued

- a. He shall recruit qualified Faculty members and recommend Faculty appointments to the Dean.
- b. He shall confer with the Division or Department concerning budgetary needs and make recommendations to the Dean.
- c. He shall make teaching, advising, part-time teaching, and registration assignments.
- d. He shall keep informed about existing curricula and curriculum changes in other schools. He shall make studies of curriculum needs and with the approval of the Division Faculty recommend to the Curriculum Committee any needed changes in the curriculum at Floyd Junior College.
- e. He shall assume responsibility for the quality of instruction in his Division or Department. He shall inform the Faculty of his evaluation of their performance at intervals (III, F, 3). He shall recommend reappointments, promotions, dismissals, and salary increments to the Dean.
- f. He shall consult the Division Faculty in the areas of recruitment, curriculum, budget, policies, and procedures; and he shall act with their advice.
- g. He shall prepare an annual report of the activities of the Division or Department.
- h. He shall assume responsibility for catalog materials relating to his Division or Department.
- i. He shall interpret the needs of community which might be served by the Division or the Department and make recommendations concerning community service courses.
- j. He shall prepare the class schedule in cooperation with the other Divisions and Departments, his own faculty, and the Dean.

## 6. Director of Public Service

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

- a. The Director of Public Service shall be responsible for implementing and coordinating Public Service programs that integrate the College and the community into one service unit.
- b. He shall prepare an annual budget and make recommendations to the Dean.

Article IV, Section B, continued

- c. He shall be a member of the College Faculty and of the Public Service Committee and other committees as may be deemed necessary by the Faculty.
- d. He shall study continuing educational needs and desires of the community and translate them into workable cultural, physical, intellectual, professional, or creative educational programs.
- e. He shall acquire instructors and coordinate physical facilities for the presentation of these programs from the College Faculty, local community, or other institutions.
- f. He shall maintain complete records for all continuing education units.
- g. He shall be responsible for submitting to the President an annual report concerning the activities of his office.

Section C. Officers of Student Services

1. The Director of Student Affairs

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

- a. He shall be responsible for the administration and coordination of student services and functions relating to admissions, orientation, registration, records, counseling testing, financial aid, placement, student part-time employment, student health, student activities, student organizations, student government, and student publications. In consultation with the appropriate offices he shall prepare and revise annually a Code of Student Conduct governing the conduct and discipline of students and shall be responsible for the administration of the Code.
- b. He shall serve as the principal advisor to the President on all matters pertaining to student life and activities outside the classroom.
- c. He shall be a member of the College Faculty and of the Student Affairs Committee and of other committees as may be deemed necessary by the Faculty.

2. 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:



Article IV, Section C, continued

- a. He shall assist the Director in the administration and coordination of the student personnel services program.
- b. He shall be a member of the College Faculty and of any committees as may be deemed necessary by the Faculty.

3. The Director of Admissions and Records

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

- a. He shall have general responsibility for the coordination of admissions and records.
- b. He shall be a member of the College Faculty and of any committees as may be deemed necessary by the Faculty.

Section D. Officers of Finance and Physical Plant

1. The Comptroller

The Comptroller shall be appointed by the President with the approval of the Chancellor and the Board of Regents and shall report to the President. 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 the funds and securities of the College. 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.

## Article IV, Section D, continued

- 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.
  - k. He shall be a member of the College Faculty and of the Auxiliary Enterprises Committee and of other committees as may be deemed necessary by the Faculty.
2. Director of Accounting Services
- a. The Director of Accounting Services shall be responsible to the Comptroller for maintaining the College's accounting records, fiscal reports, and internal auditing procedures.

Article IV, Section D, continued

- 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 designated by the Comptroller.

3. 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 designated by the Comptroller.

4. 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 designated by the Comptroller.

Section E. Public Information Officer

The Public Information Officer shall be appointed by the President with the approval of the Board of Regents. He shall be responsible to the President.

- 1. The Public Information Officer shall serve as liason between the College and the community and act as an advisor to the President on matters pertaining to community affairs.

Article IV, Section E, continued

2. 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.
3. 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.
4. All public information about the College shall be channeled where feasible through the Office of Public Information.
5. The Public Information Officer also shall be responsible for establishing and maintaining close ties with the community through active participation in community affairs.

Section F. Advisory Groups

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

Article V. MISCELLANEOUS PROVISIONS

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

Article VI. AMENDMENTS

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

## Article VII. RATIFICATION

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

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

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

(b) He shall be a member of the college faculty, a member of the Admissions and Academic Placement Committee and the Academic Progress Committee and other committees as may be deemed necessary by the faculty.

STATUTES  
FLOYD JUNIOR COLLEGE  
ROME, GEORGIA

*Adopted by the  
Board of Trustees*

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## STATUTES OF FLOYD JUNIOR COLLEGE

These Statutes are expressly subject to the Policies and Bylaws of the Board of Regents of the University System of Georgia and the amendments thereto. In the case of any conflict with official policy of the Board of Regents, the official policy of the Board of Regents shall prevail.

### Article 1. THE COLLEGE

#### Section A. A Unit of the University System

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 in Arts, the Associate in Science, and the Associate in Science in Nursing degrees.

#### Section B. Purpose

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 11. THE PRESIDENT

### Section A. Election

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

### Section B. Responsibility

The President shares responsibility for the definition and attainment of goals, for administrative action, and for operating the communications system which links together the components of the academic community. 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 C. Powers and Duties

The powers and duties of the President shall be those ordinarily implied in his office. The following are specifically included in the Bylaws and Policies of the Board of Regents.

1. 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 officers shall violate the goals of Floyd Junior College or policies of the Board of Regents.
2. 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.
3. He shall be the ex officio chairman of the Faculty and shall preside at its meetings.
4. 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.
5. 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.
6. 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.

7. 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.
8. He shall make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Floyd Junior College.
9. 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.
10. Additional information may be found in the Bylaws of the Board of Regents, Article VI, and in the Policies of the Board of Regents, pages 101-103.

### Article III. THE FACULTY

#### Section A. Status

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

#### Section B. Authority

The Faculty shall make, subject to the approval of the President, 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, course of study, and requirements for graduation; and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty shall prescribe rules for regulation of student publications, athletics, intercollegiate and intramural games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to the approval of the President, the Chancellor and the Board of Regents.

#### Section C. Organization

1. 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.

2. Special meetings of the Faculty may be called at any time by the President, the Dean, the Executive Committee, or the Statutes and Faculty Affairs Committee. Written notice of the time, place, and purpose of the meeting shall be given each member of the Faculty at least seventy-two hours in advance of the proposed meeting.
3. A quorum of the Faculty shall consist of a majority of its members currently employed by the College. The presence of a quorum shall be necessary for the conduct of any business of the Faculty.

Section D. Appointment, Renewal of Contract, and Resignation

1. All appointments, reappointments, and promotions of the Faculty 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 Division and shall be presented to the Dean for his consideration. The Dean will then transmit these recommendations to the President, along with his own approval or disapproval.
2. Qualifications for Appointment
  - a. Minimum qualifications for all academic ranks at Floyd Junior College shall be the following:
    - (1) Master's degree. Exceptions may be made for:
      - (a) persons of special learning and ability
      - (b) promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training; and/or
      - (c) temporary emergency appointments.
    - (2) Evidence of teaching ability.
    - (3) Successful experience, generally waived in the case of beginners who meet all other requirements.
    - (4) Evidence of scholarly competence and activity.
    - (5) Desirable personal qualities judged on the basis of a personal interview, complete biographical data, and recommendations.
  - b. 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.

3. Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.
4. Faculty members and other personnel employed under written contract on a temporary appointment shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.
5. Notice of the intention not to reappoint a non-tenured faculty member shall be furnished, in writing, according to the following schedule:
  - a. at least three months before the date of termination of an initial one-year contract;
  - b. at least six months before the date of termination of a second one-year contract;
  - c. at least nine months before the date of termination of a contract after two or more years of service in the institution.
6. All tenured faculty members employed under written contract for the fiscal year or academic year of three quarters shall give to the President or his authorized representative written notice of their intention to resign, postmarked no later than February 1 immediately preceding the expiration of the contract period (Policies of the Board of Regents, p. 112).
7. In accordance with the policy of the Board of Regents, there shall be no discrimination based upon race, color, sex, religion, creed, national origin, age or handicap of employees in their appointment, promotion, retention, remuneration, or any other condition of employment.

#### Section E. Employment of Relatives

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

meets and fulfills the appropriate appointment and promotion standards as set forth in such policies.

2. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare.
3. For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

#### Section F. Annual Evaluations

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

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

The supervisor will acknowledge in writing his receipt of this response, noting changes, if any, in the annual evaluation made either as a result of the conference or the faculty member's response.

Within two weeks of the above dates the evaluation, together with the faculty member's response, if any, shall be forwarded to the Dean's Office by the supervisor. The

supervisor shall retain a copy of the evaluation and permit access by a faculty member to his evaluations.

Section G. Tenure and Promotion

1. The tenure policies of the Board of Regents may be found in the Policies of the Board of Regents, pages 119, 119a.

2. Tenure and Promotion Criteria

- a. Applicability

The criteria and procedures described in this section shall apply to all instructional faculty who are under the supervision of a division chairman.

Recommendations concerning tenure and promotion for faculty who are not under a division chairman may be made by that individual's immediate supervisor or by the division chairman where he holds academic rank. All recommendations for the awarding of tenure and promotion of division chairmen shall be made by the Dean. General criteria described under Section G 2 b shall apply to all faculty, where appropriate. Appeal procedures described under Section G 3 b shall apply to all faculty.

- b. General Criteria

For the awarding of tenure or promotion, the criteria are specified in Policies of the Board of Regents, p. 118. They include superior teaching, outstanding service to the institution, professional growth and development, academic achievement, and length of service. Evaluation of candidate's performance in these areas should, in large measure, be based upon past annual evaluations of the candidate.

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

The assessment of success in teaching must entail more than the accumulation of statistics; it must also depend upon the judgment of the evaluators using such evidence as is appropriate and reliable. Such evidence shall include past annual

evaluations and may include additional supporting materials such as recommendations from former students, teaching materials, and indication of enrichment of the academic program.

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

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

Established reputation in the field of interest.

Research, scholarly publications, creative writing.

Superior teaching as shown by competence in conduct of classes and seminars, effective relations with students, and use and development of appropriate teaching aids.

Substantial, significant and integrated program and study beyond the master's degree.

Outstanding service to the institution.

Activities related to professional growth and development--such as participation in educational, professional, scientific, and scholarly organizations, services to society, professional experience in industrial and governmental activities, practice of a learned profession, and other types of related endeavors.

- (4) Professional Growth and Development. A faculty member should continue to grow intellectually and professionally. Evidence of professional growth may include publications, research grants, positions in professional and scholarly organizations, lectures, exhibitions, performances,



consultantships, and development of new courses. Work toward a terminal degree shall also be considered, though consideration of such courses should not prejudice faculty who possess a terminal degree.

- (5) Length of Service. A person appointed as instructor normally shall serve in that rank for a minimum of two years before being promoted. A person appointed or promoted to the rank of Assistant or Associate Professor normally shall serve in that rank for a minimum of five years before being promoted.

Upon employment at the rank of Assistant or Associate Professor, an individual may receive credit for service in that rank based upon previous experience. Upon promotion to either of these ranks an individual may receive credit for service in that rank for those years in excess of the minimum which he served at his previous rank. In either case, such credit may not exceed three years and must be agreed upon in writing by the individual, his division chairman, and the Dean of the College at the time of employment or promotion.

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

### 3. Tenure and Promotion Recommendations and Appeals

#### a. Recommendation Process

- (1) Each division chairman shall submit to the Dean of the College his recommendations concerning the awarding of tenure and/or promotions to faculty members of his division. He shall provide each faculty member with a copy of his recommendation two months prior to the date that such recommendations must be submitted to the Board of Regents.
- (2) All division chairmen, together with other supervisors submitting recommendations, shall meet with the Dean as a group and discuss the recommendations which he has received.

The Dean shall require each person to present evidence to support his recommendations and shall consider advice of the group in determining his actions on the recommendations.

- (3) Within two weeks of receiving the recommendations for tenure and promotions, the Dean shall submit all recommendations, with an indication of his approval or disapproval, to the President of the College. At this time the Dean shall also notify in writing the individual faculty members concerned and their immediate supervisors of his decision.
- (4) The President shall submit to the Board of Regents his recommendations for the awarding of tenure and/or promotion and notify those recommended, their supervisors, and the Dean.
- (5) Upon the award of tenure by the Board of Regents, the individual shall be notified in writing by the President with a copy of the notification forwarded to the Chancellor.

b. Appeals Procedure

- (1) A faculty member dissatisfied with his division chairman's recommendation, or lack thereof, for granting of tenure and/or promotion may attempt to resolve his concerns in direct discussion with his division chairman. He may confer with the Dean. If the matter is still unresolved after these meetings, the faculty member is entitled to a hearing by the Appeals Committee.
- (2) A faculty member dissatisfied with the Dean's action on a recommendation concerning tenure and/or promotion for that faculty member is entitled to a hearing by the Appeals Committee.
- (3) Upon receipt of the Dean's decision, the faculty member has two weeks to submit a written notification of appeal to the President.

- (4) When the President receives a notification of appeal, he (or his designee) shall meet with the Dean and the faculty member. The President shall select by random drawing the names of five members from the Appeals Committee. The Dean and the faculty member may each strike up to two of those five drawn. Names of replacements for those stricken shall then be drawn by the President, and the right of each of the parties to strike again may be exercised. However, each party shall be limited to a total of two strikes throughout the entire procedure. This process shall obtain a five member hearing committee for the appeal. The five so selected shall convene at a time designated by the President (or his designee) and select one of their number to serve as chairman for the hearing. This shall be accomplished within three class days of the date that the President received the notification of appeal. The chairman shall then assume the responsibility of coordinating the hearing.
- (5) The Appeals Committee shall hear the appeal and prepare its report within three weeks of the time that a notification of appeal is submitted. Copies of its report shall be distributed to the President, the Dean, the faculty member involved, and that faculty member's immediate supervisor.
- (6) The President shall notify the Dean, the faculty member, and the faculty member's supervisor of his action concerning that faculty member's appeal.
- (7) The recommendation of the President to the Board of Regents may be appealed only by following procedures outlined in the Policies of the Board of Regents.

## Section II. Suspension and Removal

The President may at any time remove any faculty member or other employee of the institution for cause, in accordance with procedural due process requirements, 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 the suspension. The action of the Board shall be final.

- (1) Causes for dismissal are described in the Policies of the Board of Regents, pp. 119b, 119c.
- (2) Suspension of faculty members under indictment for violation of state and federal laws is described in the Policies of the Board of Regents, p. 113.
- (3) Procedures for removal of faculty members are detailed in the Bylaws of the Board of Regents, pp. xxi-xxv.

#### Section I. Duties, Responsibilities, and Privileges

1. The academic year is defined in the faculty contract. The teaching load may be assigned in (1) the day program, (2) the evening program, or (3) the day and evening programs combined.
2. 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 (Policies of the Board of Regents, pp. 108-112).
3. The leave policy shall be that set forth by the Policies of the Board of Regents, pp. 127-130.
4. 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.
5. 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 of the Board of Regents, pp. 130-132.

6. The following policies relate to salaries:
  - a. Changes shall not be made during a fiscal year in the salaries set up for positions listed in the College budget. The President shall incorporate his salary recommendations for positions in the annual budget, provided that such salaries are within previously established regulations of the Board and the College. Salary increases shall be based upon merit and shall not be automatic except as determined by Policies of the Board of Regents, pp. 133-134.
  - b. Research and Saturday classes ordinarily will be carried by University System personnel as part of their normal workload without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.
  - c. 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 supplements. 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.
  - d. 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.
7. A faculty member is 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 divisional reports shall make reference to such activities on the part of members of the Faculty.
8. The following policies relate to academic freedom:

- a. A member of the Faculty is free to express, inside or outside the classroom, his opinion on any matter that falls within the fields of knowledge which he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expressions, 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 catalog 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.
  - b. Each faculty member should maintain a reputation for scholarship through continuous research and study. He is entitled to full freedom in research and in publication. Research and study should result in improved teaching.
  - c. 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 campus will have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.
  - d. Disputations concerning academic freedom may be appealed to the Appeals Committee according to the procedures outlined in Article III G 3 b.
9. Members of the Faculty are expected to attend all College-wide academic exercises. If a faculty member must be absent from his ordinary service in the College, he must report his absence to his division chairman. The outside activities of faculty members are governed by the following policy statement from the Bylaws 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."
  10. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to teach competently. In faculty evaluations or reports, division chairmen should give proper attention to evaluating teaching performance.
  11. A member of the Faculty is expected to be available

for student consultation on a regular basis and to publicize his conference hours.

12. 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 Bylaws of the Board of Regents relating to himself and his work. A copy of the College Statutes and a copy of the Faculty Handbook shall be furnished to each faculty member.

## Section J. Grievance Procedures

### 1. Committees

The Grievance Committees shall be known as the Appeals Committee and the Board of Review.

### 2. Purpose

The Appeals Committee and the Board of Review provide a means to hear the complaints of faculty members who have exhausted normal channels, as defined herein, but who have not received satisfaction in the resolution of a grievance. Prior to filing a complaint with either committee, an aggrieved employee shall have attempted to resolve satisfactorily the grievance through normal channels, that is, by appeals to administrative officers through and including one level of authority higher than the grievant's immediate supervisor. Neither committee shall hear any grievance after the President has already made a final decision.

### 3. Appeals Committee

#### a. Jurisdiction

The Appeals Committee shall have jurisdiction to consider grievances of any faculty member. Grievances heard by the Appeals Committee shall include, but not be limited to, the following:

- (1) Complaints reasonably related to terms and conditions of employment, supported by affidavit of the grievant or other credible evidence, when properly and timely filed in accordance with the procedures set forth in Article III G 3 b.
- (2) Complaints related to promotion and/or tenure filed in accordance with Article III G 3 b.

b. Committee Selection

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

c. Procedure

- (1) An appeal regarding a tenure and/or promotion decision may be filed in accordance with the procedure outlined in Article III G 3 b.
- (2) A complaint involving other matters such as academic freedom may be filed in writing in accordance with the procedures outlined in Article III G 3 b.
- (3) In the hearing of an appeal, questions related to procedural matters shall be decided by the Appeals Committee subject to the following stipulations:
  - (a) A quorum of three will be required for all business of the Committee. However, attendance of all members at each meeting shall be considered of the highest priority. Only those Committee members who have been present for a majority of the time the Committee has been in session shall be eligible to cast a vote on the Committee's final recommendation.
  - (b) A tape recording and a transcript of the proceedings shall be kept and made available to the parties involved and members of the Appeals Committee.
  - (c) The Committee may adjourn to enable either party to investigate evidence more thoroughly.
  - (d) The parties involved shall be afforded a reasonable opportunity to present necessary witnesses and to offer evidence.
  - (e) The Committee will not be bound by strict rules of legal evidence and may admit any



evidence which it deems to be of value in determining the issues involved.

- (f) The parties involved will have the right to confront and cross-examine all witnesses. When a witness cannot or will not appear and the Committee determines that the interests of justice require the admission of his statement, the Committee will identify the witness, disclose his statement and, if possible, provide for interrogatories.
- (g) The findings of fact and the recommendation of the Committee will be based solely on the hearing record.
- (h) Public statements and publicity about the hearing should be avoided by all persons involved.
- (i) Hearings of the Committee shall be private.
- (j) In the event that the Committee is unable to complete the hearing, it shall notify the President as to the reason and submit to him a report on the proceedings. Such an occurrence shall in no way prejudice future appeals of the faculty member.

#### 4. Board of Review

##### a. Jurisdiction

Grievances heard by the Board of Review shall include the following:

- (1) Grievances concerning salary, promotion, award of tenure or nonrenewal of a faculty member when it is reasonably alleged that the action complained of was the result of discrimination based on race, color, sex, religion, creed, national origin, handicap, or age.
- (2) Any grievance referred to the Board of Review for hearing by the President or the Board of Regents.

For all other grievances related to salary, promotion, tenure, or nonrenewal, the next level of review following the President's final decision shall be the Board of Regents, in accordance with the provisions of Article IX of the Bylaws of the Board of Regents. In cases of termination (dismissal) of tenured faculty or non-tenured faculty during their contract term pursuant to Article VI B d of the Bylaws of the Board of

Regents, an application for review may be directed to the Board of Regents.

b. Selection of Chairman

There shall be a Chairman for each Board of Review who, along with an Alternate Chairman, shall be elected annually by the Faculty 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 Chairman and Alternate shall not be elected from the faculty of any one department of the College. The Chairman 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. When more than one grievance is heard during the year, the Chairman and Alternate shall rotate, on an alternating basis, the duties of the Chairman.

c. 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 by lot a panel of eleven (11) persons as potential members of the Board from a list of eligible faculty members, all of whom shall have at least one (1) academic year (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 Affirmative Action Officer of Floyd Junior College (or his designee) who shall certify to the President that the panel drawing process has been impartially executed.

d. Eligibility for Service on Board

With the exception of the President, all full-time faculty having at least one (1) academic year (nine months) of continuous service at the College are potential panel members of the Board of Review. Employees' names shall be removed from the pool if: (a) employment terminates, (b) an employee is a grievant; or (c) an employee is named or otherwise directly involved in the grievance.

e. Excusing of Panel Members

Panel members who are drawn as possible Board of Review members may be excused by the Chairman if he determines

that: (1) there is a bona fide conflict of interest between the panel member(s) and either of the parties of the grievance; (2) the potential panel member is ill; or (3) service on the Board of Review should be excused for good cause shown. The Chairman shall draw a new panel member to replace each member excused.

f. Selection of Review Board Members

Each Review Board shall consist of the Chairman (non-voting) and five (5) voting members chosen from a panel of eleven (11) constituted as set forth above. Upon notification of the names of the panel members, each party shall in the presence of the Chairman strike the names of three (3) persons from the panel. The parties shall alternate in exercising their strikes, beginning with the grievant, until five (5) members remain. These five (5) members shall constitute the Board of Review. It is anticipated that this "striking" process will be completed within five (5) class days following the selection of the panel of the Chairman.

g. Removal of Review Board Members for Cause

A party may present a request in writing, at least three (3) class days in advance of any hearing, to the Chairman, to remove any member of the Board for reasonable cause. If the Chairman grants the request, he shall fill the vacancy thus created by random selection of another member, according to the process described in Article III J 4 c. The Chairman may on his own motion remove any member for reasonable cause stated. Any member chosen to fill a vacancy may likewise be removed for reasonable cause. Statements of removal for cause shall become part of the written proceedings of the hearing.

h. Notice to Parties and Review Board of Hearing

After the five (5) member Board of Review has been selected as aforesaid, written notice of the time and date set for the hearing shall be hand delivered or mailed to the parties, and to the members of the Board of Review, by the Chairman no less than five (5) nor more than ten (10) class days in advance of the date set for the hearing.

i. Duties of the Chairman

The Chairman of each Board shall not vote except in case of a tie but shall be responsible for the conduct of the hearing and implementation of the grievance procedures. His duties will include:

- (1) Receiving the grievance and assuring within three (3) class days that:
  - (a) It has been filed as provided in Article III J 4 j.
  - (b) The Board determines that the grievance is one that can be properly heard and that the grievant, the opposing party, and the President are so notified in writing.
- (2) Drawing at random, within ten (10) class days following receipt of a written grievance, a panel of eleven (11) persons as potential members of the Board of Review from the pool of faculty (Article III J 4 c).
- (3) Assuring that all parties are familiar with the grievance procedures.
- (4) Notifying the grievant and the opposite party when a hearing panel of eleven (11) members has been drawn up and when each party should come before the Chairman and strike the names of three panelists.
- (5) Distributing the complaint (grievance) to the members of the Board of Review, setting a date for the hearing after conferring with the Board members.
- (6) Convening the hearing after written notice (at least three (3) but no more than ten (10) class days in advance of the hearing) to the members of the Board of Review and the parties, conducting and presiding over the hearing, ruling on motions of the parties and assisting the Board of Review during its deliberations.
- (7) Assuring that a tape recording and transcript of the hearing is made and retained for use in the event an appeal is filed.
- (8) Forwarding a copy of the written findings of the Board of Review to the President and to the parties as set forth in Section l below.

j. Procedures for Requesting a Hearing

- (1) The grievant, within thirty (30) class days after becoming aware of the alleged act causing the grievance shall file a written request for a hearing with the Chairman of the Board of Review stating the following:

- (a) The facts of the complaint, including the date, time and place the act occurred and other pertinent facts.
  - (b) The names of possible witnesses.
  - (c) A description of the evidence which tends to support the complaint.
- (2) After receipt of the grievance and deliberation of the Board as described above, the Chairman will notify all parties and the President of the Board of Review's decision. Should the determination be that the grievance not be heard, the President may, nevertheless, direct that the grievance be heard by the Board of Review. The Chairman will then notify the Board of Review and the principals.

k. Hearing Procedure

- (1) A quorum of three will be required for all business of the Board of Review. However, attendance of all members at each meeting shall be considered of the highest priority. Only those Board of Review members who have been present for a majority of the time the Committee has been in session shall be eligible to cast a vote on the Committee's final report or confidential recommendations (if any).
- (2) The hearing before the Board of Review will be conducted in private; however, the parties may each select one (1) person to attend as an observer.
- (3) Attorneys are not authorized to participate in grievance hearings; however, in addition to the observer, each party may select an advisor, other than an attorney, from the College to assist him at the hearing.
- (4) A tape recording and transcript of the proceedings shall be kept. A copy shall be made available to the parties concerned and may be purchased at reasonable cost.
- (5) The parties shall be afforded a reasonable opportunity to obtain and present witnesses and documentary or other evidence except personnel records and other confidential records of other College employees.

- (6) The parties shall have the right to cross-examine witnesses. Should a witness be unable to appear because of illness or other cause acceptable to the Chairman, the sworn statement (affidavit) of the witness may be introduced into the record.
- (7) An oath or affirmation shall be administered to all witnesses and parties by a notary public.
- (8) The Board of Review will not be bound by strict rules of legal evidence. It may receive any evidence deemed to be of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available. All questions as to the admissibility of evidence or other procedural matters shall be decided by a majority vote of the Board.
- (9) The Board of Review may adjourn to enable either party to investigate evidence more thoroughly.
- (10) The Board of Review shall state its findings which shall be based on evidence introduced at the hearing. The Chairman will report the findings to the President who will decide the case in the manner set forth below.
- (11) Public statements and publicity about the complaint shall be avoided and the confidentiality of the hearing shall be preserved.

1. Findings and Recommendations by the Board

The findings of the majority and confidential recommendation(s) (if any) to the President from the Board of Review shall be written by a member selected by the Board at the conclusion of the hearing. Immediately after review and approval by the Board of Review, the written findings shall be sent to the President and the grievant. The findings shall not be sent to the above named parties later than ten (10) class days following receipt of the transcript. The Board of Review may in addition to its findings make confidential recommendation(s) to the President. Findings and confidential recommendation(s) (if any) made by the Board of Review to the President shall be advisory only.

m. Action by the President

In making his decision, the President will not be bound by the findings or confidential recommendation(s) (if any) of the Board of Review. The President should,

within ten (10) class days after receipt of such written notification of the findings and confidential recommendation(s) (if any) of the Board of Review, advise the faculty member, his direct supervisor and other parties concerned in writing of his decision, or he may refer the matter back to the Chairman of the Board of Review for further response and recommendation(s) before rendering his final decision. An employee should also be advised by the President in writing of his right to apply to the Board of Regents for review of the President's final decision in accordance with the provisions of the Bylaws of the Board of Regents, Article IX.

n. Time Requirements of the Review Process

This procedure contemplates that each eleven (11) member grievance panel should be constituted (drawn by lot) within five (5) class days following receipt by the Chairman of an acceptable written grievance from any faculty member of Floyd Junior College, and that the final selection of a five (5) member Board of Review from the panel should be completed within ten (10) class days after the filing of the alleged grievance.

The Chairman should give written notice of any hearing date to the members of the Board of Review and to the parties at least three (3), but no more than ten (10) class days prior to the date set for the hearing. Findings and confidential recommendation(s) (if any) should be forwarded by the Board of Review to the President within ten (10) class days from the conclusion of the hearing unless a transcript of the hearing is required. If a transcript of the hearing is required, such documents should be forwarded to the President within ten (10) class days after receipt of the transcript from the Chairman. The final decision of the President should be made within ten (10) class days thereafter unless he refers the matter back to the Board of Review for further response and recommendation(s).

o. Prohibition of Retaliatory Action

No participant shall be harassed, intimidated, or otherwise penalized for involvement in the grievance procedures.

Section K. Standing Committees of the Faculty

1. 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

K 7 a. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

2. The minutes of a standing committee shall be filed with the Secretary of the Faculty and become a part of the minutes of the Faculty. In addition, the secretary of each committee shall distribute written recommendations to each faculty member at least two days prior to the faculty meeting at which the recommendations will be presented.
3. All committees shall meet quarterly and additionally as necessary upon the call of the Committee Chairman or a majority of the committee.
4. The faculty committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a one-year term. Each academic division named in Article III L, shall be represented on each committee unless the position is waived by the Chairman involved.
5. 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.
6. All standing committees shall be limited by a maximum of twelve and a minimum of eight members.
7. The standing committees of the Faculty shall consist of the following committees: Executive, Admissions and Academic Placement, Library, Academic Progress, Statutes and Faculty Affairs, Curriculum, Student Affairs, Auxiliary Enterprises, and Public Service.

a. Executive Committee

- (1) 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 Science and Mathematics, the Chairman of the Division of Humanities, the Chairman of the Division of Social Science, the Chairman of the Division of Business and Director of Public Service, the Librarian, the Chairman of the Division of Health, Physical Education and Recreation, the Chairman of the Division of Developmental Studies, the Chairman of the Division of Nursing Education, Coordinator of the Mental Health Program, and an at-large faculty representative elected by the faculty from a slate of nominees presented by the Statutes and Faculty Affairs Committee to serve a one-year term. If for some reason the faculty representative cannot



complete the year, another representative will be elected.

- (2) 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.
- (3) The Committee shall approve student activities which necessitate a student's being absent from class.
- (4) 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.
- (5) The Committee shall propose the agenda for each faculty meeting and have the power to call meetings of the Faculty as needed.
- (6) 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.

b. Admissions and Academic Placement

- (1) The Admissions and Academic Placement Committee shall consist of those members of the Faculty recommended by the Executive Committee and approved by the Faculty. The Chairman shall be elected by the members of the Committee.
- (2) The Committee shall recommend to the Faculty rules and regulations concerning the admission of students.
- (3) 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.
- (4) The Committee shall act in an advisory capacity to the Chairman of the Division of Developmental Studies.
- (5) The Committee shall advise the Director of Student

Affairs in the areas of registration and records.

- (6) The Committee shall hear appeals from students concerning placement in the academic program.

c. Library Committee

- (1) The Library Committee shall consist of the Librarian and other members of the Faculty recommended by the Executive Committee and approved by the Faculty. The Chairman shall be elected by the members of the Committee.
- (2) The Library Committee shall advise the Librarian concerning purchase of books, arrangement of the library hours, composition of library collection, and related matters.

d. Academic Progress Committee

- (1) The Academic Progress Committee shall consist of the Dean and other members of the Faculty recommended by the Executive Committee and approved by the Faculty. The Chairman shall be elected by the members of the Committee.
- (2) The Committee shall constantly evaluate the rules and regulations dealing with scholarship and recommend changes to the Faculty.
- (3) 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.
- (4) 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.
- (5) The Committee shall recognize and encourage scholastic achievement by awarding scholarships, conducting Honors Day programs, publishing a Dean's List, or such other methods as may be approved by the Faculty.

e. Statutes and Faculty Affairs Committee

- (1) The Statutes and Faculty Affairs Committee shall consist of those members of the Faculty recommended by the Executive Committee and

approved by the Faculty. The Chairman shall be elected by the members of the Committee.

- (2) The Committee shall consider any proposed changes or amendments to the Statutes of Floyd Junior College, and shall transmit such proposals to the Faculty with appropriate recommendations.
- (3) The Committee shall maintain a copy of the Statutes of the College.
- (4) The Committee shall constantly review fringe benefits and other pertinent matters and make recommendations to the Faculty.
- (5) The Committee shall have the power to initiate special meetings of the Faculty.

f. Curriculum Committee

- (1) The Curriculum Committee shall consist of the Dean and other members of the Faculty recommended by the Executive Committee and approved by the Faculty. The Chairman shall be elected by the members of the Committee.
- (2) The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each division of instruction.
- (3) The Committee shall review all proposed changes in degree requirements and programs of instruction and shall transmit such proposals to the Faculty with appropriate recommendations.
- (4) The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.

g. Student Affairs Committee

- (1) The Student Affairs Committee shall consist of the Director of Student Affairs, four representatives from the student body, and other members of the Faculty recommended by the Executive Committee and approved by the Faculty. The Chairman shall be elected by the members of the Committee.
- (2) The Student Affairs Committee shall recommend policy and assist in the implementation of all matters pertaining to student financial aid