

**STATUTES**  
**OF**  
**SOUTH GEORGIA COLLEGE**  
**DOUGLAS, GEORGIA 31533**

**These Statutes are subject to the provisions of the Bylaws and Policy Manual of the Board of Regents of the University System of Georgia and any provision of these Statutes in conflict with the Bylaws and/or Policy Manual is invalid.**

**Approved By The Faculty**  
**March 15, 1988**

**Approved By The Board of Regents**  
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ARTICLE I  
THE COLLEGE

**A. The Charter.**

South Georgia College is an Associate Degree College of the University System of Georgia. The original charter was granted by an Act of the General Assembly of Georgia on August 18, 1906, which established at Douglas, Georgia, in Coffee County the Eleventh District Agricultural and Mechanical High School. A subsequent Act of the General Assembly of Georgia in 1927 authorized the conversion of the institution into a junior college. By and additional legislative act in 1929 the word "Junior" was eliminated from the title, and in 1936 the word "State" was deleted resulting in the present name, South Georgia College.

**B. Governance.**

Being one of the institutions making up the University System of Georgia, South Georgia College is subject to the general jurisdiction of the Board of Regents of the University System of Georgia. The Policy Manual shall have precedence over the South Georgia College Statutes herein adopted. In case of any divergence from or conflict with The Policy Manual and/or Bylaws of the Board of Regents of the University System of Georgia, The Policy Manual and Bylaws of the Board of Regents (<http://www.usg.edu/admin/policy/>) shall prevail.

**C. Institutional Purpose.**

South Georgia College traces its roots to 1906 when the Eleventh District Agricultural and Mechanical School was established by an Act of the Georgia General Assembly. In 1927 the institution became the first state-supported junior college in Georgia and four years later emerged as one of the original units of Georgia's system of public higher education. Today, the campus life of every institution in the University System of Georgia is characterized by:

- \* a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- \* cultural, ethnic, racial, and gender diversity in the faculty, staff and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;

- \* technology to advance educational purposes, including instructional technology, student support services, and distance education;
- \* collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

South Georgia College shares with the other two-year colleges of the University System of Georgia the following core characteristics or purposes:

- \* a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- \* a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- \* a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical institute programs;
- \* a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the college's scope of influence;
- \* a commitment to scholarship and creative work to enhance instructional effectiveness and meet local needs.

South Georgia College considers its primary scope of influence to be the southeastern region of Georgia which surrounds the campus in Douglas. The College collaborates with Waycross College to offer an innovative associate degree registered nursing program that serves much of southeast Georgia. In addition, South Georgia College utilizes the Georgia coast to offer life-long

learning opportunities that attract senior citizens from throughout the United States. The College's residential facilities enable the institution to draw students from other regions of Georgia and neighboring states.

South Georgia College serves a wide array of students, from the recent high school graduate to the working parent or grandparent who commutes to campus to enroll in a course or two. Given its diverse student body, the College curriculum includes a learning support component to strengthen those basic academic skills necessary for success in the institution's transfer and career programs. The College also provides its students with a range of student activities, intercollegiate athletic opportunities, and cultural events to facilitate a well-balanced college experience.

At its core, South Georgia College is a teaching institution. Excellent classroom instruction and personalized academic advising are its faculty's hallmarks. All faculty and staff are expected to be life-long learners and active participants in the institution's process of continuous planning, assessment, and improvement.

The College offers Associate of Arts and Associate of Science degree programs that prepare students for transfer in a multitude of baccalaureate program majors. The institution also offers Associate of Applied Science degrees and certificates designed to prepare individuals for careers in several areas of business, human services, and technology. Through its Associate of Science in Nursing degree program the College prepares individuals to become registered nurses and thereby meet regional health care needs.

As a contributing member of its community, South Georgia College offers area citizens conferences, seminars, and short courses to develop specific competencies and provide information

on special interest topics. The institution and its faculty and staff also work to support regional economic development efforts in cooperation with other community-minded organizations.

A dynamic institution constantly planning, assessing, and responding to change, South Georgia College enthusiastically embraces new technology, innovative methods, and collaborative efforts to advance the missions of the University System of Georgia. (Approved by the Board of Regents, July 9, 1996.)

**D. Educational Programs, Degrees, and Certificates.**

South Georgia College shall offer the educational programs and shall confer the degrees and certificates which are authorized by the Board of Regents. These programs, degrees, and certificates shall be described in each issue of the College Catalog.

**E. Organization.**

As herein detailed, the multipurpose instructional program of South Georgia College is administered within an organizational structure consisting of a President, major administrative officers, chairs of four divisions, and two academic support units, as follows:

1. President
2. Major Administrative Officers
  - a. Vice President for Academic Affairs
  - b. Vice President for Student Affairs
  - c. Vice President for Business Affairs
  - d. Executive Director of College Relations and Continuing Education
  - e. Chief Information Officer
  - f. Director of Strategic Planning and Research
3. Chairs
  - a. Division of Business and Social Sciences
  - b. Division of Humanities and Learning Support
  - c. Division of Natural Sciences, Mathematics, and Physical Education
  - d. Division of Nursing

4. Academic Support Units

- a. The William S. Smith Library and Learning Resource Center
- b. SGC Entry Program

For the Faculty of South Georgia College, the administrative structure and chain of command shall be from faculty to chair to vice president for academic affairs to president. The president shall be the official channel of communications between the College and the Board of Regents.

## ARTICLE II

### ADMINISTRATIVE OFFICERS

#### **A. The President.**

The President shall be the executive head of South Georgia College and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution. He or she 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. He or she shall be the ex officio chair of the faculty. He or she shall be the official medium of communication between the faculty and the Chancellor.

He or she shall recommend to the Board of Regents, through the Chancellor, the initial appointment of faculty members and administrative employees of each institution, the salary of each, and all promotions and tenure awards. He or she shall be authorized to make all reappointments of faculty members and administrative employees, except as otherwise specified in The Policy Manual. He or she shall have the right and authority, with the approval of the Chancellor, to fill vacancies in the faculty between meetings of the Board with the understanding that these appointments shall be approved by the Board as hereinbefore provided. He or she shall have the right and authority, with the approval of the Chancellor and the Board, to grant leaves of absence to members of the faculty for study at other institutions or for such reasons as the Board may deem proper. He or she shall make an annual report to the Board, through the Chancellor, of the work and condition of the institution under his or her control.

He or she shall have such other and further powers, duties, and responsibilities as set forth in the Policies of the Board of Regents of the University System of Georgia (Policy Manual, Section 204).

#### **B. Major Administrative Officers.**

Subject to the jurisdiction of the President, the chief administrative officers of the College shall be the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Business Affairs, the Executive Director of College Relations and Continuing Education, the Chief Information Officer, and the Director of Strategic Planning and Research. Other major administrative officers include the Division Chairs, the Library Director, and the Director of the South Georgia College Entry Program.

**C. Responsibilities and Duties of Major Administrative Officers.**

1. The Vice President for Academic Affairs.

The Vice President for Academic Affairs is the chief academic officer of the College, directly responsible to the President, and assists the President in administering the academic affairs of the College in achieving the approved purpose of the institution.

2. The Vice President for Student Affairs.

The Vice President for Student Affairs is the chief student affairs officer of the College, directly responsible to the President, and assists the President in administering the student affairs of the College in accord with the approved purpose of the institution.

3. The Vice President for Business Affairs.

The Vice President for Business Affairs is the chief business officer of the College, directly responsible to the President, and assists the President in administering the business affairs of the College in accord with the approved purpose of the institution.

4. The Executive Director of College Relations and Continuing Education.

The Executive Director of College Relations and Continuing Education is the chief coordinator of fund raising, continuing education, and public service programs of the College and is directly responsible to the President.

5. Chief Information Officer.

The Chief Information Officer coordinates all instructional and administrative computing activities for the College and is directly responsible to the President.

6. Director of Strategic Planning and Research.

The Director of Strategic Planning and Research coordinates planning, assessment, and institutional research functions for the College and is directly responsible to the President.

7. The Division Chairs.

The Division Chairs are the chief academic officers of their respective divisions and are directly responsible to the Vice President for Academic Affairs for administering and supervising the total work of the division.

8. The Library Director.

The Library Director is the chief administrator of the library/learning resource services of the College and is directly responsible to the Vice President for Academic Affairs.

9. The Director of the South Georgia College Entry Program.

The Director of the South Georgia College Entry Program is the chief administrator of the Program and represents the College in matters relating to the Program, and is directly responsible to the Vice President for Academic Affairs.

## ARTICLE III

### THE FACULTY

#### A. Faculty Membership.

1. The faculty shall consist of the corps of instruction and the administrative officers. (Policy Manual, Section 302.01).
2. Corps of Instruction. Full-time professors, associate professors, assistant professors, instructors and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified Library Directors will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty. (Policy Manual, Section 302.02)
3. Administrative Officers. A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office shall retain academic rank and rights of tenure as an ex officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office to which one has been appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty member when he or she ceases to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. Administrative officers shall be appointed by the president with the approval of the Board of Regents and shall hold office at the pleasure of the president. (Policy Manual, Section 302.03)

#### B. Official Personnel Policies.

1. The official personnel policies of South Georgia College are published in detail in the following: The Policy Manual of the Board of Regents of the University System of Georgia, The Business Procedures Manual, Vol. 3-A, and Personnel Policies and Procedures (published by the Board of Regents of the University System of Georgia). When changes are made, the appropriate publications shall be corrected to reflect the actions taken. When conflicts arise among the three publications, precedence shall be given in the order in which they are listed.
2. Policies governing employment, promotion, tenure, reasons for dismissal of tenured and non-tenured faculty, compensation, leaves and other similar matters shall be as specified in the documents referred to in the preceding paragraph.

**C. Appointments to the Full and Part-Time Faculty.**

1. Minimum Requirements.

- a. All faculty members are expected to possess an earned master's degree (or an equivalent) from a regionally accredited college or university.
- b. The faculty member should have an area of concentration in the field in which he or she is expected to teach. A minimum of 18 graduate semester hours or 27 graduate quarter hours for the degree is considered an area of concentration.
- c. Exceptions to minimum education or degree requirements may be made for persons having special training, abilities, and competencies or for persons in specialized technical, artistic, or vocational fields. Any exceptions must be approved by the Vice President for Academic Affairs and the President in consultation with the division chair.

2. Other Criteria.

In addition, the following criteria may be considered when appropriate in reviewing the credentials of candidates for faculty positions:

- a. Evidence of superior teaching.
- b. Evidence of scholarly achievement.
- c. Prior successful experience.
- d. Evidence of community and public service.
- e. Personal qualities which are compatible with the mission and philosophy of the College.

3. Minimum Requirements for Appointment to Professional Ranks.

- a. Professor
  - (1) Earned doctorate.
  - (2) A minimum of 12 years successful full-time experience, at least three of which should be at the level of associate professor.
- b. Associate Professor

- (1) Earned doctorate, or its equivalent in training, ability, or experience.
- (2) A minimum of six years successful full-time experience, three of which should be at the level of assistant professor.

OR

- (1) Earned master's degree.
- (2) Seventy (70) semester hours or one hundred five (105) quarter hours of a planned program beyond the bachelor's degree. A planned program must be approved by the division chair and the Vice President for Academic Affairs.
- (3) At least seven years of successful full-time experience, at least three of which should be at the level of assistant professor.

c. Assistant Professor

- (1) Earned doctorate, or its equivalent in training, ability, or experience.

OR

- (1) Earned master's degree or equivalent.
- (2) At least three years successful full-time experience.
- (3) Fifty-four (54) semester or eighty-one (81) quarter hours of a planned program beyond the bachelor's degree. A planned program must be approved by the division chair and the Vice President for Academic Affairs.

d. Instructor

Earned master's degree or equivalent (see C.1). Exceptions to minimum education or degree requirements may be made for persons having special training, abilities, and competencies or for persons in specialized technical, artistic, or vocational fields. Any exceptions must be approved by the Vice President of Academic Affairs and the President in consultation with the division chair.

4. Appointments are to a tenure or a non-tenure track position. (See Sections 803.09 and 803.10 of The Policy Manual of the Board of Regents for additional details.)

**D. Employment and Resignation of Faculty Members.**

The Policy Manual of the Board of Regents (Section 803.06) provides requirements for notice and resignation of tenured faculty members and for the institution's notification of non-tenured faculty members as to its intent to renew or not renew an employment contract for the succeeding academic year.

## **E. Promotion and Tenure**

### **1. Procedures**

- a. While recommendations for promotion in rank as well as recommendations for the granting of tenure shall originate with the appropriate division chair, faculty members eligible according to Board of Regents guidelines may initiate the process by formally requesting tenure and/or promotion through the appropriate division chair. The request for promotion or tenure moves from the faculty member to the division chair to the Promotion and Tenure Committee to the Vice President for Academic Affairs (VPAA) for final approval by the President. In the case of promotion or tenure for a division chair, the Vice President for Academic Affairs shall originate the recommendation.
- b. The faculty member approved for tenure and/or promotion by the division chair should submit a dossier to the Promotion and Tenure Committee (PTC). The PTC, consisting of three tenured faculty members from different divisions, will conduct a review of the faculty member's accomplishments in teaching, service to the college, academic achievement, professional growth and development, and academic advisement and make a recommendation to the Vice President for Academic Affairs. The dossier submitted by the faculty member shall contain the following items:
  - (1) A current resume including a list of publications and activities.
  - (2) Copies of annual evaluations, the faculty member's annual reports, and student evaluations for the previous three years of service.
  - (3) Any other materials the faculty member wishes to have included for the interview.
- c. The Vice President for Academic Affairs shall prepare the necessary data required by the Board of Regents on the faculty members approved by the PTC and the VPAA for promotion and/or tenure and forward the same, completed and signed by the proper persons, to the President.

- d. The President shall consider the recommendations, and if approved the recommendations and required information shall be submitted to the Chancellor for consideration by the Board of Regents.

2. Criteria

The criteria for the promotion or tenuring of any faculty member shall include the following:

- a. Superior teaching.
- b. Outstanding service to the College.
- c. Academic achievement.
- d. Professional growth and development.
- e. Academic Advisement.

Noteworthy achievement in all five of the above is not required, but it is expected in at least three, **one of which must be superior teaching.**

- f. Length of Service.

In promotion cases, the practice of the Board of Regents is to require minimum lengths of service in rank, as follows:

To Assistant Professor: three years as instructor.

To Associate Professor: four years as assistant professor.

To Professor: five years as associate professor.

In addition, to be promoted to a higher rank, the faculty member must meet the minimum requirements set for initial appointment to that rank.

In tenure cases, Board policy requires a minimum of five years probationary service at the assistant professor level or higher. (See Policy Manual, Section 803.09).

Also, successful full-time teaching experience must be at a regionally accredited institution of higher learning. All degrees must be earned at regionally accredited colleges or universities. Neither the possession of a doctorate nor longevity of service is a guarantee *per se* of promotion.

Promotion in rank neither suggests, promises, nor implies eventual tenure. The award of tenure neither suggests, promises, nor implies subsequent promotion in rank.

**F. Annual Evaluation.**

There shall be annual written evaluation of every faculty member. Such evaluation shall be a joint endeavor between the appropriate division chair and the individual faculty members of that division. Data bases are to include the faculty member's annual report, the faculty member's five-year professional growth and development plan centered upon the criteria specified above, and student response to the faculty member's teaching.

The criteria to be used in annual evaluation include the faculty member's teaching, service to the College, academic achievement, professional growth and development, and academic advisement.

The division chair shall prepare a written summary of the annual evaluation which is to be signed by the division chair and the faculty member with a copy going to each of those individuals as well as to the Vice President for Academic Affairs. The division chair and the faculty member will discuss the faculty member's annual written evaluation in a scheduled conference. The faculty member retains the right to file a written response with the Vice President for Academic Affairs if he/she disagrees with the written summary. The Vice President for Academic Affairs will acknowledge in writing receipt of the response, and note changes, if any, in the annual evaluation made as a result of either the conference or the faculty member's written response. The acknowledgment will also become a part of the record.

**G. Post Tenure Review**

1. Criteria

Because the College believes that teaching and learning are lifelong developmental activities and form the core of the institution's mission, the primary purpose of conducting Post Tenure reviews of South Georgia College faculty members is to assist tenured faculty to develop to their fullest potential as contributing members of the college community. The College has identified five criteria for use in Post Tenure reviews:

- a. Superior teaching
- b. Outstanding service to the College

- c. Academic achievement
- d. Professional growth and development
- e. Academic advisement

Noteworthy achievement in all five of the above is not required, but it is expected in at least three, **one of which must be superior teaching.**

## 2. Procedures

The following procedures are hereby established to facilitate Post Tenure review on campus. Questions regarding the interpretation or intent of these procedures should be addressed to the Vice President for Academic Affairs.

### a. Time Line

All tenured faculty members will be reviewed five years after their most recent promotion or personnel action with subsequent reviews at five-year intervals unless interrupted by a promotion review. These reviews will be conducted by a three-member committee of peers to be known as the Post Tenure Review Committee (PTRC).

### b. Membership

The Post Tenure Review Committee shall be comprised of three tenured members of the South Georgia College faculty. The committee members shall serve two-year terms. In the event of a vacancy on the committee, the President shall name a replacement from among other tenured faculty members. Insofar as it is possible, at least one member of the committee will come from the discipline of the faculty member under review. All members shall be approved by the President with recommendations for membership as follows:

- (1) One (1) committee member recommended by the Faculty Affairs Committee.
- (2) One (1) committee member recommended by the Vice President for Academic Affairs.
- (3) One (1) committee member recommended by the Division Chair.

### c. Committee Chair

The membership of the PTRC shall elect its chair from its membership at the first meeting of the Committee. The Vice President for Academic Affairs shall convene the first meeting of the PTRC and charge the committee at that time.

d. Committee Functions

- (1) The PTRC shall assemble a portfolio for each faculty member under review. The portfolio must contain the following items:
  - i. A current resume including a listing of publications and activities.
  - ii. Copies of annual evaluations, professional growth and development plans, and faculty members' annual reports for the previous five years.
  - iii. Any other materials the faculty member wishes to have included in the review as well as any materials the PTRC considers to be of value in carrying out the review.
- (2) The PTRC shall conduct an extensive review of the faculty member's accomplishments in teaching, service to the College, academic achievement, professional growth and development, and academic advisement.
- (3) The PTRC shall conduct an interview with the faculty member to discuss the five items listed in 2.
- (4) The PTRC shall complete its review by the end of Fall Semester and report its findings in writing to the faculty member, the appropriate division chair, and the Vice President for Academic Affairs. The written report is due no later than February 1<sup>st</sup> of the following year.

e. Use of Post Tenure Review Results

(1) Improvement Plan

When deficiencies are identified by the review process, the faculty member and the appropriate division chair shall develop an improvement plan. The elements must include the following:

- i. Specific goals that are designed to help the faculty member overcome any identified deficiencies.
- ii. Activities to achieve the goals set forth in the improvement plan.

- iii. Time line within which to achieve the goals.
- iv. The criteria by which the faculty member and division chair monitor progress towards achievement of the goals.
- v. An appropriate detailed request for funding if the plan requires funding.

(2) Penalties

- i. When a faculty member makes satisfactory progress toward remediating deficiencies identified in the review process, the faculty member is eligible for consideration for merit pay increases.
- ii. When a faculty member does not make satisfactory progress toward remediating the identified deficiencies, that faculty member's pay increases may be restricted to mandated across the board raises. The Vice President for Academic Affairs shall notify that faculty member in writing of the failure to meet on a timely basis the goals set forth in the improvement plan.
- iii. Should the faculty member not make timely and satisfactory progress toward meeting the improvement plan goal within six months from the date of the warning letter from the Vice President of Academic Affairs, that faculty member may be subject to dismissal for cause.

(3) Stellar Performance

When the Post Tenure review documents outstanding performance by a faculty member, that finding is to be highlighted in the written report to the faculty member, the division chair, and Vice President for Academic Affairs. Insofar as funding is available, the division chair should recommend an above average pay increase for that faculty member for the next contract year.

f. Appeals

A faculty member wishing to appeal the findings of the PTRC may do so in writing to the Vice President for Academic Affairs within 20 working days of the faculty member's receipt of the findings of the PTRC. Subsequent actions taken by the division chair and/or Vice President for Academic Affairs may be appealed in writing to the President of the institution.

**H. Rules and Regulations.**

The faculty shall make, subject to the approval of the President of the institution, statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules, and regulations made by the faculty shall be filed with the Chancellor. The faculty shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the President of the institution. (Policy Manual), Section 302.06).

**I. Committees and Councils.**

The faculty shall act through a system of councils and committees established by these Statutes, subject to review as provided. The faculty may accept actions of a council or committee, or may modify or reject any part of the minutes of that council or committee, or may remand specific matters to any council or committee for reconsideration in the light of faculty objections.

**J. Establishment of Standing Committees.**

The Faculty Affairs Committee shall make recommendations for the creation or discontinuance of standing faculty committees. The President may create *ad hoc* councils and committees as the need arises.

**K. Conditions of Employment.**

1. Faculty members shall abide by the ethics of the academic profession.
2. Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

Guidelines governing consulting activities of faculty members shall include the following:

- a. A plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons.

- b. A procedure for obtaining prior approval of the president or his designee.
  - c. A procedure for defining and prohibiting conflicts of interest. (Policy Manual, Section 802.1602).
3. Faculty members are entitled to academic freedom in the classroom. Academic freedom is the freedom of faculty and students to engage in the entire range of activities involved in the pursuit of knowledge without undue or unreasonable interference. In their teaching, however, faculty members shall avoid the introduction of controversial matter which has no relation to the subject, and where controversial matter is relevant, they shall be expected to represent all significant points of view fairly. Faculty members shall be free to pursue the truth through research and to publish their findings subject to the satisfactory performance of their other duties as faculty members.

Faculty members are also citizens of the community and are free to speak or write on issues of concern. Faculty members should be fully aware that the public may judge their profession and their institution by what they say or write. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

4. Faculty members should avoid actual or apparent conflicts of interests between college obligations and outside activities.
- a. Faculty members shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
  - b. All full-time faculty, administrators, and other professional staff members are expected to give full professional effort to their assignments of teaching, research, and service.
  - c. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.
  - d. For all activities, except single-occasion activities, the faculty member shall report in writing through official channels the proposed arrangements and secure the approval of the President or his designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises. (Policy Manual, Section 802.1601).

5. Faculty members are under strong obligation and share a responsibility to protect the College community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits and learning. Any 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, or public service activity, or any other activity authorized to be discharged or held on campus is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment. (Policy Manual, Section 1902).
6. Unless excused by the President or designee, all members of the faculty are expected to attend all formal academic exercises of the College and are expected to wear appropriate academic regalia on such occasions.
7. All members of the faculty are governed by the policy on political activities published in the Policy Manual of the Board of Regents, Section 802.1603.

**L. Removal of Faculty Members.**

The President may at any time remove any faculty member or other employee of the institution for cause. Cause shall include willful or intentional violation of the Policies of the Board of Regents or the approved Statutes of South Georgia College. Further cause or grounds for dismissal are set forth in the Tenure Regulations of the Policies of the Board of Regents. In addition, the following conduct shall also be considered as grounds for dismissal:

1. Immoral or obscene conduct;
2. Failure to carry out assigned responsibilities toward students, division, department, colleagues, or institution.

Procedures governing the dismissal of faculty members are contained in the Policy Manual of the Board of Regents, Section 803.11.

Provisos.

No provision in these Statutes shall be interpreted to restrict the authority granted the President of the College by the Board of Regents in Section 803.11 of The Policy Manual of the Board of Regents to remove at any time a faculty member for cause, nor shall any

provision of the Statutes restrict the protection provided the Faculty by The Policy Manual of the Board of Regents.

## ARTICLE IV

### COMMITTEES AND COUNCILS

The faculty, staff, and students of South Georgia College shall participate in the governance of the College through committees and councils to which they are appointed or elected as stipulated in the Statutes.

#### **A. The College Councils.**

##### 1. The Faculty Council (General Faculty).

The Faculty Council shall be composed of all members of the faculty and shall act as a council of the whole. A quorum shall consist of two-thirds of the members of the faculty.

The responsibilities of the Faculty Council shall be:

- a. To approve all academic policies of the College.
- b. To approve the degrees and certificates as well as all educational programs, curricula, and courses of instruction.
- c. To approve candidates who have fulfilled the requirements for degrees and certificates.
- d. To consider recommendations by College committees pertaining to academic affairs.
- e. To advise the President concerning the improvement of any administrative operation of the College.

The Faculty Council shall meet at least once per semester during the academic year. The President shall schedule those meetings. The Administrative Assistant to the Vice President for Academic Affairs shall serve as secretary to the Faculty Council. Items to be placed on the agenda must be submitted to the President at least two (2) days in advance.

The faculty secretary shall keep the official minutes, distribute copies to all faculty members, and forward a copy to the Chancellor of the University System of Georgia.

Robert's Rules of Order, Rev. Ed., shall govern all transactions at Faculty Council meetings.

The President shall be the ex officio presiding officer at Faculty Council meetings. In his or her absence, the Vice President for Academic Affairs shall preside.

All actions of the Faculty Council shall be subject to the veto of the President. If he or she decides to veto an action of the Faculty Council, he or she shall state in writing to the Faculty Council the reasons for the veto within ten days after receiving a copy of the minutes of the Faculty Council meeting in which the action was taken. The Faculty Council shall reconsider the matter, and if agreement between the Faculty Council and the President cannot be reached, the matter shall be referred to the Chancellor for resolution.

2. The Academic Council.

The Academic Council shall consist of the Vice President for Academic Affairs, Chair; the Library Director; the Division Chairs; one faculty member from each division recommended by the Faculty Affairs Committee and appointed by the President; and two students recommended by the Vice President for Student Affairs and appointed by the President. The faculty and the student members serve one-year terms and may succeed themselves. All appointments shall be made by September fifth each year.

Prior to submission to the Faculty Council, all programs of study recommended for degrees or certificates and all changes in degree or certificate requirements shall be approved by the Academic Council. The Council shall approve all academic regulations. This Council must approve any new courses added to those published in the current Catalog. (The Vice President for Academic Affairs is responsible for the assignment of course numbers.)

In addition to the duties detailed above, the Academic Council shall evaluate all new courses and programs as well as changes in extant courses and programs for congruence with the Purpose of South Georgia College. The Academic Council shall also review existing programs on a periodic basis for their continued adherence to institutional purpose and their quality and viability.

**B. The College Governance Committees.**

1. The Faculty Affairs Committee.

- a. The Faculty Affairs Committee shall be composed of one member elected from each division and one each from the president's staff, student services, and the library, subject to approval by the President. Each appointee serves a two-year term. Members of the Committee shall be elected by their respective divisions, appointed by the President by September fifth each year, and may succeed themselves.
- b. The responsibilities of the Faculty Affairs Committee shall be:
  - (1) To recommend non-student committee members for all other college committees to the President for appointment.
  - (2) To study all matters pertaining to the welfare of the faculty and to make recommendations and suggestions arising from such study to the President and Vice President for Academic Affairs.

2. The Student Affairs Committee.

- a. The Student Affairs Committee shall be composed of one member from each division and the library, plus two students. Ex officio members of the Committee shall include the Vice President for Academic Affairs, the Vice President for Student Affairs; and the Coordinator of Student Activities. The faculty members shall be recommended by the Faculty Affairs Committee and appointed by the President to serve a one-year term. The student members shall be recommended by the Vice President for Student Affairs and appointed by the President to serve a one-year

term. All appointments are to be made by September fifth each year. Members may succeed themselves.

b. The responsibilities of the Student Affairs Committee shall be:

- (1) To consider all matters concerning student life at the College.
- (2) To study and recommend annually policies and procedures concerning student affairs.
- (3) To evaluate and recommend ways to enrich and improve student life at the College.
- (4) To serve as an advisory committee to the Vice President for Student Affairs and other personnel on such matters as student conduct, student activities, housing, counseling, and orientation.
- (5) To study and recommend annually policies and procedures concerning admissions and registration at the College.
- (6) To study and recommend ways to improve procedures pertaining to student records, transfer of credits, computing and communicating grades and grade point averages, etc.
- (7) To study and recommend annually policies and procedures concerning all student aid programs of the College.
- (8) To study and recommend annually policies and procedures concerning the intercollegiate and intramural athletic programs.
- (9) To study and recommend annually policies and procedures concerning the College Code of Conduct for students.

3. The Promotion/Tenure Committee (PTC)

a. The PTC shall consist of three tenured faculty members from different divisions. The faculty members shall be recommended as follows and appointed by the President to serve a two-year term. All appointments are to be made by September fifth each year. Faculty members may succeed themselves.

- (1) One (1) committee member recommended by the Faculty Affairs Committee.
- (2) One (1) committee member recommended by the Vice President for Academic Affairs.
- (3) One (1) committee member recommended by the Division Chairs.

- b. The PTC will receive recommendations from the Division Chairs concerning approval for promotion and/or tenure. For each faculty member approved by the Division Chair for promotion/tenure, the PTC will conduct a review of the faculty member's accomplishments in teaching, service to the college, academic achievement, professional growth and development, and academic advisement and make a recommendation to the Vice President for Academic Affairs. More information on the promotion/tenure process can be found in III.E of these Statutes.
  - c. The membership of the PTC shall elect its chair from its membership at the first meeting of the Committee. The Vice President for Academic Affairs shall convene the first meeting of the PTC and charge the committee at that time.
4. The Post Tenure Review Committee (PTRC)
- a. The PTRC shall consist of three tenured faculty members from different divisions. The faculty members shall be recommended as follows and appointed by the President to serve a two-year term. All appointments are to be made by September fifth each year. Faculty members may succeed themselves.
    - (1) One (1) committee member recommended by the Faculty Affairs Committee.
    - (2) One (1) committee member recommended by the Vice President for Academic Affairs.
    - (3) One (1) committee member recommended by the Division Chairs.
  - b. The Office of the Vice President for Academic Affairs shall notify the PTRC each year of the tenured faculty members scheduled for Post Tenure Review. The PTRC will conduct a review of the faculty member's accomplishments in teaching, service to the college, academic achievement, professional growth and development, and academic advisement and issue a report to the faculty member, the appropriate division chair, and the Vice President for Academic Affairs. More information on the promotion/tenure process can be found in III.G of these Statutes.
  - c. The membership of the PTRC shall elect its chair from its membership at the first meeting of the Committee. The Vice President for Academic Affairs shall convene the first meeting of the PTRC and charge the committee at that time.

**C. The College Hearing Committees.**

- 1. The Admissions Committee.
  - a. The Admissions Committee shall be composed of four faculty members recommended by the Faculty Affairs Committee and appointed by the President by September fifth each year. The Director of Admissions shall be a voting member of the Committee and shall serve as permanent chair. The Registrar and the Director of Financial Aid shall also be permanent members of the Committee. The Vice

President for Academic Affairs shall also be an ex officio member of the Committee. Appointed faculty will serve a one-year term and may succeed themselves. All appointments are to be made by September fifth each year.

- b. The responsibilities of the Admissions Committee shall be to hear all student appeals concerning admissions, financial aid, readmissions, and reinstatement of financial aid.
- c. The actions of the Committee are advisory; the Committee shall report to the President.

2. The Discipline Committee.

- a. The Discipline Committee shall be composed of four faculty members and three students who are not serving on other committees. The faculty members shall be recommended by the Faculty Affairs Committee and appointed by the President. Each faculty member shall serve a two-year term and may not succeed himself or herself. Students shall be nominated by the Vice President for Student Affairs and appointed by the President for one-year terms. Appointments shall be made by September fifth each year.
- b. The responsibilities of the Discipline Committee shall be to hear all student appeals concerning discipline and to make appropriate recommendations regarding those cases to the Vice President for Student Affairs.

3. Grievance Committee.

There shall be a Faculty Grievance Committee (known as the Board of Review) to which all members of the faculty shall have access.

Grievances involving promotion, salary, non-renewal of contracts or denial of tenure shall be appropriate for the consideration of the Grievance Committee only if the aggrieved faculty member reasonably alleges discrimination on the basis of sex, race, religion, national origin, disability, or age. The Committee shall also have jurisdiction over any other appeals based on Constitutional issues, such as retaliation for the exercise of First Amendment rights.

The composition of the Grievance Committee and its operating procedures are outlined in the Faculty Handbook.

D. Library Committee.

The Library Committee shall advise the Library Director on all matters pertaining to faculty-student use of the library and act as liaison between faculty and library, between students and library, and between the community and library.

The Library Committee shall consist of the Library Director, a faculty member from each division recommended by the Faculty Affairs Committee and appointed by the President, and two students recommended by the Vice President for Student Affairs and appointed by the President. Appointed faculty and student members serve one-year terms and may succeed themselves. All appointments shall be made by September fifth each year.

E. **General Committee and Council Regulations.**

1. All committee and council appointments shall be effective September fifth of each year.
2. All committees and councils shall meet at least once a semester unless there is no business to transact. In the absence of agenda items, the chair of the committee or council is authorized to cancel any scheduled meeting.
3. Early in the Fall Semester, each committee shall hold a preliminary meeting and elect a chair, if one is not designated, and a secretary and review its responsibilities.
4. The secretary shall keep minutes of all the actions of the Committee and distribute copies of them to the members of the Committee, the President, the Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Student Affairs, the Library Director, and the faculty.
5. Robert's Rules of Order, Rev. Ed., shall govern the business transactions of all committees and councils.
6. The President shall be an ex officio member of all committees and councils.
7. The committees and councils shall not take any official action without two-thirds of the members being present. When committees and councils are required to function during a summer term and committee members are not under contract with the College, the President shall make temporary appointments to serve as needed.

## ARTICLE V

### MISCELLANEOUS PROVISIONS

#### A. **Distribution.**

All members of the faculty and the administrative staff shall be provided a copy of these Statutes and the Faculty Handbook and shall be presumed to be familiar with the contents. Copies of the Bylaws and Policy Manual of the Board of Regents of the University System of Georgia are available in the William S. Smith Library and at <http://www.usg.edu/regents/bylaws/> and <http://www.usg.edu/regents/policymanual/>.

#### B. **Interpretation.**

The President shall decide all questions of the interpretation of the Statutes and of any conflict of jurisdiction which may arise. Any appeal from any decision of the President may be made to the Board of Regents in accord with the regular appeals procedures defined in The Policy Manual of the Board of Regents.

#### C. **Amendments.**

Recommendations to amend or modify these Statutes proposed by one or more members of the faculty shall be made in the following manner:

1. All proposals to amend or modify must originate with or be reviewed by the Faculty Affairs Committee.
2. The Committee shall make a recommendation concerning a proposed amendment or modification of the Statutes which originated outside the Committee at a regular meeting of the faculty not later than sixty days following the date the chair of the Committee received the proposal.
3. The recommendation shall be distributed to the faculty members in writing by the Committee at least ten (10) working days prior to the meeting of the faculty at which time the vote is to be taken.
4. A two-thirds majority of the members present at a regular meeting of the faculty, provided the required quorum is present, shall be required for adoption of the amendment.
5. If an amendment or modification of the Statutes is adopted by the faculty and approved by the President, it shall be recommended to the Board of Regents for approval.
6. If the President objects to a proposed amendment, he or she shall state in writing to the Faculty Affairs Committee his or her reasons. The Committee shall consider the matter and distribute in writing to each member of the faculty a copy of the President's stated objections

and the Committee's recommendations concerning the matter not less than five days prior to the next regular meeting of the faculty. In the event the matter cannot be resolved in conference, the faculty shall have the right to appeal the final decision of the President to the Board of Regents in accord with Article VIII of the Bylaws of the Board of Regents of the University System of Georgia.

**D. Approval.**

These Statutes and/or any subsequent amendments or modifications shall become effective upon their adoption by a favorable vote of two-thirds of the members of the South Georgia College faculty present at a regular faculty meeting, provided the required quorum is present, the approval of the President, and the approval of the Board of Regents of the University System of Georgia.

December 11, 2006