

Faculty Senate Proposal for Georgia Highlands College

1. Powers and Duties

- 1.1 Subject to the laws of the State of Georgia, the regulations of the Board of Regents, and the Statutes of Georgia Highlands College, the Faculty Senate shall function in a cooperative capacity to the President of the College, as the official representative of the Teaching and Library Faculty in regard to all matters of importance to the Teaching and Library Faculty or any other matters which the President brings before it. The Teaching and Library Faculty will be referred to as the Faculty for the remainder of the document, unless otherwise specified.
- 1.2 The Senate shall have the power to enact such rules and regulations as are necessary to conduct its business, which shall be specified by the Bylaws of the Senate.
- 1.3 In keeping with the mission of Georgia Highlands College, the definitions above, the purpose of the Faculty Senate, the principles of shared governance, and to encourage excellence in teaching, research, and learning through the free exchange of ideas among the Faculty, students, staff, and administration of Georgia Highlands College, the duties of the Georgia Highlands College Faculty Senate (hereby referred to as the Senate) are, but are not limited to, the following:
 - 1.3A To study, discuss, and recommend institutional objectives, policies, and procedures.
 - 1.3B To represent and advocate the concerns of the Faculty.
 - 1.3C To maintain a spirit of cooperative communication between the Faculty and the administration.
 - 1.3D To make recommendations to the President as to the development, welfare, and morale of the Faculty, including but not limited to issues related to professional development opportunities and funding, proposed furloughs, and compensation.
 - 1.3E To conduct research and review on matters of importance to the Faculty and the general welfare of the College, including but not limited to budget proposals and capital improvement proposals.
 - 1.3F To appoint the Faculty membership of and to create new Committees of the College and Committees of the Faculty subject to the approval of the full Faculty.

- 1.3G To maintain communication with the administration via representation as a voting member on the Instructional Council, Academic Council, and the President's Cabinet for the President of the Senate or his/her designee.
- 1.3H To introduce, review, and implement changes in policy that relate to the responsibilities and duties of the Faculty.
- 1.3I To review and recommend College action with regard to changes in the world of higher education.
- 1.3J To foster a cooperative spirit within the governance of the College.
- 1.3K To review and recommend changes to tenure and promotion procedures.
- 1.3L To support the Faculty efforts to respect and preserve academic freedom at Georgia Highlands College.
- 1.3M To act on behalf of the Faculty to approve of proposals concerning students that require faculty approval, including but not limited to the creation of new student organizations and requested curriculum substitutions.
- 1.3N To call meetings of the Faculty to be led by the President of the Faculty Senate or his/her designee.

2. Membership

- 2.1 Any employee of Georgia Highlands College who holds the rank of Lecturer, Senior Lecturer, Instructor, Assistant Professor, Associate Professor, or Professor and whose relationship to the institution is that of full-time teaching faculty, directors with faculty rank whose role is primarily teaching, or any employee of Georgia Highlands College that is classified as full-time Library Faculty, shall be eligible for election as a voting member to the Faculty Senate. The Faculty Senate shall be composed of members elected from each Division of the College and the Library. The Senate will determine representation based on its by-laws and will assure appropriate representation from each division on all Georgia Highlands College campuses and instructional sites. The President of the Faculty Senate shall be selected by a majority vote (50 percent plus 1) of the members of the Senate.
- 2.2 Any employee of Georgia Highlands College who is considered to be part-time or teaching faculty shall be eligible for election as a non-voting member to the Senate.

3. Representation

- 3.1 Each division will elect a minimum of 1 voting representative, with a maximum of 3, from each campus (campus based on where office is located; just like it is for travel) based on the following scale:

- 1-15 full-time, teaching faculty members in a division on a single campus will get 1 faculty representative from that division on that campus.
 - 16-30 full-time, teaching faculty members in a division on a single campus will get 2 faculty representatives from that division on that campus.
 - 31 or more full-time, teaching faculty members in a division on a single campus will get 3 faculty representatives from that division on that campus.
- 3.2 A minimum of 2 representatives from each division, in totality, will be tenured members of the Faculty. If a division does not have enough tenured members of the Faculty to have a minimum of two, tenured representatives on the Faculty Senate, that division will elect non-tenured members to the Faculty Senate.
- 3.3 Each division will have the power to elect its representatives to the Faculty Senate via a selection method of the division's choosing, by election from the entire division or by selection of the Academic Dean, as the full division deems appropriate. During the selection process, each division should ensure that the representatives are elected on a per campus basis. Representatives for each campus should be based on the campus at which each representative's office is housed at the time of the election/selection process. The election/selection process of Faculty Senate Representatives should take place in the Spring Semester of each Academic Year and NO LATER than April 1.
- 3.4 The Library will elect and send 3 representatives (from among those that are classified as Faculty), one from each of the two larger campuses (Cartersville and Floyd) and one to represent the three smaller campuses/instructional sites (Marietta, Paulding, and Douglasville).
- 3.5 Each division will elect one part-time or adjunct teaching faculty to be a non-voting member to the Faculty Senate.

4. Terms

- 4.1 Voting members of the Faculty Senate will be elected to serve 2-year terms. Each voting member may be elected to serve two consecutive terms. After serving two consecutive terms, a voting member will not be eligible to be reelected to the Faculty Senate until after serving a one term hiatus.
- 4.2 Non-voting members of the Faculty Senate will be elected to serve 1-year terms. Each non-voting member may be elected to serve two consecutive terms. After serving two consecutive terms, a non-voting member will not be eligible to be reelected to the Faculty Senate until after serving a one term hiatus.
- 4.3 The terms of office for voting members will be staggered. The representatives from each division from Paulding, Douglasville, and Marietta will be elected for a two-year term in April of 2013. The representatives from each division from Floyd and

Cartersville will be elected for a one-year term in April of 2013 with reelection for a two-year term taking place in April of 2014.

5. Officers

5.1 President

- 5.1 A The President of the Faculty Senate shall be selected by a majority vote (50 percent plus 1) of the members of the Senate. The President must be a full-time, tenured, teaching member of the Faculty. The President shall be elected to serve 1-year terms. The President may be elected to serve two consecutive terms. After serving two consecutive terms, the President will not be eligible to serve another terms until after serving a one-term hiatus.
- 5.1 B The President shall run all Faculty Senate meetings when present. The President's duties shall also consist of the following:
- 5.1Bi. The President shall create and charge all ad hoc or subcommittees within the Faculty Senate to: 1) investigate/research proposed policies of the college, 2) write Faculty Senate proposals/resolutions, and 3) investigate/research issues or problems that are brought before the Faculty Senate by a member of the Senate or the Faculty.
 - 5.1Bii The President will serve as the chair of the Faculty Senate's Committee on Committees that will create, charge, and select the Faculty members of the Committees of the College and the Committees of the Faculty.
 - 5.1Bii The President shall attend the meetings of the following: Instructional Council, Academic Council, and the President's Cabinet, as a voting member. When the President is not available to attend any of the above meetings, the President will first designate the Vice President to attend the meeting in their stead. If the Vice President is unable to attend the meeting, the President will designate another officer from the Faculty Senate to attend the meeting.
- 5.1C The President of the Faculty Senate shall be given a one course release time during the Fall and Spring semester in exchange for their duties as the President of the Georgia Highlands College Faculty Senate.

5.2 Vice President

- 5.2A The Vice President of the Faculty Senate shall be selected by a majority vote (50 percent plus 1) of the members of the Senate. The Vice President must be a full-time teaching member of the Faculty or a full-time member of the Library. The Vice President shall be elected to serve 1-year terms. The Vice President may be elected to serve two consecutive terms. After serving two consecutive terms, the Vice President will not be eligible to serve another term until after serving a one-term hiatus.
- 5.2B The Vice President shall assist the President with Faculty Senate responsibilities. The Vice President will also preside over meetings when the President is not present. The Vice President will maintain the Faculty Senate web page.

5.3 Secretary

- 5.3A The Secretary of the Faculty Senate shall be selected by a majority vote (50 percent plus 1) of the members of the Senate. The Secretary must be a full-time teaching member of the Faculty or a full-time member of the Library. The Secretary shall be elected to serve 1-year terms. The Secretary may be elected to serve two consecutive terms. After serving two consecutive terms, the Secretary will not be eligible to serve another term until after serving a one-term hiatus.
- 5.3B The Secretary shall record and maintain minutes from each Faculty Senate meeting. The Secretary shall distribute the minutes from each meeting to the members of the Faculty Senate for approval before distributing those minutes to the Faculty and to the Library.

5.4 Parliamentarian

- 5.4A The Parliamentarian of the Faculty Senate shall be selected by a majority vote (50 percent plus 1) of the members of the Senate. The Parliamentarian must be a full-time teaching member of the Faculty or a full-time member of the Library. The Parliamentarian shall be elected to serve 1-year terms. The Parliamentarian may be elected to serve two consecutive terms. After serving two consecutive terms, the Parliamentarian will not be eligible to serve another term until after serving a one-term hiatus.
- 5.4B The Parliamentarian shall record all votes that take place during Faculty Senate meetings. The Parliamentarian will ensure that all proper procedures are followed during Faculty Senate meetings. The Parliamentarian will assist with voting, as needed, at all Faculty Meetings.

- 5.6 Officers may not hold more than one office at a time.

6. Removal

- 6.1 Any member of the Faculty Senate, including voting members and non-voting members may be removed from the Faculty Senate for dereliction of their duties as a member of the Faculty Senate by a two-thirds majority vote of the members of the Senate.
- 6.2 Any officer of the Faculty Senate may be removed from the Faculty Senate for dereliction of their duties as a member of the Faculty Senate by a two-thirds majority vote of the members of the Senate.

7. Vacancies

- 7.1 A vacancy in any officer position shall be filled by a new vote of the members of the Faculty Senate to fill that position.
- 7.2 A vacancy in any representative position shall be filled by appointment from the Academic Dean or the Director of the Library, to be followed by a normal election process when that term has expired.

8. Meetings

- 8.1 The Faculty Senate will meet once per month, on the third Friday, during the fall and spring semesters, and additional meetings, as needed. Senate membership on each specific campus or instructional site may hold additional meetings with their respective Campus/Instructional Site Liaison, as needed.
- 8.1 The faculty Senate will meet once per month, on the second Friday, during the fall and spring semesters, and additional meetings, as needed. In the event of a scheduling conflict, then the Senate will meet on a date at the discretion of the Senate President to accommodate the monthly meeting and the scheduling conflict. Senate membership on each specific campus or instructional site may hold additional meetings with their respective Campus/Instructional Site Liaison, as needed.

9. Amendments

- 9.1 All proposed amendments to the Faculty Senate By-Laws shall be made initially to a Faculty Senate subcommittee. This committee shall consider such amendments and make recommendations to the full Faculty Senate. The full Faculty Senate will then vote, with a two-thirds majority, to send the proposed amendments to the Faculty for their consideration. An amendment must be read in its final form at a duly constituted Faculty meeting at which a quorum is present at least five class days prior to the one on which a vote is taken. At the time of this final reading, the meeting date shall be announced for voting thereon. If an amendment is approved by a majority vote (two-thirds vote) of the total membership of the Faculty having voting status, it shall be submitted to the President's Cabinet for approval and then to the Board of Regents for final approval.

10. Ratification

10.1 The Faculty Senate By-Laws shall be ratified and become effective upon approval by a two-thirds vote of the Faculty having voting status and approval by the President's Cabinet and the Board of Regents.

* Changes to the language regarding meetings (Article 8.2) approved on 8-15-2014