

FACULTY SENATE BYLAWS

Bylaws of the Georgia Highlands College Faculty Senate	
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Article I: Name and Origin

The Georgia Highlands College Faculty Advisory Council was created in 2004 as a compromise agreement between the administration and the faculty, in order to provide for a means of Faculty communication with the Administration. The Faculty Advisory Council was instituted as an advisory body with minimal authority or responsibility. The President's Cabinet and a vote of the full Faculty replaced the Faculty Advisory Council with the Georgia Highlands College Faculty Senate in January 2013, with subsequent modification of Georgia Highlands College Statutes approved by the Board of Regents of the University System of Georgia. The Faculty Senate was designed to have more authority and responsibility than the Faculty Advisory Council that it replaced and to better serve its purpose of shared governance of Georgia Highlands College. Members were elected to the Faculty Senate and met for the first time in the Fall of 2013.

The current organization's name is the Georgia Highlands College Faculty Senate, hereafter referred to as the Faculty Senate.

Article II: Purpose and Authority of the Faculty Senate

Section 1: The Faculty Senate shall function in a cooperative capacity to the President of the College, as the official representative of the Faculty regarding all matters of importance to the Faculty or any matters which the President of the College brings before it.

Section 2: In keeping with the mission of Georgia Highlands College, 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 Faculty Senate are, but are not limited to, the following:

- A. To study, discuss, and recommend institutional objectives, policies, and procedures.
- B. To represent and advocate the concerns of the Faculty.
- C. To maintain a spirit of cooperative communication between the Faculty and the administration and within the governance of the College.
- D. To make recommendations to the President of the College as to the development, welfare, and morale of the Faculty.
- E. To conduct research and review on matters of importance to the Faculty and the general welfare of the College.
- F. To appoint the Faculty membership of Standing Committees, subject to review of the full Faculty, and to provide for accountability of Standing Committees.

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- G. To maintain communication with the administration via representation as a voting member on the President's Cabinet.
- H. To introduce, review, and implement changes in policy that relate to the responsibilities and duties of the Faculty.
- I. To review and recommend College action with regard to changes in the world of higher education.
- J. To review and recommend changes to tenure and promotion procedures.
- K. To support the Faculty efforts to respect and preserve academic freedom at Georgia Highland College.
- L. To act on behalf of the Faculty to approve proposals concerning students that require faculty approval.
- M. To call meetings of the Faculty to be led by the President of the Faculty Senate or their designee.

Article III: Regulation of Faculty Senate

Section 1: Statutes

- A. The Faculty Senate is instituted in Georgia Highlands College Statutes (art. III, § 2) and is subject to the Statutes, the regulations of the Board of Regents of the University System, and to the laws of the State of Georgia.

Section 2: Bylaws

- A. The Faculty Senate membership, responsibilities, and procedures are determined by the Faculty Senate Bylaws.
- B. Bylaws are subject to a two-thirds (2/3) vote of the full Faculty Senate, a two-thirds (2/3) vote of the full Faculty, and approval by the President of the College (art. IX).
- C. While in effect, the Faculty Senate is obligated to adhere to the Bylaws.

Section 3: Standing Rules

- A. The Faculty Senate shall have the right to adopt its own short-term Standing Rules as necessary and appropriate for the conduct of business.

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- B. Standing Rules are subject to a simple majority¹ vote of the Faculty Senate as the first item of any regular business meeting of the academic year and remain in effect for the remainder of the academic year.
- C. While in effect, the Faculty Senate is obligated to adhere to a Standing Rule.
- D. A Standing Rule may be cancelled by a simple majority vote of the Faculty Senate at any regular business meeting.
- E. A Standing Rule must be proposed as an amendment to the Faculty Senate Bylaws after one year in effect and, as an amendment to Bylaws, is subject to the procedure for Amending the Bylaws (art. IX). A Standing Rule that fails confirmation as an amendment to Bylaws cannot be adopted as a Standing Rule for one year.

Section 4: Guidelines

- A. The Faculty Senate, its officers, or its members shall have the right to adopt operating Guidelines as necessary and appropriate for the conduct of business, provided that Guidelines do not contradict Standing Rules, Bylaws, or Statutes.
- B. Guidelines, such as the *Nominations Committee Best Practices* document, are not subject to a vote of approval by the Faculty Senate.
- C. Having not been formally approved by the Faculty Senate, Guidelines may be disregarded, unlike Statutes (art. III, § 1 (A)), Bylaws (art. III, § 2 (C)), or Standing Rules (art. III, § 3 (C)).

Section 5: Parliamentary Procedures

- A. Any parliamentary matter not specifically covered in these Bylaws may be handled by the Faculty Senate in an ad hoc matter.
- B. The rules contained in *Robert's Rules of Order Newly Revised*, 11th ed. (RONR, 11th ed.) shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Statutes of Georgia Highlands College, or any Standing Rules the Faculty Senate has adopted.
- C. Duly approved Statutes, Bylaws, and Standing Rules supersede Robert's Rules (RONR, 11th ed.).

Article IV: Faculty Senate Membership

¹ a simple majority is 50% + 1

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Section 1: Ex-officio Members

- A. The President of the College shall serve as an ex-officio member of the Faculty Senate but shall serve in a non-voting advisory capacity. The President may chair the Faculty Senate or designate the role to the Faculty Senate President (*Board of Regents Policy 2.6.2*)
- B. The Provost shall serve as an ex-officio member of the Faculty Senate, but shall serve in a non-voting advisory capacity.

Section 2: Membership Requirements of Faculty Senate

- A. Members of the Faculty Senate, hereafter referred to as Senators, shall be full-time members of the Georgia Highlands College Faculty and hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor, unless otherwise specified in the Bylaws.
- B. Though any faculty member meeting the requirements of art. IV, §2 (A) is eligible to serve, preference will be given to faculty in at least their second year at the discretion of their dean.
- C. Nominees shall not qualify for a term of service on the Faculty Senate if they are currently classified as staff or administration at Georgia Highlands College, or if they have a staff or administrative role that constitutes more than half of their duties at Georgia Highlands College, unless otherwise specified in the Bylaws. This disqualification for service applies to persons currently serving in roles such as, but not limited to, School Dean, School Chair, Program Director, Site Director, and Campus Dean.
- D. Nominees shall not qualify for a term of service on the Faculty Senate if less than two years has passed since their second subsequent two-year term, or if less than one year has passed since their second subsequent one-year term, unless another appropriate Nominee cannot be identified (see art. IV, § 3 (A), cl. 3).

Section 3: Representation

- A. Each School will elect a minimum of 3, but not more than 5 voting representatives.
 - 1. A minimum of 1 voting representative from each School shall have their home teaching location, as determined for travel purposes, at the time of the selection/election process, as a location other than the Floyd and Cartersville locations.
 - 2. A minimum of 1 voting representative from each School shall be a tenured faculty member. In a case where not enough tenured nominees are

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available, the minimum tenure representative must have more than three years of service at the college, or permission of their Dean.

3. If an appropriate nominee cannot be determined, the School Dean may choose to extend a third and final term to a current Senator or leave the seat vacant until the they (School Dean) decides to seat it.

B. Term of service shall be 2 years, beginning August 1 and ending July 31.

C. Part-time Faculty Representation

1. Each School will elect one part-time faculty representative to be a non-voting member of the Faculty Senate.
2. Term of service shall be 1 year, beginning August 1 and end July 31.

Section 4: Alternate Members

A. If a Senator is unable to attend a meeting, an alternate of the Senator's choosing from their same School may attend as a proxy to that meeting.

1. The Senator must inform the Senate President at least 72 hours prior to the meeting.
2. The alternate member will be counted for the purpose of establishing quorum and will have full voting rights conferred as the first order of business at the meeting in which they attend.
3. A Senator who is compelled to request an alternate Senator for more than 2 consecutive meetings may be recalled at the request of any member of Senate according to the procedure outlined in art. IV, § 6 (B).

Section 5: Nomination and Election

A. Each School shall have the power to elect its representatives to the Faculty Senate via a selection method of the School's choosing, by election from the entire School or by selection of the Dean, as the full School deems appropriate. If a School decides to hold an election, the rules of that election must be announced to the full School in advance.

B. The terms of office for all voting members will be staggered by School.

1. Representation for the School of Libraries, Health Sciences, and Humanities shall be elected in even-years, starting in 2022.
2. Representation for the School of Business, STEM, and Social Sciences shall be elected in odd-years, starting in 2021.
3. Part-time representation seats with a 1-year term of service shall be elected yearly.

Section 6: Replacement and Recall

A. Replacement

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1. If a Senator assumes a position or role during a term of service on Faculty Senate that would disqualify them (art. IV, § 2 (C)), that Senator shall be replaced.
2. If a Senator chooses to forfeit the remainder of a term of service on Faculty Senate, that Senator shall be replaced.
3. In the case that the School of a Senator changes after that person's election, it will be at the discretion of the original School Dean to replace that person via a selection method of the School's choosing. Unless the School notifies the Faculty Senate President of the intention to replace a Senator, the Senator will remain a member with voice and vote.
4. Any Replacement shall identify an appropriate appointment for the given seat being replaced, following representation rules (art. IV, § 3).
5. The Nominations Committee, or the Faculty Senate Executive Committee if the Nominations Committee has not been constituted for a given year, shall solicit a replacement appointment from the relevant Dean or Deans under the same rules as a standard nomination (art. IV, § 3).

B. Recall

1. Any member of the full faculty, or group of faculty members, may request the Recall of a Senator in writing, physical or electronic, directed to the Faculty Senate President. At least one faculty member signatory to the request must be represented by the Senator's School to be Recalled.
2. The Faculty Senate President shall notify the Executive Committee and the Senator in question of a request to Recall that Senator in writing, physical or electronic, within seven days of receiving such a request. The Faculty Senate President shall keep the names of those requesting the Recall confidential.
3. The Faculty Senate President shall hold a meeting of the Executive Committee to discuss and vote on the merits of the Recall request within fourteen days of receiving such a request. The Senator in question may be invited to attend but shall not be present for the vote. If three of four members of the Executive Committee vote to advance the Recall request, the request shall be presented to the full faculty.
4. The Faculty Senate President shall inform the full faculty of the request to Recall a Senator, providing only as much context as is necessary and agreed upon by three out of four members of the Executive Committee, excluding the names of the signatories to the request. After no fewer than five days and no longer than fourteen days, the Faculty Senate Parliamentarian shall conduct a vote or an electronic vote of the full faculty. If a simple majority vote for Recall, the Senator is recalled and shall be replaced following art. IV, § 3.
5. If the Senator to be Recalled is currently serving on the Senate Executive Committee (President, Vice President, Secretary, or Parliamentarian), the Recall procedure shall be modified as follows:

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- a. If the Senator serving as President is the subject of the Recall, the President must formally recuse themselves from the process. The request to Recall a Senator shall be directed to the Vice President, who shall assume all responsibilities of the President under (section IV: B) for this matter. When the Executive Committee meets to discuss and vote on the merits of the Recall request (art. IV, § 6 (B), cl.3), the President shall be replaced for the purposes of that meeting and vote by the current second-term Senator with the longest term of service at GHC.
- b. If the Senator serving as Vice President, Secretary, or Parliamentarian is the subject of the Recall, that Senator must formally recuse themselves from the process. When the Executive Committee meets to discuss and vote on the merits of the Recall request (art. IV, § 6 (B), cl.3), that Senator shall be replaced for the purposes of that meeting and vote by the current second-term Senator with the longest term of service at GHC.
- c. Removing an Officer from the Executive Committee without Recalling that Senator from the Senate is covered elsewhere in the Bylaws (art. V, § 10).

Section 7: Vacancy

- A. Vacancy in Representation seats with two-year terms
 1. A vacancy during the first year of a two-year term shall result in the replacement member only being allowed to serve one additional two-year term, subject to regular reelection terms (art. IV, § 3). After serving a duly elected two-year term, the replacement Senator will not be eligible to be reelected to the Faculty Senate until after serving a one term hiatus.
 2. A vacancy during the second year of a two-year term shall result in the replacement member being allowed to serve two additional two-year terms, subject to regular reelection terms (art. IV, § 3). After serving up to two duly elected two-year terms, the replacement Senator will not be eligible to be reelected to the Faculty Senate until after serving a one term hiatus.
- B. Vacancy in Representation seats with one-year terms
 1. A vacancy during the first six months of a one-year term shall result in the replacement member only being allowed to serve one additional one-year term, subject to regular reelection terms (art. IV, § 3). After serving a duly elected one-year term, the replacement Senator will not be eligible

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- to be reelected to the Faculty Senate until after serving a one term hiatus.
2. A vacancy during the second six months of a one-year term shall result in the replacement member being allowed to serve two additional one-year terms, subject to regular reelection terms (art. IV, § 3). After serving up to two duly elected one-year terms, the replacement Senator will not be eligible to be reelected to the Faculty Senate until after serving a one term hiatus.

Article V: Faculty Senate Roles

Section 1: Executive Committee

- A. The Faculty Senate Executive Committee includes the four duly elected Senate Officers (President, Vice President, Parliamentarian, and Secretary).

Section 2: Officer Election

- A. The President, Vice President, Parliamentarian, and Secretary of the Faculty Senate are elected by a simple majority vote of the Transition Senate Body.
 1. Any full-time teaching member of the Faculty is eligible for a Faculty Senate officer position. The Faculty Senate President must be tenured.
 2. Nominations and self-nominations shall be accepted from the floor at a special meeting of the Transition Senate Body in April.
 3. Election of officers shall take place in-person at the special meeting, or at a separately scheduled meeting of the Transition Senate Body no later than May 1.
 4. Votes for officers shall not be accepted or conducted electronically.
 5. If a vote of the Transition Senate Body does not produce a simple majority in support of a candidate, the Transition Senate Body shall conduct subsequent votes for the leading two nominees until a simple majority votes in support of a candidate.
- B. The Transition Senate Body consists of the voting members of the outgoing Faculty Senate and the incoming Faculty Senate. A quorum includes both bodies of voting members, not counting continuing Senators twice.
- C. The President, Vice President, Parliamentarian, and Secretary of the Faculty Senate serve one-year terms of office and are eligible to serve two consecutive terms. For Senate officer term limits, any portion of a term a replacement Officer assumes shall be considered a full one-year term.
- D. A vacancy in any elected Senate Officer position, regardless of the reason, shall be filled by a new vote of the members of the Faculty Senate.

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Section 3: Faculty Senate President

- A. The President of the Faculty Senate is the elected voice of the Faculty Senate and the full Faculty. The President's duties include, but are not limited to:
 - 1. Representing the Faculty Senate and the full Faculty to the College, including but not limited to, as a voting member at meetings of the President's Cabinet. As such, the Faculty Senate President's vote at such meetings is considered a vote on behalf of the full Faculty. This shall not replace any order of business requiring a formal vote of the full Faculty or a formal vote of the Faculty Senate.
 - 2. Representing the Faculty Senate and the full Faculty to the University System of Georgia, including but not limited to, as a voting member at meetings of the USG Faculty Council.
 - 3. Creating the Agenda and acting as Chair for Faculty Senate meetings.
 - 4. Creating ad hoc subcommittees within the Faculty Senate and charging them to investigate/research issues at the College brought by constituents or raised by Members and/or to write proposals/resolutions on behalf of the Faculty Senate.
- B. Nominees for the President of the Faculty Senate must be full-time, tenured, teaching members of the Faculty.
- C. The President of the Faculty Senate shall be provided a three-credit hour Course Release for the Fall and Spring semesters of the Officer term.

Section 4: Faculty Senate Vice President

- A. The Vice President of the Faculty Senate supports the President. The Vice President's duties include, but are not limited to:
 - 1. Assuming the responsibilities of the Faculty Senate President when they are unable, including but not limited to, acting as Chair for Faculty Senate meetings, or attending as a voting member at meetings of the President's Cabinet, and the Faculty Council.
 - 2. The Vice President shall maintain the Faculty Senate online presence and ensuring the incoming Vice President has access and training if necessary.
 - 3. The Vice President shall Chair the Nominations Committee.

Section 5: Parliamentarian

- A. The Parliamentarian of the Faculty Senate provides understanding of and supports adherence to proper parliamentary procedure. The Parliamentarian's duties include, but are not limited to:

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1. Conducting all Faculty Senate votes, whether taking place during a regular business meeting or electronically, certifying the results, and reporting the results to the Faculty Senate President.
2. Maintaining the voting software and ensuring the incoming Parliamentarian has access and training if necessary.
3. Assisting the Office of the Vice President for Academic Affairs as needed with any votes of the full Faculty, whether taking place during a regular business meeting or electronically.
4. Ensuring Faculty Senate activities follow proper parliamentary procedure and appropriate Statutes, Bylaws, and Standing Rules.

Section 6: Secretary

- A. The Secretary of the Faculty Senate maintains the record of Faculty Senate business. The Secretary's duties include, but are not limited to:
 1. Taking detailed minutes for all meetings of the Faculty Senate.
 2. Maintaining the minutes sharing location/file and ensuring the incoming Secretary has access and training if necessary.
 3. Circulating meeting minutes, no more than fourteen days after a meeting, to the Faculty Senate Members for revisions before a final draft is voted on by the Faculty Senate.
 4. Posting a written record of Faculty Senate activities, including approved meeting minutes, to the College file-sharing system.
 5. Maintain an accurate list of the Faculty Senate roster including representational affiliation and term count, and post to the College files sharing system.

Section 7: Past Faculty Senate President

- A. The Past President of the Faculty Senate supports the Executive Committee as necessary. The Past President's duties include, but are not limited to:
 1. Advising the Faculty Senate President and the Executive Committee on Faculty Senate procedures and past activities, as needed.
 2. Attending meetings of the Faculty Senate, as needed.
- B. The Past President role is occupied by the last duly elected Faculty Senate President, provided that it is a different person than the current Faculty Senate President.
- C. The Past President need not be a current Senator.
 1. If the Past President is not a current Senator, serving as Past President does not count as a Senator or Officer term for the purposes of the required gap between terms.

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2. If the Past President is not a current Senator, they are considered a non-voting member for the purposes of quorum.
3. If the Past President is not a current Senator, they are not considered to satisfy representation for a school, site, or group.

Section 8: Senator

- A. Each Senator, including a Senator elected to an Officer position, represents a constituent group. Each Senator's duties include, but are not limited to:
 1. Attending all regular business meetings and special meetings of the Faculty Senate. A Senator shall inform the Faculty Senate President within 72 hours of a conflict that impedes attendance.
 2. Participating in the work of ad hoc subcommittees.
 3. Representing the interests of the school, site, and groups the Senator was elected to represent.
 4. Representing the broader interests of the student body, full faculty, and the College.
 5. Communicating to the school, site, and groups the Senator was elected to represent about the activities of the Faculty Senate.

Section 9: Officers may not hold more than one of the following offices at a time: President, Vice President, Secretary, or Parliamentarian.

Section 10: Removal of Officers

- A. Any voting member of the Senate, as a regular item of business at a meeting, may call for the Removal of an Officer for dereliction of duty.
- B. Removing an Officer requires a two-thirds affirmative vote of the Faculty Senate.
- C. If removed from Office, the Faculty Senate shall elect a new Officer (art. V, § 2 (D)). The Senator removed from office remains on the Faculty Senate unless separately Recalled (art. IV, § 6 (B)).

Article VI: Faculty Senate Business

Section 1: Regular Business Meetings

- A. The Faculty Senate shall meet to conduct regular business once per month, on the second Friday, during the Fall and Spring semesters.
- B. The meeting time, place, and agenda for Faculty Senate meetings shall be duly announced and open to the full faculty.

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1. The Executive Committee reserves the right to close any specific portion of a regular business meeting to all but sitting Senators, pursuant to Georgia Open Meetings Law (O.C.G.A § 50-14-1) as determined by Board of Regents Policy 3.2.3, provided that discretion on a specific issue is warranted and that a simple majority of the regular business of the meeting remains open to members of the faculty and guests.
 2. Any business issue requiring Faculty Senate consideration and subsequent consideration of the full faculty must be duly announced no less than 72 hours and no more than 5 days before the date on which Faculty Senate is expected to vote.
- C. When a quorum of a simple majority of the voting members of the Faculty Senate is not present within fifteen minutes of the scheduled start time of a regular business meeting, the Chair may choose to adjourn the meeting. Faculty Senate orders of business, including all votes, may not take place without a quorum.
- D. The Executive Committee reserves the right to reschedule or cancel a regular business meeting or to schedule additional regular business meetings as necessary.
- E. Any faculty member may add an item to the agenda of a regularly scheduled meeting by emailing the Faculty Senate President at least 72 hours prior to the meeting; agenda items submitted by Faculty members not currently serving on the Faculty Senate or submitted within 72 hours prior to the meeting may be included at the discretion of the Chair.
- F. Any Senator shall be allowed to introduce for discussion during Faculty Senate meetings any bills, policies, or ordinances under consideration at the federal, state, or local level likely to have a direct impact on the GHC community.
1. The Senate shall determine by a simple majority vote whether to act on said issue. Action should be limited to informing the faculty and President of the College about the issue and/or gauging faculty sentiment on the issue.
 2. Informing the faculty shall include providing context about the issue, multiple perspectives (including support and opposition), and information about how faculty members can act as individuals should they choose to. Reasonable efforts shall be made to craft a bipartisan and fair document for distribution to the faculty.
 3. Measuring faculty sentiment shall be conducted using an electronic voting modality.
 4. Senators supporting and opposing the issue at hand should cooperate to craft questions that are fair and not loaded towards a given answer. The results of the survey shall be shared to the full Faculty and the President of the College no later than thirty days after completion of the survey.

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Section 2: Special Meetings

- A. The Executive Committee reserves the right to call additional special meetings of the Faculty Senate or of the full Faculty, to include the summer semester.
- B. The meeting time, place, and agenda for special meetings shall be duly announced and open to the full Faculty.

Section 3: Minutes

- A. Any regular business meeting and such special meetings with an agenda appropriate for public distribution shall have official minutes recorded by the Faculty Senate Secretary or a designee.
- B. Minutes shall be reviewed for accuracy, approved by the Faculty Senate, and posted to a College file-sharing system in a timely manner, in accordance with Board of Regents policies and procedures.

Section 4: Voting

- A. The Parliamentarian shall conduct and certify all votes of the Faculty Senate.
- B. In-Person Voting
 - 1. For in-person voting, a quorum of fifty percent plus one of the Faculty Senate must be present.
 - 2. Any Senator may request a secret ballot be used for any vote.
- C. Electronic Voting
 - 1. For electronic voting, a quorum of fifty percent plus one of the Faculty Senate must participate, either by indicating a vote or indicating an abstention. Any vote where a majority of senators abstain will not be approved.
 - 2. Electronic votes shall have a minimum vote period of five days for routine matters, a vote period of fourteen days when determined appropriate by the Executive Committee, and a vote period no longer than twenty-one days on any matter.
 - 3. The Parliamentarian may use any electronic voting modality that is accessible, provided that security for that modality is deemed sufficient by the Executive Committee.
 - 4. Votes for Officers shall not be accepted or conducted electronically.
- D. Actions taken on behalf of the Faculty Senate are subject to a simple majority vote of approval from the Faculty Senate.

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- E. Written messages, resolutions, or letters constructed in such a way as to suggest that authorship included the entire Faculty Senate are subject to a simple majority vote of approval from the Faculty Senate.

Section 5: Subcommittees

- A. Ad hoc subcommittees created and charged by the Faculty Senate President shall have:
 - 1. A clearly defined purpose, issue, or question to investigate.
 - 2. At least three but not more than seven Senators.
- B. Final reports of Subcommittees shall be provided to the Faculty Senate members no later than three days before a motion to accept the final report is made as part of regular Faculty Senate business.
- C. Subcommittee final reports and recommendations are subject to a simple majority vote of the Faculty Senate body.

Article VII: Faculty Review

Section 1: Actions of the Faculty Senate are subject to review by the full Faculty.

- A. In matters that were approved by the Faculty Senate and approved by a vote of the Faculty, at least one year must pass before Faculty Review may be initiated.
- B. In matters that were approved by the Faculty Senate and not voted on by the Faculty, Faculty Review may be initiated at any time.

Section 2: Review Process

- A. Any member of the Faculty may request Faculty Review of a specific action of the Faculty Senate.
- B. A Faculty Review request must be submitted in writing to the Office of the Provost and Chief Academic Officer, which shall notify the Faculty Senate President of the request.
- C. The Office of the Provost and Chief Academic Officer shall arrange for a vote of the Faculty, duly announced no fewer than fourteen days before the date on which a vote is held.
- D. If a simple majority of the Faculty vote in opposition to the specific action of the Faculty Senate, the Faculty Review supersedes and overturns the action, when possible to do so.

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Article VIII: Standing Committees

Section 1: Standing Committees of the Faculty and of the College

- A. The minutes of a standing committee shall be filed electronically in a College file-sharing system. In addition, the secretary of each committee shall distribute written recommendations to each faculty member at least two days prior to the faculty meeting at which the recommendation will be presented.
- B. All standing committees shall meet at Fall In-Service to establish a Chair and plan of work, at least once-each Fall and Spring semester for regular business and additionally as necessary upon the call of the committee Chair or a majority of the committee. The three minimum annual required meetings shall be synchronous.
- C. 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. Members not designated specifically may not serve more than two consecutive terms on the same committee. Members not designated specifically currently serving a second or higher term on a committee shall not be available for reelection or appointment to that committee until after spending one term off the committee.
- D. The Faculty Senate 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.
 1. A nomination committee of the Senate shall solicit nominees from the appropriate managers or deans or others as specified for each committee, solicit additional nominees as necessary, and assemble a list of nominations for all committees.
 2. This list of committee nominations, after approval by a vote of the Senate, shall be provided to the Office of the Provost to be voted on by the full faculty.
- E. Any faculty member may ask permission to attend any committee meeting or to submit in writing items for consideration. The Chair must allow the faculty member access in one of these ways.
- F. Unless otherwise specified, new members are elected to committees by a vote of the full faculty in the late spring. Unless otherwise specified, committee service starts August 1 and ends July 31 of the following year.

Section 2: Standing Committees of the Faculty

- A. Academic Progress Committee
 1. The Academic Progress Committee shall consist of seven to nine faculty members, with at least one from each academic school. The Registrar

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shall serve as an ex-officio member of the committee. The Chair shall be elected annually by the members of the committee. The Chair shall be a tenured faculty member or a faculty member with at least three years of service at the college if no tenured faculty member is available.

2. A member who is compelled to be absent from a meeting must send a designee from the same school in their place.
3. The Committee is responsible for evaluating all rules and regulations dealing with students' academic performance and recommending changes to the Faculty.
4. The Committee shall enforce and administer academic rules and regulations established by the Faculty.
5. The Committee shall evaluate the academic appeals of students placed on "academic dismissal" based on their academic performance. The Committee has the power to remove students from academic dismissal, changing their status to continued probation, or to confirm students' academic dismissal by imposing the predetermined restrictions. For those students placed on continued probation, the Committee may impose academic restrictions or requirements which must be adhered to by the student or risk termination of his/her classes and revocation of the granted appeal. The Grade Appeals Policy provides further details on the procedures involved in a student appeal of a grade.
6. The Chair, or a duly appointed representative, shall attend the September, January, and April (special election meeting) Senate meetings to receive input from the Senate membership. The committee will provide a brief written summary to the Senate for review, at least one week prior to the meeting. In addition, the Chair shall provide the Provost and the newly elected or reelected Faculty Senate President a brief written annual report of its activities by May 31.

B. Curriculum Committee

1. The Curriculum Committee shall consist of the Provost, who shall serve as Chair and one faculty member from each academic school, including the library. The Provost, a representative for Learning Support, a representative for the General Education Council, and Registrar shall serve as ex-officio members.
2. The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each school 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.

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4. The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.
5. The Chair, or a duly appointed representative, shall attend the September, January, and April (special election meeting) Senate meetings to receive input from the Senate membership. The committee will provide a brief written summary to the Senate for review, at least one week prior to the meeting. In addition, the Chair shall provide the Provost and the newly elected or reelected Faculty Senate President a brief written annual report of its activities by May 31.

C. Statutes and Faculty Affairs Committee

1. The Statutes and Faculty Affairs Committee shall consist of 5-7 members of the Faculty. The Chair shall be elected annually by the members of the committee.
2. The Committee shall consider any proposed changes or amendments to the Statutes of Georgia Highlands College, and shall transmit such proposals to the Provost who will then transmit to the Faculty with appropriate recommendations.
3. The Committee shall review periodically the Statutes of Georgia Highlands College, the Policies and Procedures of Georgia Highlands College, The Bylaws and Policies of The Board of Regents, and other documents affecting the Faculty.
4. The Committee shall provide advice and counsel to the Director of Human Resources, the Instructional Council, the Provost and the College President on programs, policies, and activities which affect faculty.
5. The Committee shall have the power to initiate special meetings of the Faculty.
6. The Chair, or a duly appointed representative, shall attend the September, January, and April (special election meeting) Senate meetings to receive input from the Senate membership. The committee will provide a brief written summary to the Senate for review, at least one week prior to the meeting. In addition, the Chair shall provide the Provost and the newly elected or reelected Faculty Senate President a brief written annual report of its activities by May 31.

D. Student Affairs Committee

1. The Student Affairs Committee shall consist of two students, appointed annually by the president of the Student Government Association, the Co-Curricular and Transition Programs Coordinator, the Student Government Association Advisor, and five faculty members. The Chair shall be elected annually by the members of the Committee.

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2. The Committee shall advise the Provost, and recommend policies pertaining to student development, including counseling, student orientation, student activities, and other services.
3. The Committee shall review periodically all Student Affairs policies and programs and recommend changes.
4. The Student Affairs Committee will assist with Co-curricular Programming
 - a. The Committee will guide the themes for the upcoming year (social justice, entrepreneurship, etc.) as they are proposed by the Co-curricular & Transitions Program Coordinator.
 - b. The Committee will discuss programming ideas, concerns and execution as they are proposed by the Co-curricular & Transitions Program Coordinator.
5. The Student Affairs Committee will plan and coordinate Honors Nights
 - a. The Committee will work with Student Engagement on choosing formats, locations and planning for the Honors Night ceremonies.
 - b. The Committee will choose, from the nominees, the winners of the three “big” Honors Night awards: GHC Steve Burns Service Award, GHC Spirit Award and the GHC Leadership Award.
6. The Student Affairs Committee will participate in Common Read planning
 - a. The Committee will discuss and guide the Common Read books for the upcoming year, as they are proposed by the Co-curricular & Transitions Program Coordinator.
 - b. The Committee will guide the themes for the Common Read books for the upcoming year, as they are proposed by the Co-curricular & Transitions Program Coordinator.
7. The Student Affairs Committee will approve new Registered Student Organizations (RSO) applications after recommendation by the Student Government Association (SGA), according to guidelines in the Student Handbook.
8. The Chair, or a duly appointed representative, shall attend the September, January, and April (special election meeting) Senate meetings to receive input from the Senate membership. The committee will provide a brief written summary to the Senate for review, at least one week prior to the meeting. In addition, the Chair shall provide the Provost and the newly elected or reelected Faculty Senate President a brief written annual report of its activities by May 31.

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Section 3: Standing Committees of the College

A. Affirmative Action Committee

1. The Affirmative Action Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The College employee who oversees affirmative action shall be an ex officio member of the committee and shall not serve as chair.
2. The Committee shall provide advice and counsel to the Affirmative Action Officer, the Instructional Council, the President's Cabinet, and the President to ensure that the College maintains a positive program of equal employment opportunity for all employees and applicants for employment.
3. The Committee shall assist the Affirmative Action Officer in developing policies and procedures on affirmative action.
4. The Committee shall critique the College's Affirmative Action Compliance Plan annually.
5. The Committee shall assist the Affirmative Action Officer in analyzing the employment and personnel practices of the College to determine if equal opportunities are being maintained for all employees and qualified applicants.
6. The Committee shall review annually all of the College's advertisements to make sure that the statement "An Equal Opportunity Employer" is included.
7. The Committee shall assist the Affirmative Action Officer in identifying violations of or weaknesses in the College's affirmative action program and recommend solutions.
8. The Chair, or a duly appointed representative, shall attend the September, January, and April (special election meeting) Senate meetings to receive input from the Senate membership. The committee will provide a brief written summary to the Senate for review, at least one week prior to the meeting. In addition, the Chair shall provide the Provost and the newly elected or reelected Faculty Senate President a brief written annual report of its activities by May 31.

B. Diversity Committee

1. The Director of Diversity Initiatives shall be a permanent, voting committee member and serve as Chair. The Human Resources Director shall serve as an ex-officio member. Each academic school shall recommend to the Senate a faculty member or school staff member nominee to serve on the committee.
2. One student member will be appointed annually by the president of the Student Government Association. This individual will serve a one-year term and be considered a full voting member of the Committee.

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3. The Committee shall provide advice and counsel to the Director of Diversity Initiatives, the Instructional Council, the President's Cabinet, and the President to ensure that the college maintains a positive diversity program for all members of the college.
4. The Committee shall assist the Director of Diversity Initiatives in developing and implementing a strategic diversity initiatives plan that is integrated with the overall strategic plan of the college.
5. The Committee shall review and assess the college Diversity Plan annually.
6. The Chair, or a duly appointed representative, shall attend the September, January, and April (special election meeting) Senate meetings to receive input from the Senate membership. The committee will provide a brief written summary to the Senate for review, at least one week prior to the meeting. In addition, the Chair shall provide the Provost and the newly elected or reelected Faculty Senate President a brief written annual report of its activities by May 31.

C. Grievance Committee

1. The Grievance Committee shall consist of eight tenured faculty members, representing all academic schools, elected by the Faculty and seven staff members (professional and administrative personnel and staff who do not have faculty status) elected by the staff. In a case where no tenured faculty nominee is available, a non-tenured nominee can be selected provided they have more than three years of service at the college. The Senate shall nominate the initial slate of faculty members; other nominations may be added from the floor.
2. The terms of each Grievance Committee member shall be one year and they shall be eligible to succeed themselves once, for a total of two years, at which point the member may not serve on the Committee for a one-year term.
3. The Committee shall consider and act upon all grievances filed by faculty (including part-time faculty) or classified employees. The Committee shall not consider any grievance on which the President has made a final decision.
 - a. The Chair shall designate an appropriate panel to hear each grievance, consisting of not less than three or more than five members in addition to the Chair.
 - b. The operating procedures of the Committee, including the procedure for the filing of grievances, the conduct of hearings, and the transmission of recommendations to the President for final decision within thirty days after the grievance is filed, shall be published in the

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Policies and Procedures of Georgia Highlands College. The Chair, or another member of the Committee designated by the Chair, shall preside at all meetings of the Committee.

- c. Prior to the establishment of formal hearing proceedings, an Alternative Dispute Resolution (ADR) process involving the two parties in consultation with the official GHC ADR liaison will be considered. Grievances involving promotion, salary, nonrenewal 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, or alleges retaliation on the basis of the First Amendment. If no discrimination or retaliation is found, the Grievance Committee shall end the inquiry.
4. The Chair, or a duly appointed representative, shall attend the September, January, and April (special election meeting) Senate meetings to receive input from the Senate membership. The committee will provide a brief written summary to the Senate for review, at least one week prior to the meeting. In addition, the Chair shall provide the Provost and the newly elected or reelected Faculty Senate President a brief written annual report of its activities by May 31.

D. Institutional Effectiveness Committee

1. The Institutional Effectiveness Committee (IEC) membership shall include all members of its two subcommittees: Academic Assessment Team and Administrative Assessment Team. Dean of Institutional Effectiveness and Strategic Initiatives shall serve as ex-officio member.
2. The chairs of each subcommittee shall serve as co-chairs of the IEC.
3. All members shall serve two-year terms. If an appropriate representative is not available, a current member may serve an additional two years.
4. The Committee shall provide critical input on any/all institutional effectiveness services and functions to the Dean of Institutional Effectiveness and Strategic Initiatives, the President's Cabinet, and the President. Institutional effectiveness services and functions include, but are not limited to:
 - a. Assist the College in complying with policies and mandates from the Southern Association of Colleges and Schools Commission on Colleges, the University System of Georgia, and other accrediting or regulatory bodies in the area of institutional effectiveness;
 - b. Assist the College in the preparation of reports and documents for the Southern Association of Colleges and Schools Commission on Colleges and the University System of Georgia, and other relevant stakeholders in the area of institutional effectiveness;

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- c. Provide periodic updates to the college community communicating progress on institutional effectiveness efforts from all areas of the institution.
 - d. Review of reports and making recommendations for corrections/additions as needed:
 - i. Comprehensive Program Review
 - ii. Quality Enhancement Plan (QEP)
5. As a subcommittee of the IEC, the Administrative Assessment Team shall enact the College's Strategic Plan.
 - a. Administrative Assessment Team shall include twelve members: one representative each from Human Resources, Financial Aid, Business Office, and Information Technology, one Campus Dean or Campus Manager, two representatives each from Enrollment Management and the Assistant Vice President for Academic Resources and Retention, two faculty at-large representatives, and one academic dean.
 - b. Administrative Assessment Team membership may be expanded when specialized expertise is required for a project and shall be based on recommendations from the Leadership team or the President's Cabinet.
 - c. The Administrative Assessment Team Chair shall be an administrative, non-academic staff member serving on the President's Cabinet and will serve two years after serving two years as an Administrative Assessment member. If more than one committee member is eligible to serve as the Chair, the Office of the President shall appoint the chair, who will also service as co-chair of the IEC.
 - d. The Administrative Assessment Team's functions include, but are not limited to:
 - i. Coordination with the Leadership Team regarding institutional priorities for potential projects.
 - ii. Evaluate organizational and administrative processes and procedures to identify potential improvements resulting in realized sustained operational growth.
 - iii. Student Success Support Units Assessment
6. As a subcommittee of the IEC, the Academic Assessment Team shall enact the College's Strategic Plan.
 - a. Academic Assessment Team shall include thirteen members: two full-time instructional faculty representatives from each academic school (10), one full-time faculty representative from the library (1), and one additional full-time faculty member who serves on a rotating basis (1).

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- b. The rotating faculty member shall come from one of the following schools, given the number of credit hours generated by those schools: Science, Technology, Engineering, and Mathematics (STEM), Social Sciences Education (SSE), or Humanities.
 - c. The Academic Assessment Team will elect a member to serve as the team's chair and co-chair of the IEC.
 - d. The Academic Assessment Team's functions include, but are not limited to:
 - i. Review of reports and making recommendations for corrections/additions as needed for Student Learning Outcome Assessment, including AA/AS Program Review
 - ii. Compile and author, with the assistance of IESI staff, the General Education Competency assessment reports and the annual Teaching, Learning, and Assessment plans for each academic school.
7. A Co-chair of the Institutional Effectiveness Committee, or a duly appointed representative, shall attend the September, January, and April (special election meeting) Senate meetings to provide a brief report and receive input from the Senate membership. In addition, a Co-chair of the committee shall provide the President and the Faculty Senate President a brief written annual report of its activities by May 31. A Co-chair of the committee will also provide updates and recommendations to the President, President's Cabinet, and/or Faculty Senate as needed.

Article IX: Amendments of the Bylaws

Section 1: First Consideration of Proposal

- A. Any proposed amendment to these Bylaws shall be directed to an ad hoc subcommittee for review, unless such an amendment resulted as a recommendation from an existing ad hoc subcommittee's work.
- B. The proposed amendment shall be duly announced to the Faculty Senate.

Section 2: Faculty Senate Review of Proposal

- A. No fewer than five days and no more than fourteen days after a proposed amendment is announced to the Faculty Senate, any Senator may make a motion as a regular item of business to adopt the proposed amendment.
- B. Amendments to these Bylaws require a two-thirds (2/3) affirmative vote of the full Faculty Senate.

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Section 3: Faculty Review of Proposal

- A. An amendment proposal approved by Faculty Senate shall be duly announced to the Faculty no fewer than five days and no more than fourteen days before the date on which the Faculty is expected to vote on the proposal.
- B. Amendments to these Bylaws require a two-thirds (2/3) affirmative vote of the full Faculty, in line with the Georgia Highlands College Statutes (art. III, § 2).
- C. If the vote is held in-person
 1. A two-thirds (2/3) affirmative vote of the Faculty members present for the vote constitutes approval of the Faculty, provided the amendment was duly announced (art. IX, § 3 (A)) and that a quorum is present.
 2. For the purposes of Amending the Bylaws, a quorum of the full Faculty is fifty percent plus one of the current Faculty.
 3. For the purposes of Amending the Bylaws all abstentions count as ‘nay’ votes.
- D. If the vote is held electronically
 1. A two-thirds (2/3) affirmative vote of the Faculty members participating in the electronic vote constitutes approval of the Faculty, provided the amendment was duly announced (art. IX, § 3 (A)) and that a quorum participated in the vote.
 2. For the purposes of Amending the Bylaws, a quorum of the full Faculty is fifty percent plus one of the current Faculty.
 3. For the purposes of Amending the Bylaws, a simple majority vote counts all abstentions as ‘nay’ votes, provided that abstention was indicated in a response on the voting ballot. Failure to respond to an electronic request to cast a vote does not constitute a formal abstention, although it does reduce the total votes cast towards quorum.
 4. Electronic votes shall have a minimum vote period of five days for routine matters, a vote period of fourteen days when determined appropriate by the Executive Committee, and a vote period no longer than twenty-one days on any matter.
 5. The Faculty Senate Parliamentarian shall coordinate with the Office of the Provost before the amendment proposal is announced to the faculty (art. IX, § 3 (A)) to determine which electronic voting modality is mutually satisfactory and sufficiently secure, and whether the Parliamentarian or a representative from Academic Affairs shall conduct the vote and certify the results.

Section 4: Presidential Review of Proposal

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- A. An amendment proposal approved by the Faculty shall be provided to the Georgia Highlands College Office of the President no more than seven days after the Faculty vote.
- B. The College President shall determine whether to approve or veto the amendment proposal.
- C. The decision from the College President shall be delivered to the Faculty Senate President within thirty days.
 - 1. If approved by the College President, the amendment shall be considered official and the Executive Committee shall arrange for the publication of the newly revised Bylaws.
 - 2. If vetoed by the College President, the amendment shall be considered failed.