

## BY-LAWS OF THE COLLEGE OF ARTS AND SCIENCES

In order to facilitate communication between the Faculty and the Dean of the College of Arts and Sciences, to enable them to perform their duties and discharge their responsibilities more efficiently and to foster a spirit of democracy, openness, and cooperation throughout the College of Arts and Sciences, these By-Laws have been established.

### ARTICLE I - COMPOSITION AND ROLE OF THE FACULTY

Section 1. The Faculty of the College of Arts and Sciences shall consist of those members of the General Faculty of the University who are assigned, either budgetarily or operationally, to the College of Arts and Sciences.

Section 2. The Faculty of the College of Arts and Sciences has authority and responsibility to participate in the establishment of policies, rules, regulations and procedures concerning the educational program of the College. When such matters do not affect other units of the University they shall, after approval by the Dean, be transmitted to the appropriate administrative unit and reported to the Senate for information. Such matters as do affect other units of the University shall, after approval by the Dean, be sent to the appropriate Senate committee.

Among the duties, the Faculty shall participate in establishing degree requirements, making curricular and program changes, formulating personnel policies and recommending budgetary priorities; it shall approve candidates for degrees offered by departments or interdisciplinary programs within the College.

Section 3. In exercising its responsibilities the Faculty of the College may delegate such powers and functions as it deems expedient to standing committees as provided in these By-Laws or to other committees or councils as the Faculty may from time to time establish.

Section 4. The officers of the Faculty of the College of Arts and Sciences shall be:

Chair: The Dean of the College.

Secretary: A faculty member elected by a plurality vote for a two-year term. The Secretary shall be, ex-officio, a non-voting member of the Executive Committee and shall serve as Secretary to that Committee.

Parliamentarian: A faculty member elected by a plurality vote for a two-year term.

The Faculty Advisory Committee shall act as a nominating committee and prepare a slate of candidates for each of the positions of Arts and Sciences Secretary and Parliamentarian and all elected Standing Committees to be presented to the Faculty of the College of Arts and Sciences. Additional nominations may be made by petition of 10% of the Faculty of the College.

### ARTICLE II: TEACHING WORKLOAD

#### Section I

The College of Arts and Sciences adopts the following policy of faculty teaching workload with three objectives in mind.

#### A.

1. To provide educational excellence in a personal environment.
2. To recruit and retain a quality faculty by offering a competitive teaching load.
3. To ensure a fair and reasonable teaching load within and among colleges and departments.

#### B.

1. The College of Arts and Sciences' tenured/tenure track faculty are expected to teach four 3-hour courses or the equivalent per semester. In accordance with departmental workload policies, faculty may receive a one course reduction or equivalent per semester for research. Specific departments may make appropriate adjustments as required to maintain specialized accreditation (e.g., ABET, ACS, NLNAC, etc.) or to maintain appropriate teaching environments (e.g., English, Foreign Languages, etc.) subject to approval by the Dean's office.
  2. The College of Arts and Sciences' non-tenure track faculty are expected to teach nine 3-hour courses or the equivalent per academic year. In exceptional cases, non-tenure track faculty may receive one course reduction or the equivalent per academic year for administrative or other purposes subject to the approval by the Dean's office. Non-tenure track faculty in the Department of English may teach eight 3-hour courses or the equivalent per academic year in conjunction with assigned duties in the writing center equivalent to three hours per week for Fall and Spring semesters.
  3. Additional reassigned time may be granted for large classes. Enrollment is determined the day after the end of
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the drop/add period. Enrollment in large classes are prorated as follows:

60-86 students = 1.5 courses

87-120 students = 2.0 courses

121-160 students = 2.5 courses

161-200 students = 3.0 courses

201-240 students = 3.5 courses

241-300 students = 4.0 courses

4. Honor classes will receive one course earned reassigned time (as long as the Honors Program continues to compensate the department). Faculty may not bank the course reduction toward earned time.

## **Section 2. Departmental Policy**

A. 1. There are a number of other issues that affect the teaching workload of the faculty for which each Chair and Department will need to develop their own policy. Because of the differences in mission, resources, and personnel across departments there will be no College- wide policy.

The issues that need to be considered in each department's policy include but are not limited to: Learning Community Coordination, GSAMS distance learning classes, On Line distance learning classes, Saturday classes, Off Campus classes, team taught classes, Laboratory classes, Theses, Practica, Independent Studies, Directed Research, and Directed Readings.

2. In devising a policy for these issues each Chair should consider the following options to ensure fairness in assigning faculty teaching workload. Credit for these issues (including large classes and Honors classes) must be given to the faculty member who does the work. It is not to be pooled and used by the Chair to reward other faculty.

- a. These issues will be spread evenly throughout the department. A few members should not be forced to do all the extra work.
- b. These issues can be justification for granting earned reassigned time.
- c. These issues can be justification for deciding annual pay raises.

Section 3. The Dean reserves the right to intervene when College of Arts and Sciences needs dictate.

Section 4. Family Leave Options (Pending)

A. 1. Recognizing the unique role that faculty play in a university committed to educational excellence in a personal environment, the College of and Sciences is determined to develop a policy conscious of student needs. Because classes cannot be disrupted when a family leave issue arises, we require a unique policy that is student-centered and student-friendly, and that fosters academic excellence and integrity.

2. The proposed policy addresses current gaps in leave options available to all faculty, regardless of gender. The policy recognizes the options currently available to faculty such as sick leave, unpaid leave and sick leave supplemented by a pool.\* Information on options already in place is provided in the appendix section. The committee highly recommends continual, consistent and formal communication of this information to chairs and faculty alike, especially incoming faculty.

B. Current Leave Options:

1. Sick Leave (see Faculty Handbook)
2. Unpaid Leave (see Faculty Handbook)
3. Sick Leave supplemented by pool\*
4. Proposed additional option:

75% Pay for one semester for Birth and care of a child within the first year of life, Adoption of children within the first year of adoption, Care of a child, spouse, parent or spouse's parent with a serious health condition, Personal Illness.

C.

1. Policy Guidelines:

2. 25% salary savings MUST be used by the department to either hire faculty to replace courses lost and/or pay current faculty to carry an overload. *Note: 127.07, Section 10 of Faculty Handbook disallows payment for faculty overloads during regular academic year, so payments would have to be made in summer for overloads assigned either in Fall or Spring.*
  3. Option 4 cannot be used in conjunction with any other option and cannot be used for a partial semester.
  4. Option 4 can only be used by tenure-track faculty who have been employed for at least one year prior to exercising this option.
  5. Option 4 requires a professional development project approved by the Chair and Dean and excludes the stopping of the tenure clock.
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6. Application deadline for option 4 is four months prior to the semester taken.  
It is important to recognize the benefits of option 4 on student and faculty morale. This option also clearly relates to the mission of the college and university more directly than options currently available.

\*This option, #3 is pending final approval

### ARTICLE III - STANDING COMMITTEES

#### Section 1. The Faculty Advisory Committee

A. 1. Each department in the College shall have one representative on the Advisory Committee. All members of a department except the department chair are eligible to be elected as a member of the Committee. A majority vote of the members of a department shall be required for election, voting to be by secret ballot. Elected members shall serve a two-year term (except that at the first election one-half of the members shall be elected for a one-year term), and shall not be eligible for succession until one year after completion of the previous term.

2. There shall be three student members of the committee. (See Section 2).

B. 1. The Committee shall serve as an advisory body to the Dean of the College on matters he/she wishes to discuss with the Committee.

2. The members shall be responsible for maintaining communication among the faculty of each department and the Dean and between the faculties of the several departments. However, no provision of these By-Laws is intended to preclude direct communication between an individual faculty member and the Dean.

3. The Committee shall have the authority and responsibility to investigate such matters as the Committee deems advisable, such as are presented by the Dean, or such as are presented by petition from at least 10% of the Faculty of the College.

4. The Faculty Advisory Committee shall act as a nominating committee and prepare a slate of candidates for each of the positions of Arts and Sciences Secretary and Parliamentarian and all elected standing committees to be presented to the Faculty of the College of Arts and Sciences. Additional nominations may be made by petition of 10% of the Faculty of the College.

5. At the regular meetings each term, the Advisory Committee shall recommend to the Dean for forwarding to the President candidates for degrees to be awarded at each commencement.

6. The Committee shall be responsible for the evaluation of the Dean of the College of Arts and Sciences. It shall appoint an Ad Hoc Committee to conduct this evaluation. This evaluation shall be completed no more than every four years and no less than every six years. The Ad Hoc Committee shall be composed of a representative group of faculty and shall include at least one department chairman. The Ad Hoc Committee shall decide the specific format for the evaluation.

7. A special concern of the committee shall be the teaching conditions throughout the College which have an influence on the teaching performance and morale of the faculty.

8. The Committee shall have no policy-making function but its findings and recommendations for change and other action shall be forwarded to the Executive Committee through the Dean.

C. The Committee shall elect a chair annually.

#### Section 2. The Student Advisory Committee

A. 1. The Student Advisory Committee shall consist of one member from each department in the College of Arts and Sciences. By May 1 of each year each department in the College of Arts and Sciences will elect a student who will be an undergraduate major in the department during the following academic year. These Arts and Sciences majors shall constitute the Student Advisory Committee.

2. The Student Advisory Committee shall ensure that three members from its ranks attend the Faculty Advisory Committee meetings during the following academic year.

B. 1. The Committee shall advise the Dean of the College on any matter he/she wishes to discuss with such a body.

2. The members will be responsible for maintaining communication between the students and the Dean via its elected members on the Advisory Committee. However, no provision of these By-Laws is intended to preclude direct communication between an individual student and the Dean.

3. The Committee shall have the authority to investigate such matters as are presented by the Dean, or the Advisory Committee, or such as are presented by petition from at least 10% of the majors of the College.

#### Section 3. The Executive Committee

A. 1. The Executive Committee shall consist of nine members, six elected by the Faculty of the College and three department chairs appointed by the Dean. No two members, whether elected or appointed, may be from the same department, except that this provision shall not preclude having an elected or appointed member from the same

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department as the Secretary, who serves ex-officio on the Committee. All members of the Faculty of the College, except the department chairs and the Dean, are eligible for election to the Executive Committee.

2. The Faculty Advisory Committee shall prepare and present to the Faculty of the College a slate of twelve candidates for election to the Executive Committee. Additional nominations may be made by petition of 10% of the Faculty of the College. The six candidates receiving the highest number of votes shall serve on the Executive Committee.

3. Elected and appointed members shall serve a two-year term (except that at the first election one-half of the members shall be elected for a one-year term), and shall not be eligible for succession until one year after completion of the previous term.

4. No person may serve on both the Faculty Advisory Committee and the Executive Committee.

B. The Executive Committee shall be the official policy-recommending body of the Faculty of the College. The Committee shall:

1. Consider for approval all proposals concerning any changes in the curriculum of the College including courses, programs, and degree requirements.

2. Make recommendations concerning personnel and budgetary policies.

3. Consider and take action on matters forwarded to it by the Faculty Advisory Committee.

4. Make policy recommendations on other matters brought before it.

C. If approved by the Dean, recommendations of the Executive Committee shall become official College of Arts and Sciences policy and shall be handled in accordance with the provisions of Article I, Section 2 of these By-Laws. If a recommendation of the Executive Committee is not approved by the Dean, he/she shall inform the Committee of the reasons for his/her disapproval. In case of such disapproval, the Executive Committee may, by a two-thirds vote, refer the matter to the Faculty of the College of Arts and Sciences for its consideration and possible submission to the Faculty Senate. If the Dean does not approve a recommendation of the Faculty of the College of Arts and Sciences, the matter shall be referred to the Faculty for its advice.

D. The Committee shall meet at least monthly. The Dean shall be the chair of the Committee.

#### Section 4. The Writing Across the Curriculum Committee

A. 1. Replaces the current WAC Executive Committee (initially designed to establish WAC policy which was approved August, 1996). Establishes a link between the activities of the Writing Center (i.e. workshops, retreats, Partners Program) and individual departments. *Membership will consist of one faculty-elected member from each division of the College of Arts and Sciences (Humanities, Social Sciences, Math and Science) plus one at-large member and the director.*

2. The WAC Advisory Committee will:

a. Meet at least once per semester with the Director of WAC and Coordinator of The Writing Center.

b. Advise on matters of WAC and Writing Center Policy.

c. Serve two year terms.

d. Have completed WAC certification.

e. Be elected in a manner consistent with the other College committees.

#### Section 5. The Classroom Technology Committee

A. Committee Membership:

1. The committee shall consist of five (5) voting members elected from the faculty of the College. No department chairs are eligible for membership on the committee.

2. No two voting members of the Committee, either elected or appointed, may be from the same department.

3. All voting members of the Committee shall serve a two year term.

4. The Faculty Advisory Committee shall prepare and present to the Faculty of the College a slate of candidates for election to the Classroom Technology Committee. The three candidates receiving the highest number of votes shall serve on the Committee.

5. The Director of Technology Support for the College of Arts and Sciences shall serve as a non-voting, ex-officio member of the committee.

6. A student representative appointed by the Student Advisory Committee shall serve as a non-voting, ex-officio member of the committee.

B. Purpose and Duties

1. The Committee shall serve as an advisory body to the Dean in matters regarding classroom instructional Technology

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2. The Committee shall:
  - a. Review and recommend instructional technology needs for classrooms.
  - b. Review and recommend adjustments to new and existing classroom technology.
  - c. Develop and annually revise a classroom technology plan that includes equipment rotation schedules, new instructional technology development existing equipment upgrades, and evaluation of the functionality of systems.
  - d. Solicit input from faculty and students regarding future instructional technology needs for classrooms.
  - e. Serve as a clearinghouse for projects being submitted to the campus Technology Fees Committee.
  - f. Work with the Arts and Sciences technology Support Staff to identify issues, develop policies, and improve support for classroom instructional technology.
  - g. Facilitate the use of appropriate classroom technology.

C. The Committee shall elect a chair annually.

#### ARTICLE IV- DEPARTMENT CHAIR

Section 1. Department chairs shall be appointed in accordance with the Statutes of the State University of West Georgia. Recommendation for appointment shall be made only after consultation with all members of the department concerned or with an elected committee of that department.

Section 2. Each department chair is charged with the development and administration of a comprehensive program of instruction, research, and service. He/she shall provide stimulating, creative leadership in order to produce, in concert with the members of the department, an effective curriculum, policies for implementing that curriculum, and conditions which are conducive to the educational development of the students and the professional growth of the faculty.

In the administration of his/her office, each department chair shall recognize the individual responsibility of other members of the department for the duties committed to them by their appointment and shall allow proper scope to the ability and initiative of all members of the department. In carrying out his/her duties, the department chair shall routinely consult with all members of the department on substantial matters, such as summer school teaching, *tenure-track* appointments and dismissals.

Section 3. Department chairs shall meet as a group with the Dean at least once a month.

Section 4. The performance of each department chair shall be reviewed at intervals not to exceed four years by the Dean and the members of the department concerned. In making this review the Dean shall consult individually with each member of the department concerned.

Section 5. The performance of each department chair shall be reviewed annually by the Dean. Each department chair shall submit an annual report to the Dean. The Dean shall meet with each chair to review her/his performance. The Dean will provide a written evaluation, signed by the chair and the Dean, for inclusion in the chair's file.

#### ARTICLE V - FACULTY REVIEW AND EVALUATION

##### Section 1. Third - Year Review

A. 1. While not replacing annual reviews, the third-year review will serve as a pre-tenure evaluation to enable faculty to prepare for promotion and/or tenure.

2. Both the departmental chair and the departmental committee will evaluate the faculty member and submit their recommendations. The department chair will forward both recommendations to the Dean.

3. The Dean's role in the third-year review will be to evaluate departmental and chair reports and meet jointly with the chair and faculty member regarding his/her progress toward promotion and/or tenure.

4. Subsequent to the evaluation process, the Dean, chair and faculty member will sign a document stating progress toward the candidate's promotion and/or tenure.

##### Section 2. Promotion and Tenure

A. 1. Tenured members serve on the College Promotion and Tenure \Committee and are nominated by departments and voted upon\ by the entire College during Spring term.

2. The Chair of the Promotion and Tenure Committee is elected by the committee. He/she is responsible for sending letters and calling meetings following the initial organizational meeting.

3. See Faculty Handbook for Committee responsibilities.

4. No faculty member will serve on the Committee for more than a 2-year term unless there are no other qualified faculty in the department. He/she may be reelected after two academic years have passed.

5. If a vacancy occurs on the Committee, the department will nominate a replacement who will be approved by the Faculty Advisory Committee.

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### Section 3. Post-Tenure Review

- A. 1. In addition to departmental requirements for validating research/creative activity and service, a current, formal teaching portfolio will be presented.
2. Evaluation will be based on promotion criteria for appropriate rank.
3. The Faculty member will also outline specific goals and objectives and identify acceptable percentage ranges for each area according to Appendix I of the Faculty Evaluation Review Guidelines.

### ARTICLE VI- FACULTY MEETINGS

Section 1. The Faculty of the College of Arts and Sciences shall meet once each term, or at the call of the Dean. Special meetings shall be called upon the request of 15% of the Faculty of the College. The Dean shall preside as chair of the Faculty.

### ARTICLE VII - QUORUMS AND PARLIAMENTARY AUTHORITY

Section 1. A quorum for meetings of the Faculty and any of its committees or councils shall be a simple majority of the members of the respective group.

Section 2. The current edition of Robert's Rules of Order shall be the authority for the rules of conduct of meetings of the Faculty and its constituent bodies.

### ARTICLE VIII - AMENDMENTS

Proposals for amendments to these By-Laws must be approved by a majority of the Executive Committee. Following approval of the Executive Committee any proposed amendment must be presented in writing to the Faculty of the College of Arts and Sciences at least two weeks prior to a meeting of the Faculty called for the purpose of considering the proposal. An affirmative vote of a majority of the Faculty of the College is required for adoption of an amendment.

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