

College of Science & Mathematics Bylaws

University of West Georgia

Introduction

In order to facilitate communication between the Faculty and the Dean of the College of Science and Mathematics (COSM), to enable them to perform their duties and discharge their responsibilities more efficiently and to foster a spirit of democracy, openness, and shared governance throughout the College of Science and Mathematics, these Bylaws have been established.

Article I. Administration of the College

A. Dean

- a. The Dean serves as the chief administrative officer of the College. The Dean has the responsibilities and authority specified by the Board of Regents and delegated by the Provost.
- b. The major duty of the Dean shall be to coordinate the educational programs and research activities assigned to the College.
- c. In the implementation of this duty, he or she shall:
 - i. Encourage the development of programs, policies, and procedures that are designed to promote the goals of the College, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the College.
 - ii. Be responsible for enforcing the rules and regulations of the Board of Regents, the Statutes of the University of West Georgia, and duly enacted policies of the University and of the College.
 - iii. In consultation with the Department Chairs, prepare the annual COSM budget requests.
 - iv. Have direct supervisory authority over the Department Chairs assigned to the College.

B. Assistant/Associate Dean(s)

- a. The Dean may appoint Assistant/Associate Dean(s) with flexible terms as needed.
- b. The Assistant/Associate Dean(s) carry out duties as assigned by the Dean.
- c. The Assistant/Associate Dean may serve as the Dean's designee to handle the activities of the Dean should the Dean be unavailable to administer the affairs of the College.
- d. A description of the Assistant/Associate Dean(s) duties and responsibilities will be made available online by the office of the Dean.

C. Department Chairs

- a. Department Chairs shall be appointed in accordance with the Statutes of the 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.
- b. Each Department Chair is charged with the development and administration of the educational, research, and service activities of his or her department. He or she shall provide leadership in order to produce, in concert with the members of the department, an effective curriculum, policies for implementing that curriculum, and conditions that are conducive to the educational development of the students and the professional growth of the faculty.
In carrying out his or 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.
- c. Make recommendations to the Dean concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the College.
- d. Submit to the Dean an annual budget and an annual report in the form prescribed by the Dean.
- e. Department Chairs shall meet as a group with the Dean at least once a month.
- f. The performance of each Department Chair shall be reviewed by faculty following the timeline and procedures outlined in the Faculty Handbook.
- g. 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 his or her performance. The Dean will provide a written evaluation, signed by the Chair and the Dean, for inclusion in the Chair's file.

Article II. Faculty

A. Composition

- a. The General Faculty of the College of Science and Mathematics shall consist of those persons holding the academic rank of instructor, lecturer, senior lecturer, assistant professor, associate professor, or professor who are employed on a calendar or academic year basis assigned, either budgetarily or operationally, to the College of Science & Mathematics.

B. Role

The Faculty of the COSM has authority and responsibility to propose policies, rules, regulations and procedures concerning the educational programs 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 or Vice President for further consideration.

Faculty duties shall include: conducting and scheduling classes and final examinations; participating in establishing degree requirements; and making curricular and program changes. The faculty shall approve candidates for degrees offered by departments or interdisciplinary programs within the College. Tenure-track and tenured faculty are additionally, required to be engaged in service, scholarship and professional development. Specific expectations and workload should be provided in writing at the departmental level.

C. Responsibilities

- a. Faculty are bound by the Statutes and Policies and Procedures of the University of West Georgia.
- b. Faculty are required to annually complete a Faculty Activity Report.
- c. Tenure-track faculty are required to submit a third year review dossier in accordance with the Faculty Handbook and as directed by the department.
- d. Tenured faculty are required to submit a post-tenure dossier in accordance with the Faculty Handbook.

Article III. Standing Committees

A. Executive Committee

a. Function

- i. The COSM Executive Committee shall be the official policy-recommending body to the Dean of the College and shall:
 1. Make recommendations concerning personnel, policies, budgetary policies, and resource allocation.
 2. Consider for approval all proposals concerning any changes in the curriculum of the College including courses, programs, and degree requirements.
 3. Make policy recommendations on other matters brought before it.
 4. Meet monthly or as needed.

b. Composition and Selection

- i. The committee will consist of tenured or tenure-track faculty members of the College.
- ii. Department Chairs are not eligible for membership on the committee.
- iii. Each Department will elect one representative from that department to serve on the committee.
- iv. The departmental members serve for two-year terms, with consecutive terms not allowed. Terms are staggered so that half the members are elected each year.
- v. The Dean will appoint one non-voting ex-officio member.
- vi. The Dean will chair the committee.

B. Advisory Committee

a. Function

- i. The COSM Advisory Committee will advise the Dean of the College on non-curricular issues. The committee will have no policy-making function, but its recommendations will be forwarded to the Executive Committee through the Dean.
- ii. The Advisory Committee will consider:
 1. Faculty concerns and morale.
 2. Planning, facilities, research and opportunities for development, including college-wide grants.
 3. Awarding of the COSM Faculty Research Grants, the COSM faculty and staff awards, and college scholarships.
 4. Technological and instrumentations needs for faculty, staff and students, including the prioritization of tech fee proposals.

b. Composition and Selection

- i. The committee will consist of tenured or tenure-track faculty members of the College.
- ii. Department Chairs are not eligible for membership on the committee.
- iii. Each Department will elect one representative from that department to serve on the committee.
- iv. The departmental members serve for two-year terms, with consecutive terms not allowed. Terms are staggered so that half the members are elected each year.
- v. The Chair of the committee shall be elected by the committee members during the first meeting of the year. The Dean participates in the meetings.

C. Promotion and Tenure Evaluation Committee

a. Function

- i. The committee will adhere to the promotion and tenure policies described in Section 103.0201 in the Faculty Handbook and the timelines established by the VPAA.
- ii. The COSM Promotion and Tenure Evaluation Committee shall review the evidentiary sources contained in the dossiers and decide whether to recommend or decline recommendation for each candidate.
 1. The decision for tenure and/or promotion shall be based upon the evaluation of evidentiary sources submitted by the candidate, and letters of recommendation provided by the candidate's department committee and chair, in accordance with the Procedures and Policies given in the Faculty Handbook and Departmental Guidelines.
- iii. A committee member shall not vote when the candidate under consideration is from the same department.

- iv. The Committee Chair will send the committee's recommendations to the Dean, who will submit his or her own recommendation, along with that of the committee, to the Provost.
- v. After the committee and Dean's evaluation of every candidate has been completed, the committee shall meet with the Dean to review the policies and procedures of the evaluation process.
- b. Composition and Selection
 - i. The committee will consist of one representative from each department's Promotion and Tenure Evaluation Committee. Terms are staggered so that half of the members of the committee are elected each year.
 - ii. All tenured and tenure-track members of a department shall elect a faculty representative to serve a two-year term on the COSM Promotion and Tenure Evaluation Committee. To be eligible, a faculty representative must have attained at least the rank of Associate Professor and be tenured.
 - iii. Department Chairs and Associate/Assistant Deans are not eligible to serve.
 - iv. No faculty member shall serve on the committee for more than a two-year term unless there are no other qualified faculty members in the department. In this instance, the faculty member can be re-elected to successive terms.
 - v. If a member cannot serve on the committee, the member's department shall elect a representative to complete the term of the vacated member.
 - vi. Conflicts of interest must be revealed and are defined in Section 103.01 of the Faculty Handbook.
 - vii. The Chair of the committee shall be elected by the committee members during the first meeting of the year. The Chair should be a second-year member of the committee.

Article IV. College Meetings

- A. The Faculty of the College of Science and Mathematics shall meet once each term, or at the call of the Dean. The Dean shall preside as Chair of the Faculty.
- B. Secretary
 - a. The Dean shall appoint an Assistant or Associate Dean to serve as Secretary.
 - b. The Secretary shall be responsible for informing the Faculty of meetings and maintaining the official records of the meeting.

Article V. Voting

- A. Tenure-track and tenured faculty shall be eligible to vote in all college-wide voting. The Dean is a non-voting member of the Faculty.
- B. Approval of the vote shall be a simple majority of those who choose to vote.
- C. All voting shall be done by anonymous ballot generated and administered by the office of the Dean.
- D. A minimum of five class days shall be allowed for voting.

- E. The results of the voting shall be reported to the Faculty.
- F. The Secretary shall inform the college of elections and election results.

Article VI. Amendments to Bylaws

Proposed amendments to these Bylaws shall be submitted in writing to the Executive Committee. An amendment must be approved by both the Dean and a simple majority of the College faculty who choose to vote.

Article VII. Relationship to Other Governing Rules and Relationships

Nothing in these bylaws should be construed to supersede provisions of the statutes of the University of West Georgia as described in the Faculty Handbook and other materials provided by the Office of the Vice President of Academic Affairs.

Approved: February 2, 2018