

# ***Bylaws***

## **College of Social Sciences**

Adopted Summer 2011  
Revised Spring 2014

### **PREAMBLE**

To ensure and advance the academic integrity of the University of West Georgia, the faculty of the College of Social Sciences establish and support these Bylaws to articulate the structures and functions of the shared governance of the College; to guide its operation in a clear, transparent, effective, and efficient manner; and to promote a collegial spirit of mutuality, openness and cooperation.

### **ARTICLE I. THE MISSION OF THE COLLEGE**

The College of Social Sciences, in accordance with the mission of the University of West Georgia, is committed to excellence in teaching, scholarship and service in the interest of promoting the public good. The faculty, staff, and administration collaborate to provide a holistic learning experience that emphasizes lifelong learning, critical thinking, advanced written and oral communication skills, global awareness, and an appreciation for democratic values and social justice in the liberal arts tradition. The College aims to provide students with an understanding of contemporary and historical aspects of the various disciplines of the social sciences and the skills necessary for professional competence.

### **ARTICLE II. THE ADMINISTRATIVE ORGANIZATION OF THE COLLEGE**

#### A. The Office of the Dean

##### 1. The Dean

###### a. Appointment

The Dean shall be appointed per established procedures in accordance with the *Statutes* of the University. The Search Committee shall consult with the Administrative Council and the Faculty Council of the College prior to making its recommendation to the Vice President of Academic Affairs.

###### b. Duties

As mandated by Article II of the *Bylaws* of the University, the Dean shall be the leader and presiding officer of the College. Serving as the single point of accountability for the growth and stature of the College, the Dean shall execute all relevant leadership activities, including: serving as the primary emissary of the College to other units of the

University and the larger community; serving as the College's advocate with regard to matters of budget and personnel; serving the College's advancement in fundraising, enrollment, and the goals of the institution; and coordinating the educational programs and research activities assigned to the College. In the implementation of these duties, as mandated by Article III, Section 2 of the *Policies and Procedures* the Dean shall:

- i. Have direct supervisory authority over any associate deans, assistant deans, the Dean's office staff, and the department chairs.
- ii. Encourage the development of programs, policies, and procedures which are designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.
- iii. Make recommendations to the Provost and Vice President for Academic Affairs concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
- iv. Be responsible for enforcing the rules and regulations of the Board of Regents, the *Statutes*, the *Bylaws* and *Policies and Procedures* of the University, and the duly enacted rules and of the College.
- v. Recommend to the Provost and Vice President for Academic Affairs an annual budget with written justifications for personnel services including leaves, reassigned time, and administrative support; supplies, equipment, and travel requests. This budget also shall include contingency priority plans based on anticipated budget increases or decreases.
- vi. Submit to the Provost and Vice President for Academic Affairs an annual report evaluating the educational programs and research activities assigned to the College. Documentation supporting this evaluation shall be incorporated in the appendix of the report.
- vii. Perform such other duties as may be assigned by the Provost and Vice President for Academic Affairs, including serving as a member of the Provost's Administrative Council.

c. Evaluation

i. *In addition to any performance evaluations by the Provost's office, the first periodic evaluation of the Dean of the College shall cover a full three-year period and occur in the Dean's fourth year of appointment. Thereafter, the periodic evaluations shall cover a full four-year period and occur every five years. The Review Committee shall follow the procedures outlined in Section 104.0601E of the Faculty Handbook.*

ii. *Members of the Review Committee shall be comprised of at least one member of the Administrative Council and at least one member of the Faculty Council, elected within each governing body. The remaining four members of the committee, who may be members of the Administrative Council and/or Faculty Council, and the faculty at-large, shall be nominated by each department and elected by the Faculty Council. Eligible nominees shall be full-time faculty, regardless of rank.*

2. Associate and Assistant Deans

a. Appointment

The Associate and Assistant Deans of the College are appointed by and serve at the pleasure of the Dean, in consultation with the Faculty Council and the Administrative Council.

b. Duties

The Associate and Assistant Deans shall:

- i. Handle issues of: hardship withdrawals; grade appeals; core scheduling; retention, progression and graduation; summer orientation; strategic enrollment; the curriculum; elections; assessment, computer technology, distance learning, and the *Studies in the Social Sciences* journal
- ii. Attend university-level meetings when needed
- iii. Serve as the liaison with ITS
- iv. Provide data analysis as needed
- v. Chair the standing committees of the Faculty Council
- vi. Consult with the Dean on budget and other issues
- vii. Serve as a liaison with the other colleges concerned with the core curriculum
- viii. Perform other duties that may be assigned by the Dean

c. Evaluation

Associate and Assistant Deans shall be evaluated annually by the Dean of the College, in consultation with the Administrative Council and the Faculty Council.

### 3. Advisory Councils

There shall be four principal advisory bodies to the Dean with whom the Dean will consult regularly for advice on the administration of the College.

a. The Administrative Council

The Administrative Council shall be the principal administrative advisory body to the Dean. This Committee shall consist of the Chairs of each of the College departments and the Past-Chair of the Faculty Council, who shall serve as an *ex officio* nonvoting member.

b. The Faculty Council

The Faculty Council shall be the principal faculty advisory body to the Dean. (See Article III for further specification of the composition and duties of the Faculty Council.)

c. The Student Council

The Student Council shall be composed of one student from each academic department of the College, appointed annually by their department and an associate or assistant dean whom the Dean shall appoint and who will serve as the chair of the Council. The Council is responsible for providing a forum for the expression of concerns by the students of the College and for communicating such concerns and recommendations for policy and procedures to the Dean.

d. The Staff Council

The Staff Council shall be composed of one staff member from each academic department of the College, appointed annually by their department and the College's Business Operations Specialist, who will serve as the chair of the Council. The Council is responsible for providing a forum for the expression of concerns by the staff of the College and for communicating such concerns and recommendations for policy and procedures to the Dean.

## B. The Department Chairs

### 1. Appointment

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

### 2. Duties

- a. The department chairs shall report to the Dean of the College and shall serve as the leaders and the single point of accountability for the stature of their programs.
- b. The major duties of each department chair are to articulate a vision and to coordinate the educational programs and research activities assigned to the department of which he or she is the chair. Charged with the development and administration of a comprehensive program of instruction, research, and service, the chair 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.
- c. In the implementation of this duty, as mandated by Article III, Section 2 of the *Policies and Procedures* of the University the chair shall:
  - i. Have direct supervisory authority over the instructional faculty assigned to his or her department, while recognizing the individual responsibility of other members of the department for the duties committed to them by their appointment and allowing proper scope to the ability and initiative of all members of the department.
  - ii. Routinely consult with members of his or her department on all substantive matters, such as summer school teaching, *tenure-track* appointments and dismissals.
  - iii. Encourage the development of programs, policies, and procedures designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.
  - iv. Make recommendations to the Dean of the College concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
  - v. Be responsible for enforcing the regulations of the Board of Regents, the *Statutes*, *Bylaws*, and *Policies and Procedures* of University, and the duly enacted policies of the College and the department to which he or she is assigned.
  - vi. Submit to the Dean of the College an annual budget, an annual report and annual faculty evaluations in the form prescribed by the Dean.
  - vii. Serve as a member of the Administrative Council of the College. viii. Perform other duties that may be assigned by the Dean.

### 3. Evaluation

- a. 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.
- b. *The performance of each department chair shall be reviewed at least once every three years by the members of the chair's department, a report of which will be submitted to the Dean.*
  - i. *Eligible members of the faculty departmental review committee include all full-time tenured/tenure-track faculty.*
  - ii. *In accordance with the Faculty Handbook, the faculty departmental review committee shall use the Personnel Evaluation Questionnaire (section 104.0302) to conduct a comprehensive performance review from among departmental, college, university and community constituents.*

## **ARTICLE III. THE COMPOSITION AND ROLE OF THE FACULTY**

### A. The Membership of the Faculty

The membership of the faculty of the College shall consist of all members of the General Faculty whose primary assignment is to the College and the administrative officers, as defined by the *Policy Manual* of the Board of Regents of the University System of Georgia, section 3.2.1, and as further codified by the *Statutes* of the University of West Georgia, Article I, Section 2,C. For purposes of defining faculty who may cast ballots in College-wide voting, serve on appropriate College-wide committees, and for the determination of any College allocation based on proportional numbers, only those faculty who are full-time shall be eligible. This criterion of eligibility shall include all those who are full-time tenured and tenure-track, full-time limited term appointments, and full-time lecturers, regardless of whether or not they are on professional or medical leave, or have a reduced load or reassigned time. It shall not include those who are visiting professors, emeritus faculty, or faculty with part-time appointments. This distinction shall apply only to College-wide issues, and shall not necessarily determine the options of departments within the College to otherwise determine their own criteria for strictly departmental issues. For example, eligibility to vote in departmental elections for the departmental representative to the Faculty Council shall be determined by each department.

### B. The Rights, Roles, and Responsibilities of the Faculty

#### 1. General Statement of Rights and Roles

The rights and roles of the faculty of the College shall be in accordance with that mandated by the University's *Statutes*, *Faculty Handbook*, and Article IV, Section 1.B and C of the *Policies and Procedures* of the University. The role of the faculty in the organizational structure and procedures required for conducting academic business in the College shall be based on the principle of representative faculty participation as reflected in Article IV, Section 1.D of the *Policies and Procedures*. Any faculty member who considers these rights to be violated may appeal for recourse through established university options.

## 2. Faculty Responsibilities

### a. Duties

The duties of the faculty of the College shall be in accordance with that mandated by the *Policies and Procedures* and the *Faculty Handbook* of the University, and as further specified in the College's own *Policies and Procedures*.

### b. Review and Evaluation

In accordance with procedures set forth in the *Faculty Handbook*, and as further specified in the College's own *Policies and Procedures*, faculty shall be regularly evaluated by the following means:

- i. an annual review by their Department Chair
- ii. a third-year review by their department colleagues, department chair, and the College Dean
- iii. a review of any application for tenure and/or promotion by their department colleagues, their Department Chair, the College's Promotion and Tenure Advisory Committee, and the College Dean
- iv. a post-tenure review every five years by their department colleagues

## 3. The Role of the Faculty: The Principle of Shared Governance

The role of the faculty in the organizational structures and procedures that regulate the functioning of the College shall be based on the well-established principle of shared university governance through representative faculty participation, as supported by the *Statutes, Bylaws* and *Policies and Procedures* of the University, and as specifically expressed in Article IV, Section 1.D of the *Policies and Procedures*. Such practice is here recognized as an indispensable guarantor of the integrity of the mission of the University to pursue scholarship, research and teaching for their own merits rather than for any extrinsic criteria.

## 4. The Organizational Structure of College Governance: The Faculty Council

The primary organizational structure for the participation of the faculty in the governance of the College shall be that of a Faculty Council and its committees, established and functioning according to the following criteria:

### a. Composition

- i. The Faculty Council shall consist of nine members, one elected by each of the six departments of the college, and three elected at-large by the faculty of the College.
- ii. All members shall serve three year terms.
- iii. Only tenure-track faculty are eligible to serve as departmental representatives; only tenured faculty are eligible to serve as at-large members; and department chairs, deans, associate deans, and assistant deans are not eligible to serve on Faculty Council.

- iv. The terms are staggered such that one at-large member and two departmental members are elected each year. Departmental elections will take place after the at-large election.
- v. Each at-large member will serve during their first year as Chair-Elect of the Faculty Council, during their second year as Chair, and during their third year as Past-Chair.
- vi. No member of Council shall serve more than two full terms consecutively.
- vii. In the event a member does not finish their term, their replacement shall be chosen by a special election of the same body that elected that person (i.e., either department or College).

b. Officers and Duties

- i. Officers of the Faculty Council include: the Chair, the Chair-Elect and the Past-Chair.
- ii. The Chair shall have the duty of setting the agenda, calling meetings and presiding at the same.
- iii. The Chair-Elect shall keep the Minutes of meetings of the Council; shall serve as the Executive Secretary of the general faculty of the College; and shall serve as the Council's liaison with the other colleges concerned with the core curriculum and such other matters of mutual interest.
- iv. The Past-Chair shall serve as the Parliamentarian for meetings of the general faculty of the College, and as the liaison between Faculty Council and the College administration. In fulfillment of this latter duty, the Past-Chair shall have an *ex officio* nonvoting membership on the College Administrative Council.

c. Functions

The Faculty Council shall be the primary, elected representative voice of the faculty to the Dean of the College. Its duties shall include providing a forum for the articulation of faculty concerns about the College and serving as the faculty advisory body to the Dean, with whom the Dean will consult at least on a monthly basis for advice on the administration of the College. In the fulfillment of such duties, the Faculty Council shall have the responsibility to:

- i. Consider for approval all proposals concerning any changes in the curriculum of the College including courses, programs, and degree requirements.
- ii. Provide the regular mandated evaluations of the College Dean.
- iii. Establish *ad hoc* committees or task forces for issues it determines appropriate, and appoint members.
- iv. Receive reports that its standing and *ad hoc* committees shall provide, and forward such reports, with its recommendations, to the Dean of the College.
- v. Serve as the nominations committee to oversee all College-wide elections to insure compliance with the rules governing such in the University *Bylaws* and *Policies and Procedures*, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results.
- vi. Propose motions to meetings of the faculty of the College.
- vii. Propose amendments to the *Bylaws* and the *Policies and Procedures* of the College.
- viii. Serve as the liaison with the Faculty Senate, submitting to the Senate such proposals as it shall deem appropriate according to the *Bylaws* and *Policies and Procedures* of the University.

- ix. Contribute to the search processes its recommendations to the appropriate search committees for the appointments of the general officers of the College, including Dean, Associate Dean, and Assistant Dean.
- x. Serve as the major advisory body of the faculty to the Dean of the College on all matters of consequence, including budgeting, strategic planning, academic programs and policies, facilities, technologies, and faculty development, teaching, scholarship and research.

d. Standing Committees of the Faculty Council i.

Graduate Programs Committee

The Graduate Programs Committee shall be composed of the directors of each of the graduate programs within the College and an associate or assistant dean whom the Dean shall appoint and who will serve as the chair of the committee. The committee shall recommend to the Faculty Council policy and procedures concerning graduate admissions, transfers, admission to candidacy, eligibility for graduation, student petitions and appeals, graduate faculty membership, and proposals for graduate courses, degree programs and other curricula matters.

5. The Faculty Promotion and Tenure Advisory Committee

In accordance with the *Faculty Handbook* of the University, the College shall also include a standing Faculty Promotion and Tenure Advisory Committee, to function according to the following criteria:

a. Composition:

- i. the committee shall be composed of one faculty from each academic department of the College, elected by their department, and one faculty elected by the College at large.
- ii. All members of the committee must be tenured faculty.
- iii. Department chairs are not eligible to serve, nor are any faculty members whose own application for tenure or promotion would come before the committee during their term of service.
- iv. No member may serve more than one term consecutively unless there are no other members of their department eligible to serve.
- v. All terms shall be two-year terms, except the initial election following the adoption of these rules in which terms will be staggered so that approximately one-half of the committee will be elected each subsequent year.

b. Function:

The committee shall consider requests for promotion and tenure by College faculty and make recommendations to the Dean of the College for each such request, in accordance with the procedures specified in the *Faculty Handbook*, Sections 103.01 and 103.0201.B.



## **ARTICLE IV: MEETINGS**

### A. Regular Meetings

The faculty of the College shall hold at least one meeting in each academic semester, at which the Dean shall serve as the presiding officer, the Chair-elect of the Faculty Council shall serve as the Executive Secretary, and the Past-Chair as the Parliamentarian. Items may be placed on the agenda by any member or department. The agenda shall be prepared and distributed by the Executive Secretary to each member at least five days prior to the meeting. The agenda may be amended by majority vote. B.

### Special Meetings

Special meetings of the faculty of the College may be held on call by the Dean, the Administrative Council, or the Faculty Council. In addition, the Dean shall call a special meeting upon the request of twenty-five percent of the membership. Such Special Meetings shall be called with at least five days notice including the agenda of the items to be considered, distributed to all faculty members. The agenda may be amended by majority vote. C.

### Quorum

A quorum shall consist of one-half of the membership at both regular and special meetings. No vote shall be taken at a meeting unless a quorum is present.

### D. Voting

#### 1. Eligibility

Only those members of the faculty of the College designated in Article III as being eligible may vote.

#### 2. Methods

Voting in regular and special meetings shall be by voice vote except that a vote by showing of hands shall be taken on request of any member of the faculty, and except that voting shall be by secret written ballot on request of twenty percent of the members present. If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic or other forms of written balloting, under the supervision of the Executive Secretary. In the case of such subsequent balloting, notice of the motion to be voted upon shall be distributed to the faculty at least one week in advance of the vote. The motion shall be approved upon a majority vote of a quorum of the eligible faculty.

#### 3. Consequences

All votes of the faculty of the College shall be in the form of recommendations to the Dean of the College. Upon approval of the recommendation, the Dean shall promptly inform the faculty of the actions taken to implement it. If any recommendation should be rejected, the Dean shall, within ten days, submit to the College faculty in writing the reasons for rejecting it and the issue shall be submitted to the Provost for consultative purposes.

#### 4. Elections of Chair-Elect

Prior to the end of the Spring semester each year, the College faculty shall elect an at-large member of the Faculty Council, who shall be the Council's next Chair-Elect, and who shall subsequently to his/her year as Chair-Elect then serve one year as Chair followed by one year as Past-Chair. This election, overseen by the Faculty Council, shall be by electronic or other written balloting.

### **ARTILCE V: RULES OF ORDER**

The rules contained in the current edition of Robert's *Rules of Order* shall govern the meetings of all the bodies described in these *Bylaws* in all cases where they are applicable and in which they are not inconsistent with these *Bylaws* and any special rules of order a given body may adopt. The Parliamentarian of the College shall referee for any disputation of the rules at meetings.

### **ARTICLE VI: APPROVAL AND ENACTMENT**

#### A. Approval of these *Bylaws*

1. These *Bylaws* shall be effective only after they have been approved by the faculty of the College, the Faculty Senate, the Dean, the Provost and the President.
2. The process by which they shall be approved is as follows:
  - a. they shall be presented in writing to all faculty of the College for approval by a vote of the eligible members of the College no sooner than ten days after being so presented. Such voting shall be by means of electronic or other written forms of balloting.
  - b. they shall be approved only if they carry by a majority vote of a quorum of the members. Such voting shall be supervised by the college's *ad hoc* Rules Committee.
  - c. if approved by the College faculty, they shall be presented to the Faculty Senate, according to the usual procedures of the Senate.
  - d. they shall be considered enacted and in force immediately upon a certification of their approval by the Dean, Provost, and President of the University.

#### B. Approval of additional specifications of policies and procedures for the College

1. The College's *ad hoc* Rules Committee shall also submit a document setting forth *Policies and Procedures* specific to the College's conduct of its affairs.
2. This document shall be effective only after it has been approved by the faculty of the College.

3. The process by which such shall be approved is as follows:

- a. such document shall first be presented to the Faculty Council for its approval.
- b. upon such approval, it shall be presented to all faculty of the College for approval by a vote of the eligible members of the College no sooner than ten days after being so presented.
- c. it shall be approved only if it carries by a majority vote of a quorum of the members. Such voting shall be supervised by the Faculty Council.
- d. such a *Policies and Procedures* document shall be considered enacted and in force immediately upon a certification of its approval by the Dean, Provost, and President of the University.

C. The initial election of the members of the Faculty Council

1. The inaugural members of the Faculty Council shall be elected no sooner than ten days after the approval of the *Bylaws*, and no later than thirty days following such approval.
2. The terms of four of the initial members elected by departments shall be shortened to either one or two-year terms so that two vacancies will be available in each subsequent year.
3. In order to arrange for the annual rotation of the Chair-Elect, Chair, and Past-Chair of the Faculty Council, it shall be necessary at the initial election to set up staggered terms for these positions. The initial election shall therefore include all three positions, with the Past-Chair to serve a one-year term, the Chair to serve a two-year term (the first as Chair the second as Past-Chair), and the Chair-elect to serve a three-year term (the first as Chair-elect, the second as Chair, the third as Past-Chair).
4. This inaugural election shall be supervised by the college's *ad hoc* Rules Committee.

#### **ARTICLE VII: AMENDMENT AND REPEAL**

Motion to amend or repeal these *Bylaws* shall first be approved by the Faculty Council, and then be presented in writing to all faculty of the College. The proposed amendment(s) shall be voted on by the eligible members of the College no sooner than ten days after being presented. Such voting shall be supervised by the Faculty Council. To succeed, a motion to amend or repeal must carry by a majority vote of a quorum of the members, which may be taken either at a physical meeting or by means of electronic or other written forms of balloting independent of a meeting. In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion will have passed if it receives a majority of the votes cast, and shall be considered enacted and in force immediately upon a certification of its approval by the Dean, Provost, and President of the University.