

College of Social Sciences
Bylaws and Policies & Procedures
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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 and Policies & Procedures 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 & PURPOSE OF POLICIES AND PROCEDURES

A. The Mission of the College

The College of Social Sciences at UWG is committed to excellence in teaching, scholarship and service in the interest of promoting the public good. 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.

B. Purpose of the Policies and Procedures

The following Policies and Procedures provide transparent guidelines integrating administration and faculty roles and responsibilities through a system of shared governance. In accordance with the Faculty Handbook, these Policies and Procedures also recognize faculty rights and call on the Faculty Council to represent faculty concerns and interests to the Office of the Dean.

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

The duties and responsibilities of the Dean shall be those established by the Policies and Procedures of the University of West Georgia and the Faculty Handbook.

Further, 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 college;

and coordinating the educational programs and research activities assigned to the College.

c. Evaluation

The Dean shall be evaluated in accordance with the terms specified in the Faculty Handbook.

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 Dean/s 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 Dean/s shall:

- i. Implement and assess evidence-based strategies that improve RPG
- ii. Build mutually beneficial collaborations that support experiential and service learning
- iii. Foster a culture of student engagement in programs and activities within the College
- iv. Collaborate with the Registrar's office, Advising Center, First Year Experience, and Admissions on all matters related to undergraduate education, recruitment and enrollment
- v. Handle undergraduate student affairs, including hardship withdrawals, administrative add/drop, grade appeals, transient student permission and course overloads

The Assistant Dean/s shall:

- i. Provide leadership and oversight of all non-academic administrative and support functions for the College.
- ii. Fiscal Management: Oversee the coordination, allocation, and verification funds for the College of Social Sciences Dean's office and departmental units' annual operating budgets, personal services budgets, budget amendments, and summer school budgets.
- iii. Human Resources: Oversee all aspects of HR Management for the Dean's office and many aspects for College. Ensure personnel actions adhere to university policy and make decisions as necessary.
- iv. Office Management: Oversee day-to-day operations of the Dean's office
- v. Facilities: Serve as lead for all COSS facilities requests, including offices, classrooms; liaison with Campus Planning and Facilities
- vi. Technology: Prepare advanced to complex reports for the Dean's office, coordinate technology for the College

- vii. Strategic Planning: Collaborate with Associate Dean, Dean, and faculty with strategic planning (financials) for the College of Social Sciences

c. Evaluation

Associate and Assistant Deans shall be evaluated annually by the Dean of the College, soliciting input from 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 issues related to the governance of the College. In addition to these four advisory bodies, the College may establish additional advisory councils with consultation from the Faculty Council.

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, Section 6 for further specification of the composition and duties of the Faculty Council.)

c. 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.

d. The Community Relations Council

The Community Relations Council (CRC) serves as a link between the College of Social Sciences and members of the Carrollton community. The CRC's primary functions include promoting the College of Social Sciences off-campus, supporting COSS initiatives through community outreach, and working to maintain good relations through information exchange.

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

The duties and responsibilities of the Department Chair shall be those established by the Policies and Procedures of the University of West Georgia and the Faculty Handbook.

3. Evaluation

The Department Chairs shall be evaluated in accordance with the terms specified in the Faculty Handbook.

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, as well as the fundamental rights of academic freedom articulated by the American Association of University Professors. 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. Faculty members who consider these rights to be violated may appeal for their grievances to be considered by the Faculty Council of the College. Such appeal does not forfeit other rights of redress, including but not limited to appeal to the Faculty Senate and the university ombuds.

2. Faculty Workload

The duties of the faculty of the College shall be in accordance with that mandated by Article IV, Section 1.A. of the *Policies and Procedures* of the University and as further specified in the Faculty Handbook.

a. Teaching Load

The determination of each faculty member's teaching load shall be in accordance with the Faculty Handbook policy on workload. The College shall establish a workload policy in consultation with the Administrative and Faculty Councils.

b. Re-assigned Time for Research

- i. In due consideration of the value of research and professional development activity to the enhancement of the teaching mission of the university and of its value for each faculty member's teaching duties, tenure-track and tenured faculty members shall yearly have the option to petition to be considered for re-assigned time for research and professional development activity. Such determination will be made by their department chairs and subject to approval by the Dean.
- ii. Tenure-track and tenured faculty shall be granted up to three credit hours of reassigned time each semester for their research and professional development activity, when such activity should merit such reassigned time, a determination of which is made according to the annual reports for faculty prior to tenure and by the post tenure reviews for faculty who have tenure.

c. Re-assigned Time for Administrative Duties

- i. Any administrative duties performed by faculty may also be the basis for re-assigned time; these shall be determined by departmental policy with the approval of the Dean.
- ii. Faculty who are assigned by their departments to serve as a Director of a Graduate Program in which at least ten students are enrolled shall be granted at least 3 credit hours re-assigned time for administrative duties for that year.

Departments shall create written policy appropriate for their units and programs, and such policy must be shared and approved by department faculty and the Dean.

d. Semester Reassigned Time

- i. It shall be the general policy of the College to grant regular semester-long reassigned time once every seven years to tenured faculty to support the furtherance of their research and professional development agenda. In each case, such reassigned time is subject to approval by the faculty member's department Chair and the Dean.
- ii. Such reassigned time shall provide one semester in which all teaching and service duties shall be re-assigned to research and professional development activity.
- iii. A faculty member may opt instead to be granted a one-year leave, at one-half their salary, in which both semesters shall be re-assigned time entirely for research.

e. Online Teaching

- i. Recognizing the importance of online teaching to the long-term goals of the College and UWG, online teaching shall be subject to the same Teaching Load practices as in-person courses.
- ii. Recognizing the needs of online programs, faculty may elect to hold all or part of their office hours online in proportion to the mode of teaching. For online office hour purposes, “office” shall be defined as the online course space through the UWG learning management system or other equivalent system (such as, but not limited to, Google Hangout.) These “virtual office hours” must meet the time requirements in Section 209 of the Faculty Handbook.
- iii. Departments shall establish policies for the implementation of virtual office hours that are appropriate for the discipline in question and for the needs of the academic programs of the department. Department policies must be shared and approved by the department faculty, the Faculty Council, and the Dean.

3. Review and Evaluation

In accordance with procedures set forth in the *Faculty Handbook*, and in accordance with the principles established by the American Association of University Professors, faculty shall be regularly evaluated by the following means:

- a. Faculty shall be evaluated on an annual basis in accordance with the procedures defined in the Faculty Handbook.
- b. Lecturers and all instructors of record, regardless of title, that are not noted in paragraphs c., d., and e. below shall be reviewed annually in accordance with the procedures defined in the Faculty Handbook.
- c. Assistant Professors shall be reviewed during their third year in accordance with the procedures defined in the Faculty Handbook.
- d. Professors with tenure shall be reviewed every five years in accordance with the procedure defined in the Faculty Handbook.
- e. Departments shall establish standards of review appropriate for their discipline. These standards shall be provided to all faculty in the department at the start of each annual review period.

4. Promotion and Tenure

- a. All applications by faculty for tenure and/or promotion will be evaluated by their tenured department colleagues, their department chair, the College’s Promotion and Tenure Advisory Committee, and the College Dean, according to the procedures set forth in the university’s *Faculty Handbook*.
- b. The College’s Promotion and Tenure Advisory Committee shall be charged as follows:
 - i. Purpose

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.

ii. Composition

One faculty from each academic department of the College, elected by their department, and one faculty elected by the College at large. All members of the committee must be tenured faculty. Department chairs are not eligible to serve, nor are any faculty members whose application for tenure or promotion would come before the committee during their term of service. Members may not serve more than one term consecutively unless there are no other faculty in their department eligible to serve. 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. *If no member of the Promotion & Tenure Advisory Committee from the department of a candidate can be present at the meeting, or is eligible to serve on the committee, and the departmental representative is outside the discipline, then the department faculty may elect a spokesperson to be available to answer questions about that candidate at that portion of the meeting in which that candidate's dossier is evaluated. Such a spokesperson would participate only in that portion of the meeting at which their department's candidate is being evaluated and would not be eligible to vote on the candidate.*

iii. Function

In the execution of its responsibility, the Committee is to weigh each application in accordance with the university criteria set forth in the *Faculty Handbook*. It should also include in its consideration any additional criteria established by the College and/or the applicant's department. To be "established," such criteria must have been already approved by the College Faculty Council and the Dean.

5. 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.

6. 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).
- viii. No more than two at-large members may be from the same department.

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
- 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 non-voting membership on the College Administrative Council. Further, the Past-Chair shall fulfill the functions of the Chair in cases where the Chair is unavailable.

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.

7. Other Committees of the College

a. 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.

b. 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.

- i. Composition:

- a. 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.
 - b. All members of the committee must be tenured faculty.
 - c. 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.
 - d. No member may serve more than one term consecutively unless there are no other members of their department eligible to serve.
 - e. 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.
- ii. Function:
 - a. 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.

ARTICLE 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 and Policies & Procedures in all cases where they are applicable and in which they are not inconsistent with these Bylaws and Policies & Procedures 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: AMENDMENT AND REPEAL

A. Procedures and Rules

1. Motion to amend or repeal these Policies and Procedures shall first be approved by the Faculty Council, and then be presented in writing or via electronic means to all faculty of the College.
2. 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.
3. To succeed, a motion to amend or repeal must carry by a majority vote of a quorum of the members.
4. A vote 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 electronic balloting window shall be a minimum of five business days. Electronic balloting may not take place in the months of May, June, or July.

5. 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.