Faculty Governance Policy of the College of Education

Instrument of Shared Governance
University of West Georgia
College of Education

Article I

Statement of Purpose

The faculty of the College of Education affirm the principle of shared governance and recognize the responsibility of the faculty and administration to govern the internal affairs of the College. This instrument establishes the procedures whereby the responsibility of shared governance shall be conducted among the Faculty Assembly, the Faculty Governance Council, the Administrative Council, and the Dean of the College of Education.

Faculty has both the right and responsibility to maintain a voice in matters affecting the College of Education. When decisions are not supported by the Faculty Assembly**,** the Faculty Governance Council, the Administrative Council, and/or the Dean of the College of Education, the members have the right to redress and/or aggrieve such actions.

Article II
Statement of Authority

These articles of shared governance have been developed to comply with state statutes, Board of Regents' policies, and University of West Georgia policies.

Article III

The Faculty Assembly

Section 1: Purpose

The faculty of the College shall have the right and responsibility to take action in matters relating primarily to the initial operation and of importance to the College. Among the powers of the College faculty shall be those of recommending structure, function, and regulation of the College of Education to the Faculty Governance Council, Dean, or the Dean's designee.

Section 2: Membership

All individuals who have faculty status and who are under contract for .75 EFT or more in the College of Education are members of the Faculty Assembly.

Section 3: Meetings

a. The College faculty shall meet at least once each semester during the academic year (i.e., Fall and Spring). The Faculty Assembly meetings are called by the Faculty Governance Council. Other meetings may be called by Faculty Governance Council, by petition of 20% of the voting membership of the College faculty to Faculty Governance Council, or by the Dean.

b. An individual faculty member, a department, Faculty Governance Council, or Administrative Council may request that an item be placed on the agenda of a Faculty Assembly meeting. Such requests for items to be placed on the agenda must be made at least five (5) business days in advance of the meeting. Requests must be submitted in writing to the Dean of the College of Education.

c. Faculty Governance Council, operating as an equal representation of each department within the College, shall make recommendations directly to the Dean on matters that pertain exclusively to the operations of the Faculty Governance Council or its Committees (i.e., Article IV). All such matters will be indicated on the respective Faculty Governance Council agenda(s), thereby allowing for input from all Faculty Assembly members.

d. The Dean of the College, or the Dean's designated representative, shall preside at meetings of the faculty of the College. The Secretary of the Faculty Governance Council shall record and make available for the College faculty minutes of each College faculty meeting. Other offices may be created as need arises. The agenda for each meeting will be approved using *Robert's Rules of Order Revised.*

e. Meetings shall be announced at least five (5) business days in advance of the meeting.

Section 4: Quorum

A quorum shall consist of 50% of the voting membership.

Section 5: Voting

a. A simple majority vote of the Faculty Assembly in the College of Education is required to approve recommendations brought before the assembly.

b. Voting shall be by voice, show of hands, or ballot. Voting may occur in-person or online (e.g., online ballot).

Section 6: Actions

All actions of the Faculty Assembly shall be in the form of recommendations to the Dean of the College. Should the Dean approve recommended actions, he or she shall inform the Faculty

Assembly at the next regular or special meeting of the actions taken to implement the recommendation(s). If any of the recommendations of the Faculty Assembly should be vetoed by the Dean, the Dean shall, no later than thirty (30) days after the original recommendation by the Faculty Assembly, submit to the Faculty Assembly in writing the reason(s) for rejecting the recommendation. If the original recommendation should be approved again by a two-thirds vote of the Faculty Assembly, a quorum being present and voting, the original recommendation shall be submitted by the Faculty Assembly to the Vice President of Academic Affairs' office for consultative purposes.

Article IV
Faculty Governance Council

Section 1: Purpose

Within the framework of the College and University statutes, and as authorized by them, the Faculty Governance Council of the College of Education shall have the responsibility for recommending policies that pertain to the functioning of the College as an academic unit of the University.

a. Specific Policy Recommendations

The Council may recommend to the Dean, Faculty Assembly, and/or Administrative Council policies and procedures including but not limited to the following:

1. Curricular matters

2. Academic freedom and responsibility of faculty

3. Faculty culture and climate

b. Other Policy Recommendations

The Council may recommend to the Dean, Faculty Assembly, and/or Administrative Council policies and procedures in these areas:

1. Budgetary matters including instructional materials and supplies, capital outlay, and travel

2. College matters and/or faculty concerns not expressly reserved by this document for deliberation by the full faculty.

3. Other non-administrative matters of interest to the faculty

Section 2: Membership

a. Representatives

This Council shall be made up of two non-administrative representatives from each department within the college, who shall be full-time faculty members who have academic rank in the College of Education, at least one of whom is tenured. Each department is free to select its representatives and alternates in any manner. The elections shall occur prior to the end of spring term.

b. Term of Office

Each member of the Council shall serve one continuous three (3) year term. The term of office begins at the beginning of each fall semester. Any faculty member of the College having just completed a full term as a representative may not succeed themself.

c. Alternates

All representatives must have a selected alternate designated from their department who meet the qualification of membership. Such alternates shall have full participation and voting rights within the Council when substituting for their representatives.

d. Administrative Representation

The Dean of the College of Education or the Dean's designee shall be a non-voting member of the Council.

Section 3: Officers

The officers of the Council shall be Chair, Vice-Chair, Secretary, and Coordinator for College of Education Committees.

a. Duties

1. Chair

a. The Chair shall be elected by a majority vote of the existing Council at the last Faculty Governance Council meeting of the academic year.

b. The Chair shall preside at regular and called meetings of the Council.

c. The Chair, along with the Vice-Chair, shall develop all agendas for meetings.

d. The Chair represents a department and, therefore, is eligible to vote as a regular representative.

e. The Chair shall distribute copies of the minutes of the previous meeting and the agenda of the next meeting to all members of the Council at least five (5) business days in advance of the regular meeting.

f. The Chair shall handle all necessary Council communications and correspondence.

g. The Chair shall consult with the Dean of the College of Education and the Administrative Council on relevant issues.

h. The Chair shall receive proposals for curriculum additions, deletions, and modifications and distribute the materials to Council.

i. The Chair shall record Council action on curriculum submissions.

2. Vice-Chair

a. The Vice-Chair shall be elected by a majority vote of the newly elected Council by the first meeting of the academic year.

b. The Vice-Chair shall preside at any and all regular or called meetings in the absence of the Chair.

c. The Vice-Chair represents a department and, therefore, is eligible to vote as a regular representative.

d. The Vice-Chair shall have the responsibility of verifying minutes prior to distribution.

e. The Vice-Chair shall assist the Chair in developing the agenda for meetings.

3. Secretary

a. The Secretary shall be elected by a majority vote of the newly elected Council by the first meeting of the academic year.

b. The Secretary shall record and make available for Council members and the College of Education faculty minutes of each meeting of the Faculty Governance Council.

c. The Secretary shall record and make available for Council members and the College of Education faculty minutes of each meeting of the College of Education faculty.

4. Coordinator for College of Education Committees

a. The Coordinator for College of Education Committees shall be elected by a majority vote of the newly elected Council by the first meeting of the academic year.

b. The Coordinator for College of Education Committees shall compile, maintain, and make available a list of current membership, officers, and charges for College Committees.

c. The Coordinator for College of Education Committees shall notify department chairs or the designated official of committee vacancies.

d. The Coordinator for College of Education Committees shall collect and make available annual reports from College Committees.

b. Election of Officers

1. Chair

The Chair shall be elected by a majority vote of the existing Faculty Governance Council at the last meeting of the academic year. Only tenured faculty are eligible to serve as the Chair. In the event that no tenured faculty members are available, two non-tenured faculty may serve.

2. Vice-Chair, Secretary, and Coordinator for College of Education Committees

The Vice-Chair, Secretary, and Coordinator for College of Education Committees shall be elected by a majority vote of the newly elected Council at the first meeting of the academic year.

c. Terms of Office

1. Chair

The Chair, a full-time tenured faculty member, is elected for one year and may not succeed themself.

2. Vice-Chair

The Vice-Chair is elected for one year and may not succeed themself.

3. Secretary and Coordinator for College of Education Committees

The Secretary and Coordinator for College of Education Committees are elected for one year and may be re-elected to the position.

Section 4: Meetings

a. Regular Meetings

The Council will meet at least once each month during the academic year.

b. Called Meetings

1. The Chair may, if the chair deems it necessary, call meetings after providing seven (7) days prior notice including an agenda.

2. The seven (7) days' notice may be waived if voted on and passed by a majority of the Council.

3. The Council may vote to have a called meeting at its discretion.

4. In lieu of a face-to-face called meeting, the Council may review and vote on matters via an online format. The determination to utilize an online review and voting format must be approved by a majority of the Council.

c. Procedures

1. All Council meetings are open to all administrators and faculty. The Council and its committees may request the help or presence of any faculty member or student who it deems necessary.

2. Meetings will be conducted based on Council consensus.

3. An individual faculty member, a department, Faculty Governance Council, or Administrative Council may request that an item be placed on the agenda for Faculty Governance Council meeting. The Chair of Faculty Governance Council shall determine if there is sufficient time to review the item at the next meeting or if the item will need to be discussed at the next available meeting time. Such requests for items to be placed on the agenda must be made seven (7) business days in advance of the meeting. Requests must be submitted in writing to the Chair of the Faculty Governance Council.

Section 5: Quorum

A quorum will consist of more than 50 % of the voting membership of the Council.

Section 6: Voting

A simple majority vote of the Faculty Governance Council is required to approve recommendations brought before the assembly.

Section 7: Actions

a. All actions of the Faculty Governance Council shall be in the form of recommendations to the Dean of the College. Should the Dean approve these recommendations, the Dean shall inform the Council at the next regular or special meeting of the actions taken to implement these recommendations. If any recommendations of the Council should be vetoed by the Dean, the Dean shall, no later than thirty (30) days after the original recommendation by the Council, submit to the Council in writing the reason(s) for rejecting the recommendation. If the original recommendation should be approved again by a two-thirds vote of the Council, a quorum being present and voting, the original recommendation shall be submitted by the Council to the College of Education Faculty Assembly. If two thirds of the Faculty Assembly, present and voting, approves the original recommendation of the Faculty Governance Council, then the Faculty Assembly takes the original recommendation to the Vice President for Academic Affairs' office for consultative purposes.

b. Twenty percent of the Faculty Assembly may petition to the Council for a vote on action taken by the Council. Such a petition should carry a rationale or alternative statement, when feasible, for consideration and be presented to the Council Chair. A majority vote of the Council will determine if a Faculty Assembly vote is needed by ballot (paper or online) or called faculty meeting. If a majority of the Faculty Assembly approves the original action of the Council, determined by a 51% or higher affirmative vote by the voting membership of the Faculty Assembly, then Faculty Governance Council could take the action to the Dean for consideration. If two-thirds of the Faculty Assembly, determined by a 51% or higher affirmative vote by the voting membership of the Faculty Assembly, disapproves the original action of the Faculty Governance Council, then the Faculty Assembly could take the original action to the Dean in the form of a recommendation. The Faculty Assembly would then follow procedures as outlined in Article III, section 6.

Section 8: Committees and Task Forces

a. Definitions
   1. A committee shall be defined as a body of faculty who meet to inform policy and procedures that affect the College of Education.

   2. A task force shall be defined as a body of faculty who meet to accomplish specific assigned tasks designated by the Council or the Dean's Office that do not inform policy or procedures that affect the College of Education.

b. Committees reporting to Faculty Governance Council may include, but are not limited to, the following: (a) Faculty Development, Mentoring, and Retention Committee and (b) Personnel Committee

c. The Committee Chairs for Faculty Development, Mentoring, and Retention and Personnel shall be elected by a majority vote of the existing Committee members at

the last Committee meeting of the academic year. The name of the Committee Chair for the following academic year shall be reported to the current Chair of Faculty Governance Council prior to the spring grade submission deadline.

d. Each member of the Faculty Development, Mentoring, and Retention and Personnel Committees shall serve one continuous two (2) year term. The term of office begins at the start of each fall semester.

Task Forces

a. Task Forces reporting to Faculty Governance Council or the Dean's Office may change as needed to address topics such as convocation, awards, scholarship, diversity, and safety, as well as other topics deemed appropriate by the Faculty Governance Council or requested by the Dean.

Committee Chair Responsibilities

a. The Chair of each committee is responsible for calling regular meetings, keeping a record of meeting proceedings, and providing an annual summary using the respective templates provided by the FGC to the Coordinator for College of Education Committees.

Article V

Administrative Council

Section 1: Purpose

The Administrative Council provides advice to the Dean on all aspects of the operation of the College of Education. The Council is concerned with facilitating the mission and vision of the College; administering, leading, and managing activities of the College; developing and enhancing policies; and disseminating information to, as well as seeking information from, the faculty and staff of the College.

Section 2: Membership

The Administrative Council is composed of the Chairs of the academic departments, the Dean, Associate Dean, and others (at the discretion of the Dean).

Section 3: Meetings

a. The Council generally meets weekly and at the discretion of the Dean, who chairs the Council.

b. An individual faculty member, a department, or Faculty Governance Council may request that an item be placed on the agenda for an Administrative Council Meeting. Individual faculty members and any department as an entity must make requests through their department chair who will then forward the request to the Dean of the College of Education. The Faculty Governance Council may make a direct request to the Dean of the College of Education. Such requests to the Dean of the College of Education for items to be placed on the agenda must be made at least five (5) business days in advance of the meeting.

Section 4: Voting

The Council works to develop consensus on issues rather than using more formal arrangements (e.g., *Robert's Rules of Order Revised).*

Section 5: Actions

a. Actions of the Administrative Council shall be made either in the form of recommendations to the Dean of the College or through consensus decision-making with the Dean.

b. Representatives of each department on Administrative Council will inform the faculty at the next regular or special department meeting of any recommended actions made by Administrative Council to the Dean or recommended actions made by Administrative Council with the Dean.

c. Twenty percent of the Faculty Assembly may petition to the Faculty Governance Council for a vote on action(s) made by the Administrative Council to the Dean or with the Dean. Such a petition should carry a rationale or alternative statement when feasible for consideration and be presented to the Council Chair. A majority vote of the Council will determine if faculty vote is needed by ballot (paper or online) or called faculty meeting. If two-thirds of the Faculty Assembly, determined by a 51% or higher affirmative vote by the voting membership of the Faculty Assembly, approves the original action of the Administrative Council and the Dean, then the original action would be returned to Administrative Council and the Dean for consideration. If two-thirds of the Faculty Assembly, determined by a 51% or higher affirmative vote by the voting membership of the Faculty Assembly, disapproves the original action of the Administrative Council and the Dean, then the Faculty Assembly could take the original action back to the Dean for reconsideration. The Dean and the Faculty Assembly would then proceed with steps as outlined in Article III, Section. 6.

Article VI

Dean of the College of Education

As Head of the College the Dean has the ultimate responsibility and authority for the College of Education as outlined in the University Policies and Procedures. The Dean or the Dean's designee shall preside at Faculty Assembly and Administrative Council meetings. The Dean, or the Dean's designee, shall work collaboratively with Faculty Governance Council to address and resolve issues related to curricular matters, academic freedom and responsibilities of faculty, and faculty culture and climate.

Section 1: Committees Reporting to the Dean

The Dean of the College may establish committees as needed.

Section 2: Actions

All actions related to policy changes of committees reporting to the Dean shall be in the form of recommendations to the Dean of the College. Should the Dean approve these recommendations, he or she shall inform the Committee at the next regular or special meeting of the actions taken to implement these recommendations. If any recommendations of the Committees should be vetoed by the Dean, the Dean shall, no later than thirty (30) days after the original recommendation by the Council, submit to the Committee in writing the reason(s) for rejecting the recommendation. If the original recommendation should be approved again by a two-thirds vote of the Committee, a quorum being present and voting, the original recommendation shall be submitted by the Committee to the College of Education Faculty Assembly. If two thirds of the Faculty Assembly, determined by a 51% or higher affirmative vote by the voting membership of the Faculty Assembly, approves the original recommendation of the Committee, then the Faculty Assembly takes the original recommendation to the Vice President for Academic Affairs' office for consultative purposes.