

Proposed: THE BYLAWS
OF THE ARMSTRONG ATLANTIC STATE UNIVERSITY
FACULTY SENATE

ARTICLE I. Senate Jurisdiction

The AASU Faculty Senate shall make, subject to the approval of the President of the University, statutes, rules, and regulations for the joint effort of governance; provide such committees as may be required to support governance; prescribe academic regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules and regulations made by the Faculty Senate shall be filed with the Chancellor of the University System of Georgia. The Faculty Senate shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the President of the University (BOR Minutes, 1986-87, p. 333).

ARTICLE II. Duties of the Senate

SECTION A. Coordinate the activities of the Standing Committees of the Senate by appointing faculty to these committees and by responding to recommendations from these committees.

SECTION B. Advise the President of the University regarding overall allocation of resources in pursuit of the needs of students, the quality of their instruction, and the academic curriculum.

SECTION C. Monitor and make recommendations on the development of policies affecting the welfare of faculty.

SECTION D. Monitor and make recommendations on the development of policies affecting the academic mission of the university.

SECTION E. Act upon recommendations, institutional objectives, or other matters that shall be brought before it by Senators, Senate committees, the President of the University, vice presidents, or individual faculty members, and make recommendations to the President of the University.

SECTION F. Maintain a Faculty Senate website for regular and effective communication with the faculty. This website will include, but not be limited to, the following:

1. all agendas and minutes of Faculty Senate meetings
2. minutes of meetings of all Senate committees
3. recommendations from the Faculty Senate to the President of the University, and the President's responses to these recommendations
4. bills of the Senate and a record of their resolution, including a record of votes
5. the annual report of the Senate
6. a discussion board to allow faculty members to comment on Senate agenda items and actions

7. a resource page for university and system policies
8. links to appropriate online resources
9. the constitution and bylaws of the Faculty Senate
10. record of the amendments to the constitution and bylaws.

SECTION G. Monitor and update the constitution and bylaws of the Faculty Senate.

SECTION H. Monitor, review, and develop policies and procedures related to the curricular and co-curricular activities of students; these areas shall include:

1. admissions, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation
2. other aspects of student life as may be necessary and appropriate for the maintenance of high educational standards.

SECTION I. Report approved motions of the Faculty Senate to the President of the University in the form of recommendations, according to the following procedures:

1. Recommendations will be made in printed format and will be signed by the President of the Senate.
2. The President of the University will be invited to respond to these recommendations within thirty days.
3. The President of the University may approve, veto, remand to the Senate, or otherwise defer action on a Senate recommendation.
4. If a recommendation to the President of the University is vetoed, remanded, or otherwise deferred, the President will, through a written response, provide the Senate with the reason(s) for such action.
5. In response to a veto, the Senate may, accept the President's veto, or by a majority vote, revise and resubmit the recommendation, or by a two-thirds majority vote, resubmit the recommendation unchanged.
6. Following discussions with the President of the University, if no acceptable resolution can be reached, the Senate President, following an additional affirmative vote by a two-thirds majority of the Senate, may submit an appeal to the Board of Regents under Board of Regents Bylaws, Article VIII, with the understanding that the Board may choose not to hear the matter or address it further.

ARTICLE III. Membership of the Senate

SECTION A. Senators will be nominated and elected at the departmental level.

SECTION B. There will be forty Senators. Apportionment will be calculated using the Hill/Henderson formula with each department being represented by at least one Senator. For purposes of apportionment, the Library will be considered a department. Apportionment shall be based on the number of "Voting Members of the Faculty," as defined in Article I, Section C of the Constitution of the Faculty Senate on September 15 in the year of apportionment.

SECTION C. Every five years or upon the creation or deletion of a department, the Senate's Constitution and Bylaws Committee shall review the composition of the Senate. As a result of

this review, the committee may recommend a reapportionment of the forty seats to the Senate and propose a plan for modifying the length of terms to maintain appropriate representation during the period of redistribution.

SECTION D. Because of the responsibility attendant upon membership in the Senate, department chairpersons shall make every effort to arrange schedules to permit attendance of Senators at regular meetings of the Senate.

ARTICLE IV. Duties and Privileges of Senators

SECTION A. Senators shall have full privileges of the Senate, including but not limited to the following: rights to introduce resolutions, make motions, vote on motions, call for additional meetings, and other privileges as defined in the most current edition of *Robert's Rules of Order*.

SECTION B. Senators are required to attend all Senate meetings and to take part in the Senate's committee work assigned by the President of the Senate.

SECTION C. A Senator who is unable to attend a meeting must notify the Secretary of the Senate. That Senator's academic department will send the elected alternate, who will have full voting privileges. In such cases, because the department is represented, the Senator's absence will be considered "excused."

SECTION D. More than two unexcused absences per year from Senate meetings will be communicated to the Senator's department.

SECTION E. Senators will bring forth the concerns of their respective departments.

SECTION F. Senators will make regular reports of Senate actions to their departments' faculties.

ARTICLE V. Election of Senators

SECTION A. Senators shall hold office according to the following terms:

1. Senators shall be elected for a three-year term. Each department shall elect an alternate for each Senator with each alternate elected for a three-year term.
2. During the first three years of the Faculty Senate, staggered elections will be held so that one-third of the Senators will be newly elected each year.
3. Following a three-year wait period, Senators may be re-elected for another three-year term.
4. If a Senator is transferred from one academic department to another or is reassigned to an administrative position during his or her term of office that Senator's term shall end as of the date of the transfer.

SECTION B. By January 15 of each year, the Senate Elections Committee shall inform university departments of (1) the names of Senators whose terms will expire during the current academic year, and (2) any changes in apportionment as stated in the bylaws.

SECTION C. Department heads shall report the results of elections to the Senate Elections Committee not later than March 1 of each year.

ARTICLE VI. Duties and Responsibilities of the Officers of the Senate

SECTION A. The President shall

1. chair the Steering Committee of the Senate
2. sign the official copies of all Senate actions and communicate all formal actions to the President of the University
3. serve as the official representative of the faculty at university functions
4. appoint committees
5. form ad hoc committees
6. assign specific duties to officers of the Senate.

SECTION B. The Vice President shall

1. assist the President as a member of the Senate Steering Committee
2. schedule rooms needed for meetings of the Senate.

SECTION C. The Secretary shall

1. collect, publish, and distribute the agendas and approved minutes of the Senate and committees
2. create other documents on behalf of the Senate
3. maintain and ensure the accuracy of the information on the Senate website
4. take minutes and keep attendance records for all meetings of the Steering Committee and the Senate
5. notify departments of unexcused absences of Senators
6. keep records of all proceedings and file all committee reports
7. keep the Senate's official membership roll and call the roll where it is required
8. assign a number to each bill or resolution.

SECTION D. The Parliamentarian shall

1. ensure that Senate meetings are conducted in accordance with the most current edition of *Robert's Rules of Order*, the constitution, and the bylaws of the Faculty Senate
2. ensure that a quorum is maintained during Senate meetings
3. monitor Senate voting procedures for accuracy.

ARTICLE VII. Election of Officers

The Elections Committee will develop a slate of officers by April 1 of each year. Senators may make nominations to the Elections Committee. Senators-elect are eligible for nomination.

Senators who are completing the last year of their terms are not eligible for nomination to Senate office.

ARTICLE VIII. Faculty Senate Meetings and Procedures

SECTION A. The Senate shall meet regularly in accordance with the following:

1. The Steering Committee shall determine the meeting schedule that will be provided to the faculty at the beginning of each academic year. Minutes of Senate meetings shall be made public no later than seven calendar days following Senate approval.
2. The Senate shall meet in open session, in space adequate for visitors, at least four times per semester during the academic year.

SECTION B. Except as determined by majority vote of the Senators (in which case the Senate would be in executive session, in accordance with *Robert's Rules of Order*), all meetings of the Senate shall be open for members of the general faculty to attend.

SECTION C. Faculty or staff members who are not Senators may be recognized to speak to specific agenda items at the discretion of the presiding officer.

SECTION D. Members of the faculty, individually or collectively, or through campus committees, are encouraged to submit items for consideration for the Faculty Senate meeting agenda to their elected representative or directly to the Steering Committee.

In addition, members of the Faculty Senate may raise suggestions for agenda items from the floor during meetings of the Faculty Senate.

SECTION E. Special Meetings of the Senate

Special meetings may be convened only to consider an item or items specific to the published purpose of the meeting. Typically such a meeting may be called to discuss any important matter that may arise between regularly scheduled meetings or that requires immediate action by the body before the next regularly scheduled meeting. Notice of the meeting must be published at least three working days before the meeting. Only business stated in the call for a special meeting may be transacted.

ARTICLE IX. Committees of the Senate

Each committee will develop a set of bylaws, have them approved by the Constitution and Bylaws Committee, and keep these bylaws current. Each committee shall conduct its business in accordance with *Robert's Rules of Order*. With the exception of the Steering Committee as noted below in Article IX, Section A, each committee shall elect a chair person from its voting membership.

Each will establish a schedule for meetings and submit it to the Secretary of the Senate.

SECTION A. Steering Committee

Charge: The President of the Senate shall convene a Steering Committee with the primary responsibility to facilitate the administration of the Senate.

Duties: The Committee sets the agenda for meetings. The committee meets with the President of the Senate before each regular meeting to determine the agenda. The agenda as agreed upon by the committee shall be sent by the Secretary of the Senate to the faculty prior to each meeting.

Membership: Membership is composed of the officers of the Senate. In addition, one Senator each from the College of Arts and Sciences, the College of Education, the College of Health Professions, and the School of Computing shall be appointed by the President of the Senate. The appointed members shall be confirmed by the Senate at its first meeting in the fall. The Parliamentarian shall serve as an *ex officio*, non-voting member. The President of the Senate shall chair this committee.

SECTION B. Elections Committee

Charge: This committee shall develop the nominations and election processes.

Duties: This committee shall

1. solicit nominations and accept nominations
2. determine willingness to serve
3. prepare slates of nominees
4. conduct university wide elections for the Standing Committees of the Senate
5. conduct elections for the Senate Committees
6. manage the election process
7. announce the results of elections
8. have the authority to call special elections.

Membership: The Elections Committee shall consist of five Senators elected by the Senate. No member of the Elections Committee can be nominated for Senate office.

SECTION C. Committee on Committees

Charge: The committee will regularly review the charge of each committee of the Senate to keep it up-to-date and effective.

Duties: The Committee assures that the work of each committee is consistent with its bylaws. The Committee can propose changes to committee bylaws and inform the Senate of any change(s) in committee structure. This committee has the responsibility to propose revise, or eliminate Senate committees and standing committees of the Senate. The Senate must approve any changes in committees' bylaws.

Membership: The Committee on Committees shall consist of four Senators elected by the Senate.

SECTION D. Constitution and Bylaws Committee

Charge: The Committee shall annually review the Constitution and Bylaws of the Senate and make recommendations for changes to the Senate.

Duties: This committee will review and make recommendations on the bylaws of each Senate committee and each Standing Committee of the Senate. Proposals for changes to the Constitution of the Senate and/or the Senate's bylaws must be reviewed by this committee.

Membership: The Committee on the Constitution and Bylaws shall consist of three Senators elected by the Senate.

ARTICLE X. Operational Framework for Standing Committees of the Senate

SECTION A. Standing Committees serve as agents of the faculty and its Senate and also as prime contributors of information and recommendations to the Senate. Committees will provide agendas at least five working days before a meeting and file approved minutes of each meeting with the Secretary of the Senate. Committees may be charged further by the President of the Senate for special reports on prescribed subjects.

SECTION B. Each committee will develop a set of bylaws, have them approved by the Constitution and Bylaws Committee, and keep these bylaws current. Each committee shall elect a chair person from its voting membership and conduct its business in accordance with *Robert's Rules of Order*.

SECTION C. All committees are charged to report to the Faculty Senate in writing at least once annually.

SECTION D. A committee may divide itself into working subcommittees in performing its duties and may appeal to the President of the Senate for the establishment of task forces, study panels, and the like to expedite its work.

SECTION E. In the conduct of its business, a committee may hold hearings and forums as well as joint meetings with other committees.

SECTION F. Members of the Standing Committees shall be elected according to procedures established by the Elections Committee. Faculty members are elected to committees for terms of two years, unless otherwise specified in the bylaws of the committee, and terms will be staggered so as to ensure satisfactory continuity. Faculty members shall not serve for more than two consecutive terms on any one committee.

SECTION G. The Elections Committee will solicit nominations of Senators and conduct elections of Senators who will serve on standing committees. One Senator shall serve on each standing committee. The Senator will be a voting member of the committee but will not serve as the chair.

SECTION H. Where committee structure provides for student membership, student members shall be elected by the Student Government Association for one-year terms. They shall be voting members of the committees.

ARTICLE XI. Standing Committees of the Senate

SECTION A. Faculty Welfare Committee

Charge: The Faculty Welfare Committee will protect the welfare of the faculty and promote a sense of faculty community.

Duties: The committee shall consider issues and proposals related to faculty welfare. The committee shall be involved in issues of policy and shall not consider individual cases. The Committee shall make recommendations to the Senate for either information purposes or for action.

The committee will make recommendations to the Senate concerning faculty evaluation policies and procedures.

The committee shall also promote various intellectual, social, and recreational activities that foster a sense of faculty community.

Membership: The committee shall be composed of five faculty representatives with one from the College of Arts and Sciences and the Library, one from the College of Education, one from the College of Health Professions, one from the School of Computing, and one at-large member. At least one member must hold graduate faculty status.

SECTION B. Student Success Committee

Charge: The Student Success Committee shall recommend policies on recruitment, admissions, advisement, and retention. It will recommend award recipients for scholarships.

Duties: The committee shall

1. define and evaluate advisement goals, objectives and procedures
2. evaluate the relationship between academic advisement and retention
3. review both current and proposed policies concerning advisement and recommend changes to the Senate
4. identify resource needs for advisement and retention
5. develop, assess, and help to implement an annual advisement and retention plan
6. review scholarship applications compiled by the Office of Financial Aid, and recommend award recipients
7. prepare the list of candidates for graduation.

Membership: The committee shall be composed of ten faculty representatives. *Ex officio*, non-voting members are the Director of Academic Orientation and Advisement, the Director of Minority Affairs, the Registrar, the Director of the Honors Program, the Director of Financial Aid, the Dean of Enrollment Services, and the Assistant Vice President of Graduate Studies. One representative from the Student Government Association and one representative from the Graduate Coordinating Council will serve as non-voting members of this committee but will be excused during deliberations of matters relating to financial aid and scholarships.

SECTION C. Library Committee

Charge: The Library Committee will make recommendations to the Senate concerning library policies and act in an advisory capacity to the university librarian.

Duties: The committee shall review and make recommendations concerning the library budget, library allocation policies, and other new library policies. It will also help promote library-related communication throughout the university. It shall be the duty of the committee to select the winner of the Lane Library/Brockmeier Award for Outstanding Junior Faculty Member.

Membership: The committee shall be composed of six faculty members including one member from Lane Library, the University Librarian (*ex officio*, nonvoting), and one student member.

SECTION D. Research and Scholarship Committee

Charge: The Research and Scholarship Committee will promote and support research endeavors of faculty and students at Armstrong Atlantic State University.

Duties: The committee shall review and make recommendations concerning the faculty Research and Scholarship Grants, coordinate the Student Research and Scholarship Exhibition, sponsor the Faculty Research and Scholarship Magazine, determine the recipient of the Alumni Award for Distinguished Faculty Service to the Discipline, and recommend advanced academic leave.

Membership: The committee shall be composed of eight faculty members: four drawn from each college and school and four at-large members. At least one of the at-large members must hold graduate faculty status.

SECTION E. Academic Appeals Committee

Charge: The Academic Appeals Committee shall hear appeals on such matters as admission, progression, and academic dishonesty and make recommendations through the Senate to the Office of the Vice President of Academic Affairs.

Duties: Specifically, the committee shall act on readmission appeals after suspension (not to include final suspension) and appeals regarding graduation requirements. The committee will also act on issues related to academic behaviors.

Membership: The committee shall be composed of six faculty members. The Vice President for Student Affairs or his/her designee, the Vice President for Academic Affairs or his/her designee, and the Registrar will be *ex officio*, non-voting members.

SECTION F. Curriculum Committee

Charge: The Curriculum Committee shall recommend to the Senate general curricular policies affecting the undergraduate academic programs offered by the university (e.g., core curriculum, university exit examinations, etc.).

Duties: The committee shall consider all proposals for new degree programs, majors, and/or minors, and make its recommendations to the Senate for action. The committee shall review all actions of the college/school curriculum committees, and shall be the organ of the university to which any college/school or autonomous department/program may make recommendations concerning undergraduate curricular matters. The committee may also make recommendations on curricular matters to the Graduate Affairs Committee. The committee will meet two weeks before each scheduled meeting of the Senate.

Membership: The Curriculum Committee shall consist of twelve members of the faculty. No more than one member from any one department/program may serve at one time on the committee. There shall be four faculty members from the College of Arts and Sciences (including the Library), two members from the College of Education, two members from the College of Health Professions, one member from the School of Computing, and three members from the faculty at-large with no more than two at-large members from any one college/school.

SECTION G. Planning, Budget, and Facilities Committee

Charge: The Planning, Budget, and Facilities Committee shall advise the President of the University through the Senate on issues related to the budget and planning processes where they affect academic programs.

Duties: These responsibilities include recommendations concerning the strategic plan, budgeting (including long-range planning and the annual budget prior to its submission to the Board of Regents), as well as planning, development, and expansion of physical facilities when such endeavors affect academic programs.

Meeting and Reporting: The committee shall meet at least once each term and make recommendations to the Senate.

Membership: The committee shall be composed of seven faculty representatives: two from Arts and Sciences, one from the Library, one from Education, two from Health Professions, and one from Computing. At least one of the faculty representatives must hold graduate faculty status. *Ex officio*, non-voting members will be one department head, one dean, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Vice President for Financial Services.

SECTION H. Faculty Development Committee

Charge: The Faculty Development Committee will facilitate, coordinate, and oversee activities directly related to the professional development of faculty.

Duties: The committee shall help develop, maintain, and promote the services and resources provided by the university's Teaching and Learning Center; administer internal Teaching and Learning Grants for faculty; oversee the operations of the faculty associates program; sponsor and co-sponsor workshops for forums on teaching methods and on strategies for understanding, assessing, and facilitating student learning; host an annual symposium on teaching and learning; and propose, initiate, and promote other activities and services that provide a supportive environment for the professional growth and development of faculty. Oversee the awarding of the Gignilliat Summer Research Fellowship.

Membership: The committee shall be composed of seven faculty members and the director of Faculty Development. The Director of Faculty Development and a representative from Sponsored Programs shall serve as *ex officio*, non-voting members.

SECTION I. Writing Committee

Charge: The Writing Committee will promote student achievement in writing and foster campus-wide support for the principle of effective writing in all academic disciplines.

Duties: The committee shall sponsor workshops and conduct an annual campus-wide forum. These activities will address writing strategies that are generic and discipline specific. The committee will also assist the Director of the Writing Center in recruiting qualified students to serve as writing tutors and in encouraging greater faculty participation in the work of the Writing Center.

Membership: The committee shall consist of five faculty members and two students (one Honors Program student nominated by the Executive Committee of the Honors Program and one student nominated by the Director of the Writing Center. The Director of the Writing Center will serve as an *ex officio*, non-voting member.

SECTION J. International Programs and Activities Committee

Charge: The International Programs and Activities Committee will clarify, review, and implement regulations and policies regarding the quality and administration of international education programs. The committee will work with the Office of International Education, advance the development of its programs and activities, and provide recommendations regarding resource allocation for international programs.

Duties: The committee works with the faculty and student international exchange programs, study abroad programs and visiting professors and students; establishes study abroad opportunities; enhances campus global perspectives in and beyond the curriculum; improves campus and community awareness of international programs; clarify and update policies; evaluate adherence to these policies; and serve as a forum for discussing relevant administrative and resource issues.

Membership: The committee shall be composed of five faculty representatives; the campus representatives to the European, Asian, African and Americas Council of the University System

of Georgia; a member of the European Union Certificate Program; a member of the Latin-American Certificate Program; and one representative from each study abroad program. The Director of International Education shall serve as an *ex officio*, non-voting member.

SECTION K. Honors Advisory Committee

Charge: The Honors Advisory Committee will serve in an advocacy role for the Honors Program among students and faculty and aid the administration of the program.

Duties: The committee shall monitor adherence to guidelines and policies, update and clarify policies, resolve requests for exceptions to policies, and invite and review proposals for Honors Program courses.

Membership: The committee shall consist of five faculty members and one student representative. The Director of the Honors Program shall serve as an *ex officio*, non-voting member. In choosing members, attention should be paid to departments/programs and faculty members who are offering honors courses.

SECTION L. Graduate Affairs Committee

Charge: The Graduate Affairs Committee will make recommendations on graduate policies and procedures and serve as a deliberative body for matters of concern for graduate level programming.

Duties: The committee shall

1. act on behalf of the Graduate Faculty except as specified elsewhere in the Bylaws
2. develop, review, make recommendations on, and keep current policies and procedures affecting graduate level recruitment, admission, progression through programs, retention, and graduation
3. present the list of graduates for fall and spring commencements
4. receive reports from the Graduate Student Coordinating Council
5. establish and maintain the following subcommittees, and receive and act upon their recommendations:
 - Graduate Faculty Status Subcommittee
 - Graduate Student Appeals Subcommittee
 - Graduate Curriculum Subcommittee
6. report and make recommendations to the Senate regarding graduate school programming
7. report and make recommendations regarding graduate student appeals through the Senate to the chief officer of the School of Graduate Studies.

Membership: The committee will be composed of one graduate faculty member with associate or full graduate faculty status from each free-standing graduate degree program and two at-large members with from disciplines not otherwise represented. The chief officer of the School of Graduate Studies, Academic Deans (or their designees), the Advisor to the Graduate Student Coordinating Council, and a student member of the Graduate School Coordinating Council will serve as *ex officio*, non-voting members of the committee.

SECTION M: Interdisciplinary Studies Committee

Charge: The Interdisciplinary Studies Committee will establish and maintain liaisons with departments in all schools and colleges for the purposes of encouraging, promoting, and coordinating interdisciplinary studies at Armstrong Atlantic State University.

Duties: The committee will recommend policies and procedures affecting (1) the development, promotion, and scheduling of interdisciplinary courses and programs; (2) the hiring, evaluation, and promotion of faculty who teach in interdisciplinary programs; and (3) the review of student-initiated proposals for interdisciplinary programs of study.

Membership: The committee shall be composed of six faculty members, including three coordinators of interdisciplinary majors and three faculty representing interdisciplinary minors or certificates.

SECTION N: Educational Technology Committee

Charge: To review changes in technological infrastructure and University policies governing the use of technology in collaboration with other University and senate committees to insure an optimal environment for the educational use of technology, to promote the use of technology in education and to assist faculty in using technology for teaching, service and scholarship.

Duties: The committee will provide coordination and communication between/among the various University committees (such as the Committee on Information Technology) and other committees of the Senate that are involved with Technology use at AASU for the purpose of ensuring faculty awareness of technology issues related to teaching, learning, and professional development, and a faculty voice in the evolving policies related to such use. Specifically, this committee will monitor campus access to computer and related services for educational purposes for students and faculty, monitor, in collaboration with the Committee on Information Technology, University policies governing the use of technology and changes in the technology infrastructure of the University, and coordinate with the Faculty Development Committee and Teaching and Learning Center to ensure ongoing faculty development to stay current with new technology tools in teaching and learning, for online, web-enhanced and in class instruction.

Membership: The committee shall be composed of seven faculty members with particular interest and skills in the application of technology to education. A representative from Computer and Information Services shall serve as an ex officio, non-voting member.