Preamble

These Bylaws of the faculty of the Robinson College of Business are supplementary to the Georgia State University Statutes and Bylaws and the Bylaws and Policies of the Regents of the University System of Georgia. They must be read in the light of these basic governing documents of the University. To avoid duplication, many provisions of the University statutes applicable to the governance of the College have been omitted and incorporated only by reference.

Consistent with the College's mission, the college strives to operate in an atmosphere characterized by openness, inquiry, collegiality, honesty, diversity and freedom of expression. Consistent with the principles of collegiality and shared governance all meetings of all committees, except those involving personnel decisions, are open to faculty to attend. However, non members are not permitted to speak without the permission of the committee chair. Also, any member of the faculty has the right to request to appear before any committee, with the request subject to approval by the chair of the committee.
Academic Program Councils

Academic Program Councils

I. Purpose and Membership

There are two academic program councils: (1) the Graduate Program Council with responsibility for overseeing the curriculum of the College's master's and doctoral programs; (2) the Undergraduate Program Council with responsibility for overseeing the curriculum of the College's baccalaureate degree program(s).

The membership of each of the two academic program councils is comprised of a chair appointed by the Dean and four members elected from the faculty of the College. The associate dean or other Dean's designee with academic programs responsibility serves as an ex officio, non-voting member of each council.

II. Appointment of Academic Program Council Chairs

The chairs of the academic program councils are appointed by the Dean and serve for a three-year term. Prior to the appointment of a chair, the Dean will send a memorandum to the faculty inviting them to nominate themselves or other members of the faculty for the position. The Dean may also ask individual faculty members to make themselves available for appointment. The Dean will submit a proposed appointment for review and recommendation by the Executive Committee and Faculty Affairs Committee.

The conditions of appointment of the academic program council chair are recommended to the Dean by the head of the faculty member's academic unit and the associate dean or other Dean's designee with academic programs responsibility for approval prior to the start of the three-year term of appointment.

III. Election of Academic Program Council Members

Both academic program councils have four members elected from the faculty of the College. The program council chair nominates, in consultation with the associate dean or other Dean's designee with academic programs responsibility, candidates for any open council membership positions to serve three-year terms. Given the willingness of the candidates to serve, these nominations are reviewed and recommended by the Executive Committee and Faculty Affairs Committee before standing election.

At the start of this nomination process, an announcement of open council positions will be distributed to all faculty, soliciting their interest in the positions.

Nominations from the floor of the faculty meeting at which the council members are elected will also be entertained, as long as the nominee agrees to having his or her name placed in nomination.

The terms of the council members will be staggered to provide continuity. The same procedures will be used to fill the unexpired term of
IV. Responsibilities of Academic Program Councils and Council Chairs

In essence, the academic program councils and the chairs serve as the planning and research arm of the office of the Dean and the faculty of the College with respect to all matters pertaining to academic programs. The broad agenda of each program council will be determined, on an annual basis, by the council and the associate dean or other Dean's designee with academic programs responsibilities after soliciting input from the College's faculty.

The responsibilities of the academic program councils shall include the following:

Develop consistent academic goals which consider the independent and interrelated missions of the university, the college, and the academic units within the focus of the strategic plan of the college. Implement a process for review, evaluation, and recommendation of academic proposals from any of the above units which may affect the academic goals of the college. Proposals from academic units will originate with a curriculum committee in the academic unit and be approved by the faculty of the academic unit.

Develop and evaluate policies dealing with academic issues within the college on topics such as: admission criteria, graduation criteria, probation and suspension, and other academic standards. All new policies or changes in policies of this type require review and legislative approval by the faculty.

Monitor the on-going process of assessment of degree programs through reports provided by the associate dean or other Dean's designee with academic programs responsibility.

Develop and implement criteria and procedures for monitoring and reviewing solicited and unsolicited petitions for additions, deletions, or revisions of programs of study, academic unit majors, courses, and degree requirements within academic units for which degree credit is granted.

Create any required ad hoc committees (in accordance with Section VII) to study specific issues related to academic programs and policies within the jurisdiction of the program council, and to authorize research activities for internal support consistent with the implementation of any of the above issues. The recommendations of the ad hoc committees and the results of the research efforts will be reported to the appropriate program council for its consideration in deliberation of issues.

Respond appropriately to any requests or charges received from the faculty or the Dean.

Forward all recommendations through the associate dean or other Dean's designee with responsibility for academic programs to the Dean for formal review and legislative approval by the faculty as specified in Section I.C of these bylaws.

Prepare minutes of each meeting and distribute them to the Executive Committee and the Faculty Affairs Committee.

V. Committees and Groups Pertaining to Academic Programs Not Incorporated in the College Bylaws

There may be one or more groups of faculty associated with the operations of the College's academic programs at any point in time which are not formally constituted as standing committees of the College. One example is the departmental doctoral coordinators with the Director of Doctoral Programs serving as chair of the group. The policies and procedures under which such groups operate are spelled out in documents outside of these bylaws, which are incorporated in the RCB Policies and Procedures Manual and the College's Graduate Bulletin.
Academic Units

I. Definitions and Responsibilities

The definition of academic unit and the duties of the head of an academic unit are described in Article X of the Statutes of Georgia State University. Academic units include schools, departments and institutes.

II. Triennial Evaluation of Heads of Academic Units

In accordance with Article X, Section 3, of the Statutes of Georgia State University:

The chair (head of academic unit) shall be evaluated by the faculty of the department (academic unit) at least every three years. This evaluation shall be conducted by the Dean who shall notify the President of the results of this evaluation which shall be used in the overall evaluation of the chair’s (head of academic unit’s) performance.

Consistent with this requirement of the University statutes, the Dean will develop policies and procedures in consultation with the Executive Committee and Faculty Affairs Committee. Policies and procedures which have been reviewed and recommended by both of these committees will be incorporated in the RCB Policies and Procedures Manual.
I. General Purpose and Relationships Among Committees

The College's five administrative committees deal with those matters which do not fall within the responsibilities of the academic program committees (Section IV) or development committees (Sections V and VI).

There are five administrative committees:

- Executive Committee
- Faculty Affairs Committee
- Planning Committee
- Promotion and Tenure Committee
- Hearings Committee

The Planning Committee is comprised of members from the Executive Committee, the Faculty Affairs Committee, and the faculty at large. It is responsible for the continuing planning and evaluation process associated with the College's long range strategic plan. The Executive Committee and Faculty Affairs Committee work in parallel to the extent that the College's major policies and procedures that are not voted on by the faculty are reviewed and approved by the Executive Committee and Faculty Affairs Committee prior to their incorporation into the RCB Policies and Procedures Manual. Minor policies and procedures reviewed and approved by the Executive Committee and Faculty Affairs Committee are made a matter of record by incorporation in the minutes of committee meetings. The Promotion and Tenure Committee reviews recommendations submitted by the academic units for the promotion and tenure of faculty, and it advises the Dean on these cases. The Hearings Committee hears both faculty appeals and allegations of student academic dishonesty that require a hearing in the College.

II. Executive Committee

MEMBERSHIP

The Executive Committee is comprised of the Dean, who serves as chair, associate dean(s) and the heads of academic units which have faculty holding contract appointments in those academic units.

RESPONSIBILITIES AND FUNCTIONS

The principle function of the Executive Committee is to advise the Dean on all administrative matters which the Dean brings before the committee for review and approval. The committee will routinely review and advise the Dean on College-level budget issues. Recommendations of the Executive Committee are advisory to the Dean. Substantive policies and procedures which are ultimately incorporated in the RCB Policies and Procedures Manual, but which do not go to the faculty for a vote, require review and recommendation of the Executive Committee.

In establishing the agenda for the Executive Committee, the Dean decides on which administrative issues will be brought to the Executive Committee for review and recommendation. For any administrative decision in which the Dean does not solicit the input of
The Executive Committee, any member of the committee may request that the administrative decision be placed on the agenda of the Executive Committee. The Dean will provide a periodic report of any requests for items to be placed on the agenda in which the Dean did not concur.

Minutes of each meeting will be distributed to all members of the Executive Committee and Faculty Affairs Committee. In addition, a copy will be distributed to each academic unit to be made available to the faculty for review. Members of the Executive Committee are expected to keep the faculty in their academic unit informed of the actions of the committee through appropriate means, such as reports at departmental faculty meetings.

III. Faculty Affairs Committee

MEMBERSHIP

The Faculty Affairs Committee is composed of a representative from each academic unit which has faculty holding contract appointments in that academic unit. Representatives are elected for a three year term by the faculty of the academic unit at the time of election of representatives to the University Senate. Members of the faculty who hold administrative appointments are not eligible to serve as representatives of an academic unit.

The Dean and the associate dean or other Dean's designee with corresponding responsibility are ex officio, non-voting members of the Faculty Affairs Committee. The voting members elect a chair to serve a one year term that starts with the summer academic term.

AGENDA FOR MEETINGS

The agenda for Faculty Affairs Committee meetings will be determined jointly by the chair of the committee and the Dean, with the chair being the final authority in deciding which items will actually be on the agenda. Items which routinely appear on the agenda will be the administrative policies and procedures previously reviewed and recommended by the Executive Committee which require Faculty Affairs Committee review and recommendation prior to incorporation into the RCB Policies and Procedures Manual. Members of the committee will be expected to bring potential agenda items to the attention of the chair. For any administrative decision in which the dean does not solicit the input of the Faculty Affairs Committee, any member of the committee may request that the administrative decision be placed on the agenda. The chair will provide a periodic report of any requests for items to be placed on the agenda in which the chair did not concur.

RESPONSIBILITIES AND FUNCTIONS

College Bylaws.

The Faculty Affairs Committee is responsible for presenting motions to the faculty to amend the College Bylaws. The committee shall entertain recommendations for amendment from individual faculty members, other standing committees of the College, and the Dean.

Other.

The Faculty Affairs Committee will advise the Dean on all matters that do not fall into the purview of the academic program: councils or development committees that are brought to the committee by the Dean. The committee will routinely review and advise the Dean on College-level budget issues. Recommendations of the Faculty Affairs Committee are advisory to the Dean. Substantive policies and procedures which are ultimately incorporated in the RCB Policies and Procedures Manual, but which do not go to the faculty for review and recommendation, require the review and recommendation of the Faculty Affairs Committee.

For any administrative decision in which the Dean does not solicit the input of the Faculty Affairs Committee, any member of the committee may request that the administrative decision be placed on the agenda of the Faculty Affairs Committee.

Minutes of each meeting will be distributed to all members of the Executive Committee and Faculty Affairs Committee. In addition, a copy will be distributed to each academic unit to be made available to the faculty for review. Members of the Faculty Affairs Committee are expected to keep the faculty in their academic unit informed of the actions of the committee through appropriate means, such as reports at departmental faculty meetings.
IV. Planning Committee

MEMBERSHIP

The Planning Committee is comprised of the Dean or the Dean's designee, two other members of the Executive Committee appointed by the Dean to serve three-year staggered terms, two members of the Faculty Affairs Committee elected from its own membership to serve three-year staggered terms, and two other members elected from the faculty of the College to serve three-year staggered terms.

Prior to the spring semester RC3 faculty meeting, the Faculty Affairs Committee will nominate two members of the faculty to serve on the committee. At the start of this nomination process, an announcement of these committee membership positions will be distributed to all faculty, soliciting their interest in the positions.

Nominations from the floor of the faculty meeting at which the members are elected will also be entertained, as long as the nominee agrees to having his or her name placed in nomination.

In order to have certain needed types of expertise represented on the Committee for its current agenda, the Dean may, with the approval of the Committee, appoint up to three additional members.

The Planning Committee is chaired by the Dean or the Dean's designee.

RESPONSIBILITIES AND FUNCTIONS

The Planning Committee is responsible for establishing a continuing planning and evaluation process to see that the College’s long run strategic plan is implemented, that the plan is monitored and periodically updated, and that progress toward achievement of program goals is periodically reported to faculty. The committee may also propose tactical plans and actions that will facilitate the College’s progress toward its strategic goals. As a result of this continuing planning and evaluation process, the committee may make recommendations to other committees in the College for their consideration and, where appropriate, the review and recommendation of the faculty. However, the Planning Committee does not substitute for the authority of the faculty, as contained in the College’s Bylaws and the Statutes of Georgia State University, to review and recommend those policies and actions required to achieve the plan which require the approval of the faculty.

V. Tenure-track Promotion and Tenure Committee and Non-tenure Track Promotion Committee

TENURE-TRACK PROMOTION AND TENURE COMMITTEE

Membership.

The membership of the Tenure-Track Promotion and Tenure Committee is comprised of a chair appointed by the Dean and four members elected from the faculty of the College.

The chair of the committee is appointed by the Dean and serves for a three-year term. Prior to the appointment of the chair, the Dean will send a memorandum to the faculty inviting them to nominate themselves or other members of the faculty for the position. The Dean may also ask individual faculty members to make themselves available for appointment. The Dean will submit a proposed appointment for review and recommendation by the Executive Committee and Faculty Affairs Committee.

The Faculty Affairs Committee nominates candidates, preferably at the rank of Professor, for any open committee membership position to serve three-year terms. Given the willingness of the candidates to serve, these nominations are reviewed by the Executive Committee before standing election. At the start of this nomination process, an announcement of these committee membership positions will be distributed to all faculty, soliciting their interest in the positions. To be eligible to serve on the committee, the faculty member must: (a) be tenured at any rank, (b) not hold an administrative appointment for which appointment approval at the University level is required (e.g., head of an academic unit or associate dean), and (c) not be under consideration for promotion in the upcoming academic year. In addition, no academic unit can have more than one member of its tenured faculty on the committee in any given year.
The election of members will be held at the spring semester faculty meeting. Nominations from the floor of the faculty meeting will also be entertained, as long as the nominee agrees to have his or her name placed in nomination and meets the criteria for eligibility to serve on the committee.

The terms of the committee members will be staggered to provide continuity. If an elected member is unable to fill his/her full term, the Faculty Affairs Committee, in consultation with the Dean, will appoint an eligible faculty member to serve until the next spring faculty meeting. The procedures described above will be used then to fill the remaining unexpired term of the elected member who is unable to serve his/her full term.

Responsibilities and Functions.

This committee will review promotion and tenure recommendations for tenure-track faculty from the academic units, which are submitted to the committee and the dean for review in accordance with promotion and tenure policies and procedures as contained in the RCB Policies and Procedures Manual.

NON-TENURE TRACK PROMOTION COMMITTEE

Membership.

The membership of the Non-Tenure Track Promotion Committee will consist of all five members of the Tenure-Track Promotion and Tenure Committee augmented by two non-tenure track faculty members, preferably with the rank of Clinical Professor. The chair of the Tenure-Track Promotion and Tenure Committee will also chair the Non-Tenure Track Promotion Committee.

The Faculty Affairs Committee nominates non-tenure track faculty candidates for any open non-tenure track committee membership positions to serve three-year terms. Given the willingness of the candidates to serve, those nominations are reviewed by the Executive Committee before standing election. At the start of this nomination process, an announcement of these committee membership positions will be distributed to all faculty, soliciting their interest in the positions. To be eligible to serve on the committee, the non-tenure track faculty member must: (a) hold at least the rank of Clinical Associate Professor, (b) not hold an administrative appointment for which appointment approval at the University level is required (e.g., head of an academic unit or associate dean), and (c) not be under consideration for promotion in the upcoming academic year. In addition, no academic unit can have more than one member of its non-tenure track faculty on the committee in any given year.

The election of non-tenure track faculty members will be held at the spring semester faculty meeting. Nominations from the floor of the faculty meeting will also be entertained, as long as the nominee agrees to have his or her name placed in nomination and meets the criteria for eligibility to serve on the committee.

The terms of the non-tenure track committee members will be staggered to provide continuity. If an elected member is unable to fill his/her full term, the Faculty Affairs Committee, in consultation with the Dean, will appoint an eligible faculty member to serve until the next spring faculty meeting. The procedures described above will be used then to fill the remaining unexpired term of the elected member who is unable to serve his/her full term.

Responsibilities and Functions.

This committee will review promotion recommendations for non-tenure track faculty from the academic units, which are submitted to the committee and the dean for review in accordance with promotion policies and procedures as contained in the RCB Policies and Procedures Manual.

VI. Hearings Committee

MEMBERSHIP

The hearings committee is comprised of one faculty member from each academic unit which has faculty holding contract appointment in that academic unit. Members must have served on the RCB faculty for at least three years. Members shall be elected for three year terms effective at the start of the summer term by the faculty of each academic unit at the time of the election of representatives to the
Allegations of student academic dishonesty.

The Hearings Committee serves as the hearings committee for resolving allegations of academic dishonesty on the part of students in accordance with the policy on academic honesty as contained in the Georgia State University Faculty Handbook.

Faculty Grievance Policy

Faculty appeals.

In accordance with Article XI, Section 25 (Other Appeals and Complaints) of the Statutes of Georgia State University, the committee shall function as a fair and impartial hearing panel for the handling of faculty complaints related to matters other than the removal of a faculty member for cause or non-renewal of faculty contract.

Hearings are conducted in accordance with the procedures contained in Article XI, Section 25 of the Statutes of Georgia State University; for ready reference, some of the provisions of this Statute are summarized below:

Before a faculty member brings a formal complaint, the faculty member must first attempt to resolve the matter informally by discussion with the respondent (person against whom the complaint is made). This informal discussion shall be initiated by the complainant within ninety (90) days of the knowledge of the consequence of event(s) upon which the complaint is based.

Because each appeal is unique, the conditions under which a given hearing will be conducted (rules, order, agenda, etc.) will be determined by the Hearing Panel (comprised of five or more members of the Hearings Committee) after consultation with the complainant and respondent and with University Counsel. The hearing shall be considered closed unless all participants agree to the contrary. The Hearing Panel will notify the complainant and respondent in writing of the conditions under which the hearing will be conducted at least ten (10) days in advance of the hearing.

A hearing will be scheduled to begin within fifteen (15) days of the notification of the rules of the hearing.

The complainant has the right to be in attendance throughout the presentation by the respondent, and the respondent has the right to be in attendance throughout the presentation by the complainant; the complainant and respondent have the right to be accompanied by counsel, have the right to call witnesses, and to question witnesses. Witnesses have the right to be accompanied by counsel. Counsels for the complainant and respondent and counsel for witnesses shall not have the right to address the Hearing Panel nor the witnesses unless requested to do so by the Hearing Panel. The Hearing Panel may have counsel throughout the proceedings.

An audio tape of the hearing will be kept at college expense. The complainant and respondent may receive one copy upon request.

Within ten (10) days of the close of the hearing, the Hearing Panel will transmit in writing, confidentially, its findings, arguments (if any), and recommendations to the Dean, complainant, and respondent by personal delivery or registered mail. Committee recommendations are not binding on the Dean. Within thirty (30) days of receipt of the final report, the Dean will transmit in writing to the Hearing Panel, to the complainant and to the respondent the Dean’s decision in reference to the formal record and the actions, if any, which will be taken. The complainant may appeal the Dean’s decision to the Provost and Vice President for Academic Affairs. The appeal must be submitted in writing within ten (10) days of receipt of the Dean’s decision. No new or additional charges may be added to the complaint.
I. Powers and Duties

The powers and duties of deans of colleges are defined in Article VIII, Section 3, of the Statutes of Georgia State University.

II. Triennial Evaluation of Dean and Associate Deans

In accordance with Article VIII, Section 2, of the Statutes of Georgia State University, an evaluation of the Dean will be undertaken by the faculty of the College every three years. This evaluation shall be conducted by the Vice President for Academic Affairs.

In addition, an evaluation of each associate dean will be undertaken by the faculty of the College every three years. This evaluation will be conducted by a subcommittee consisting of three members of the Faculty Affairs Committee, who will be elected by the Faculty Affairs Committee. All faculty in the College, including those holding administrative appointments, will have an opportunity to provide input to the evaluation. The results of these evaluations will be forwarded to the Dean.

III. Administrative Organization of the Dean's Office and the College

In accordance with Regents' Policy and GSU Statutes, the Dean is ultimately responsible for the organization of the College into both academic and non-academic units.

Proposed changes in the organization of the College involving non-academic units normally originate with the Planning Committee with subsequent review and recommendation by the Executive Committee and Faculty Affairs Committee.

Proposed changes in the organization of the College involving academic units normally originate with the Planning Committee for subsequent review and recommendation by the Executive Committee, Faculty Affairs Committee, Undergraduate Program Council, and Graduate Program Council. The recommendations of each of these committees and councils will be reported to the faculty for subsequent review and recommendation by a faculty vote.

With respect to changes in the organization of the Dean's Office, the Dean will review any proposed changes of significance with the Executive Committee and Faculty Affairs Committee prior to announcement and implementation.

IV. Faculty Administrative Appointments

The following provisions apply to faculty who are appointed to serve in formal administrative positions, such as associate dean or head of an academic unit, which require approval outside of the College.

1. Interim Appointments
In accordance with Board of Regents policy, interim appointments are made for a maximum period of one year with the possibility of renewal not usually to exceed an additional year. The recommendation of the Dean is approved by the Provost before announcement and implementation.

2. **Permanent Appointments**

The Dean appoints a search committee comprised of faculty members in accordance with policies and procedures contained in the RCB Policies and Procedures Manual. The processes followed by a search committee must also conform with University affirmative action policies and other personnel administration policies of the University and Board of Regents.
Faculty Development Committee

I. Membership

The membership of the Faculty Development Committee is comprised of a chair appointed by the Dean and four members elected from the faculty of the College. The associate dean or other Dean's designee with corresponding responsibilities serves as an ex-officio, non-voting member of the committee.

II. Appointment of Chair

The chair of the Faculty Development Committee is appointed by the Dean and serves for a three-year term. Prior to the appointment of a chair, the Dean will send a memorandum to the faculty inviting them to nominate themselves or other members of the faculty for the position. The Dean may also ask individual faculty members to make themselves available for appointment. The Dean will submit a proposed appointment for review and recommendation by the Executive Committee and Faculty Affairs Committee.

The conditions of appointment of the chair are recommended to the Dean by the head of the faculty member's academic unit and the associate dean or other Dean's designee with corresponding responsibility for approval prior to the start of the three-year term of appointment.

III. Election of Committee Members

The committee chair nominates, in consultation with the associate dean or other Dean's designee with corresponding responsibilities, candidates for any open committee membership positions to serve three-year terms. In turn, these nominations are reviewed and recommended by the Executive Committee and Faculty Affairs Committee before standing election.

At the start of this nomination process, an announcement of open committee positions will be distributed to all faculty, soliciting their interest in the positions.

Nominations from the floor of the faculty meeting at which the development committee members are elected will also be entertained, as long as the nominee agrees to have his or her name placed in nomination.

The terms of the development committee members will be staggered to provide continuity. The same procedures will be used to fill the unexpired term of an elected member who resigns from the committee.

IV. Responsibilities and Functions

The Faculty Development Committee serves as a planning and research arm of the Office of the Dean and the faculty of the College
with respect to matters pertaining to faculty development in teaching, research and service. The broad agenda of the Faculty Development Committee will be determined, on an annual basis, by the committee and the associate dean or other Dean's designee with corresponding responsibility after soliciting input from the College's faculty.

The responsibilities of the Faculty Development Committee shall include, but not be limited to, the following:

Developing and recommending to the Dean and the College faculty, and evaluating on an on-going basis, a College-wide program for student course evaluations, including evaluation instruments, policies and procedures.

Recommending programs to improve teaching, research or service effectiveness to the Dean for implementation.

Recommending to the Dean revisions in the annual faculty performance evaluation review process to improve faculty performance through planning, development and evaluation.
### Faculty Policies

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Faculty Policies
Support for Faculty Professional Development Activities

Use of Substitution Instruction

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Governance Procedures

I. Meetings of the Faculty

FREQUENCY OF MEETINGS

A regular meeting of the faculty is held once each semester of the academic year. A summer faculty meeting may be called at the Dean’s discretion.

Special meetings may be called at the Dean’s discretion and shall be called by the Dean whenever 20 percent of the voting faculty request such a meeting.

Special meetings shall be called for a specific announced purpose and the business of such a special meeting shall be restricted to the announced purpose. The announcement of special faculty meetings shall be provided to the faculty at least five working days in advance of the meeting.

AGENDA

The Dean is responsible for compiling and determining the agenda for all faculty meetings. The agenda for any regular or special meeting shall be provided to the faculty at least four working days in advance of the meeting.

Any committee chair or other faculty member who wishes to submit a motion, proposal, or other matter to the entire RCB faculty for review and formal recommendation to the Dean through a faculty vote, will first request that the Dean put the matter on the agenda for the forthcoming faculty meeting. If the Dean does not concur, then the requester can appeal the Dean’s decision to either the Faculty Affairs Committee or the Executive Committee or both. If either of these committees concurs, then the Dean will put the motion or proposal on the agenda of the next meeting. In the event the requestor fails to achieve approval of the Dean or either of these committees to put the item on the agenda, the requestor may appeal the ruling of the Dean to the RCB faculty at a faculty meeting and request that the item be placed on the agenda for a forthcoming faculty meeting. The motion shall not be debatable. If the motion is approved by a majority vote of the faculty at that meeting, the item will be placed on the agenda of the next faculty meeting. Explicitly excluded from this provision are personnel decisions (e.g., contract renewal, promotion, tenure, salary) or student decisions (e.g., grade appeals) for which exceptional cases would normally be handled through the formal appeals process of the College.

CHAIR, SECRETARY AND PARLIAMENTARIAN

The Dean shall preside as chair at all faculty meetings of the College. However, the Dean may appoint a pro tempore chair to serve at the Dean’s discretion.

The Dean shall appoint a member of the faculty to serve as secretary at faculty meetings. The minutes of each meeting shall be kept by the secretary, and copies shall be submitted to the faculty as soon as possible but prior to the next meeting.

The Dean shall appoint a member of the faculty to serve as parliamentarian at faculty meetings.
VOTING

Each faculty member shall have the right to one vote. The faculty member must be in attendance at the meeting in order to exercise the voting right. A quorum shall be 40 percent of the faculty as certified by the secretary. If a quorum count is called and a quorum is not present at a meeting at which important matters must receive timely consideration, the Dean may reschedule the meeting in accordance with the procedures for calling special meetings as outlined above.

RULES OF CONDUCT

In the absence of specific rules adopted by the faculty, the proceedings of each faculty meeting are conducted according to the latest edition of Robert’s Rules of Order. Unless otherwise specified by the faculty or by Robert’s Rules of Order, a favorable vote by a simple majority of the faculty present and voting constitutes approval.

MOTIONS PROPOSED FROM THE FLOOR

Motions proposed from the floor at any regular faculty meeting that are not within the context of an announced agenda item shall be referred to an appropriate standing committee or to an ad hoc committee for consideration unless: (a) in the opinion of the Dean, the matter is of minor consequence to the College and unanimous consent is received to consider the matter at the time, or (b) if the matter is deemed to be of significance, there is a quorum called, a quorum is present and unanimous consent is received to consider the matter. The resolution of any matter so considered requires a unanimous vote. Otherwise, it shall be referred to the appropriate committee.

II. Ad Hoc Committees

Standing committees have the power and responsibility to appoint ad hoc committees to accomplish appropriate responsibilities or functions for which the standing committee decides to delegate the task. All such ad hoc committees report their recommendations back to the standing committee for disposition.

Ad hoc committees to accomplish appropriate functions which are not the proper responsibility of any standing committee may be appointed by the Dean. Such ad hoc committees may also be appointed by the faculty as the result of motions proposed from the floor at a faculty meeting in accordance with the procedures contained in Section VII.A(6) of these Bylaws.

III. Amendments to the Bylaws

These Bylaws may be amended at any regularly scheduled or legally called meeting of the faculty by two-thirds vote of the members present. Normally, motions to amend the Bylaws will be presented by the Faculty Affairs Committee. Motions to amend these Bylaws from the floor of an RCB faculty meeting will be routinely referred to the Faculty Affairs Committee for study with a recommendation to be presented as promptly as possible by the committee at a subsequent faculty meeting.