EAST GEORGIA STATE COLLEGE
A Unit of the University System of Georgia

STATUTES

Adopted Faculty Senate August 6, 2012
Adopted by President’s Cabinet August 6, 2012
Adopted by President August 6, 2012

Amendments Adopted by President’s Cabinet July 31, 2013
Amendments Adopted by Faculty Senate August 9, 2013
Amendments Adopted by President August 9, 2013

For an up-to-date copy, go to the policies and procedures page on the EGSC website
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For an up-to-date copy, go to the policies and procedures page on the EGSC website.
ARTICLE I.
THE COLLEGE

Section A.  Nature of the Institution

East Georgia State College (the College) is a state college within the University System of Georgia.

The College is subject to the general jurisdiction of the Board of Regents and the Chancellor of the University System and shall exercise all authority conferred upon it by the Board of Regents. The term “Board of Regents,” as used in these statutes, shall mean the Board of Regents of the University System of Georgia and its executive officer, the Chancellor.

Section B.  Degrees Conferred

The College is authorized to confer the Associate of Arts degree and Baccalaureate degrees in approved academic disciplines upon candidates who have satisfied the prescribed requirements and conditions.

Section C.  Mission

East Georgia State College is an associate degree granting, liberal arts institution of the University System of Georgia providing its students access to both academically transferable programs of study and collaborative programs in occupation-related fields. The College also offers targeted baccalaureate level degrees that support the University System's initiative to expand educational opportunities. The College prepares traditional and nontraditional students for success in the global 21st century through a technologically advanced teaching and learning environment that fosters personal growth by utilizing an expanding range of resources and amenities, including an on-campus student residential option. The College also continuously engages the communities it serves through public service and cultural enrichment.

ARTICLE II.
OFFICE OF THE PRESIDENT

Section A.  College Administration and Support Offices

The executive officers of the College shall be the President and the senior administrative officers that report directly to the President in each of the following areas: Academic Affairs, Student Affairs, Business Affairs, Information Technology, East Georgia State College -- Statesboro, East Georgia State College -- Augusta, Chief of Staff/Legal Counsel, External Affairs, Facilities, Public Safety, and Auditor. See Organizational Chart attached. The President has the power and discretion to appoint additional administrative officers and to modify the Organizational Chart from time to time as necessary to the effective operation of the College.

Section B.  President's Cabinet

The President’s Cabinet is responsible to establish policies and procedures governing the management, operations, and strategic planning of the College. The Cabinet is advisory to the President and is the official policy making body in these areas at the College. Policies and procedures adopted by the Cabinet shall be maintained in the College’s Manual of Policies and Procedures as described below. The Cabinet meets at least monthly and is chaired by the President. The Cabinet consists of the senior administrators of the College in each of the following areas: Academic Affairs, Student Affairs, Business Affairs, Information Technology, East Georgia State College -- Statesboro, East Georgia State College – Augusta, External Affairs, Facilities, and Chief of Staff/Legal Counsel. The President has the power and discretion to appoint additional cabinet members and modify the composition of the Cabinet as necessary to the effective operation of the College.
Section C.  Duties of President

The President shall be elected by the Board of Regents, shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution. The President shall be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board of Regents and the Chancellor. The President

    Shall be a member of the faculty and ex officio Chair of the Faculty Senate and may preside at its meetings. The President shall be the official medium of communication between faculty and the Chancellor and between any council, senate, assembly, or other such body of the College and the Chancellor;

    Shall have a suspensory veto power over all legislation of the President’s Cabinet and Faculty Senate or other legislative bodies of the College;

    In addition to the standing committees described in these statutes, shall have power to appoint special committees to advise and assist in planning and administration of the College;

    Shall have the power to make initial appointment of faculty members and administrative employees, establish the salary of each, approve all promotions, and make all reappointments of faculty members and administrative employees, except as otherwise specified in these Statutes;

    Shall have the right and authority to grant leaves of absence and extensions of such leaves for members of the faculty for study at other institutions or for such reasons as the President may deem proper. The President shall report such leaves to the Chancellor when required by policies of the Board of Regents. The President shall obtain approval of the Chancellor or his designee whenever such approval is required by policies of the Board of Regents.

    Shall accept or allow his or her designee to accept on behalf of the Board the resignation of any employee of his/her institution;

    Shall coordinate the preparation of the annual budget and the annual report of the College for presentation, through the Chancellor, to the Board of Regents;

    Shall have such other and further powers, duties, and responsibilities as set forth in policies and procedures of the Board of Regents.

Section D.  Absence of the President

In the temporary absence of the President, the President’s function shall be exercised by the Vice President for Academic Affairs.

ARTICLE III.
POLICIES AND PROCEDURES

The policies and procedures of the College shall be contained in the College’s Manual of Policies and Procedures which shall include, but not be limited to, the Faculty Handbook, the Employee Handbook and the Student Handbook.
ARTICLE IV.
ACADEMIC ADMINISTRATION

Section A.  Vice President for Academic Affairs

The Vice President for Academic Affairs shall be appointed by the President and shall hold office at the pleasure of the President. The Vice President for Academic Affairs shall be directly responsible to the President. The duties and responsibilities of the Vice President for Academic Affairs are as follows:

Shall be a member of the faculty and the chief academic officer and an officer of general administration and shall have a coordinating function with the other officers of general administration;

Shall be responsible for the coordination of the work of the academic divisions of the College and instruction sites of instruction. The Vice President for Academic Affairs may attend the meetings of the Faculty Senate and committees of the Faculty Senate and may make such recommendations to them as will, in the Vice President’s opinion, tend to harmonize their work with the general policies of the College;

Shall study the needs of the academic Divisions and other assigned departments and off-campus sites of instruction and shall be responsible for the administration of the budget for instruction and activities related to instruction;

Shall be chief administrator of academic regulations of the College;

Shall be responsible for scheduling of all academic uses of buildings and facilities. The Vice President for Academic Affairs shall be responsible for implementing action to assure that faculty offices, classrooms, laboratory spaces, and equipment are efficiently utilized. To this end, the Vice President for Academic Affairs shall coordinate and direct the assignment of classrooms and the preparation of the schedule of classes. The Vice President for Academic Affairs shall make studies of future academic needs and shall make recommendations for changes, alterations, and additions to classrooms, faculty offices, and laboratory spaces and for the use of permanent equipment;

Shall study ways and means by which the quality of instruction may be improved and shall make recommendations to the President, the Cabinet and the College faculty through appropriate committees, or to the faculty of the several Divisions toward this end;

Shall make such statistical studies and other reports to the faculty and President as will keep them informed on academic matters;

Shall recommend to the President the appointment, reappointment, dismissal, placement, rank, promotion, tenure, and salary increases of academic personnel and shall be responsible for their development and welfare. In arriving at such recommendations, the Vice President for Academic Affairs shall consult with the Division Chairs;

Shall be responsible for securing verifications of degrees and credentials for appointments and reappointment of faculty;

Shall have available detailed records for each faculty member showing educational background, training and experience. The Vice President for Academic Affairs shall maintain a cumulative record of their publications, special achievements, honors, distinctions, membership in learned societies, and academic progress;

Shall supervise the library and supplemental academic instruction support for students;

Shall submit to the President an annual report, an annual budget for the area of instruction, and activities related to instruction; and

Shall perform such other duties as the President may from time to time assign.
Section B.  Academic Divisions

An academic Division is an administrative sub-unit of Academic Affairs organized for the purpose of giving instruction in one of the recognized areas of study and investigation. Divisions report to the Vice President for Academic Affairs. One member of the faculty holding a doctorate shall be designated as Chair of each Division. This person holds office at the pleasure of the President. The Chair may be assigned teaching responsibilities in addition to duties as Chair as deemed necessary by the Vice President for Academic Affairs.

The faculty of a Division shall be responsible for the programs of study offered by the Division. The faculty of the Division shall recommend such changes and modifications in its curriculum, as may be deemed desirable. It shall advise and assist the Division Chair in formulating and executing the educational policies of the Division. The faculty of the Division shall hold regular meetings. At all meetings of the Division, the Chair of the Division will be the presiding officer. Minutes of each meeting shall be forwarded to the Vice President for Academic Affairs no later than the third working day following the meeting.

All official requests, recommendations, and proposals by a Division shall be addressed to the Vice President for Academic Affairs in writing for action or for transmittal to appropriate persons or agencies for action.

The three academic Divisions of the College are Humanities, Social Science, and Mathematics/Science. The Chair of each Division:

- Shall direct the work of the Division; shall be responsible for the formation, in consultation with the faculty, of Divisional policies; shall be responsible for the execution of College policies insofar as they affect the work of the Division;
- Shall be responsible for the quality of instruction offered by the Division; shall consult from time to time with the faculty regarding the nature, scope, and quality of their work;
- Shall be responsible for the assignment of courses and the scheduling of classes within the Division, with the approval of the Vice President for Academic Affairs;
- Shall recommend to the Vice President for Academic Affairs appointments, reappointments, promotions, dismissals, tenure, and salary increments of members of the faculty of the Division;
- Shall maintain an interest in the work of students in the Division and shall be the official representative of the Division in all communications with the students;
- Shall be responsible for the supervision of Divisional funds, the care and use of assigned to the Division property, and the requisitioning of supplies, equipment, and other material covered by the Divisional budget;
- Shall be a member of the Academic Policies and Curriculum Committee;
- Shall direct and coordinate the preparation of such information concerning the Division as may be needed for the college’s catalog and transmit it to the Vice President for Academic Affairs;
- Shall be responsible for long-range planning and assessment for the Division according to the guidelines set forth in the Institutional Strategic Plan;
- Shall make an annual report to the Vice President for Academic Affairs on the teaching, research, and community service of the Division and on the publications, honors, and distinctions, and advanced training or degrees received by members of the faculty of the Division during the year according to the format provided by the Vice President for Academic Affairs;
- Shall submit to the Vice President for Academic Affairs an annual budget including budget priorities;

For an up-to-date copy, go to the policies and procedures page on the EGSC website.
Shall evaluate annually the performance of each member of the faculty of the Division according to the terms of their appointment, the needs of the institution and Division, and the annual performance plan agreed upon by the faculty and the Division Chair;

Shall recognize the individual responsibility of other members of the faculty of the Division for the duties required of them by their appointment, shall allow proper scope for the ability and initiative of all members of the Division, and shall direct and review the annual performance plan of each according to the format provided by the Vice President for Academic Affairs; and

Shall perform such other duties as the Vice President for Academic Affairs may from time to time assign.

Section C. Academic Departments

Whenever it shall appear that administrative efficiency and economy of operation require it, a department may be created by the President. When required by policy and procedure of the Board of Regents, the department will be reported to the Chancellor as at the time and in the manner required by policies of the Board of Regents.

ARTICLE V. STANDING COMMITTEES

Standing committees of the Faculty Senate, the Cabinet and the President are described below. In the case of position on a standing committee allocated by these statutes to a unit of the College, the head of the unit appoints a representative of that unit to serve on the committee. The unit head may appoint themselves as the representative of the unit to any standing committee.

Section A: Faculty Senate

The Faculty Senate, in addition to any action taken at Faculty Senate meetings, shall carry on its business through a structure of Standing Committees. These committees shall make recommendations to the Faculty Senate. Upon adoption by the Faculty Senate, the action of the Faculty Senate is advisory to the President.

The Standing Committees of the Faculty Senate are as follows:

1. Academic Policies and Curriculum Committee
2. Library Committee
3. Promotion and Tenure Review Committee
4. Study Abroad Committee

The purposes, functions and memberships of those committees shall be as described in the Faculty Senate Bylaws.

The Faculty Senate may from time to time create additional subcommittees and ad hoc committees as necessary and proper to carry out its purpose.

Section B: Cabinet

The Cabinet, in addition to any action taken at Cabinet meetings, shall carry on its business through a structure of Standing Committees. These committees shall make recommendations to the Cabinet. Upon adoption by the Cabinet, the action of the Cabinet is advisory to the President.
The Standing Committees of the Cabinet are as follows:

1. **Academic and Financial Aid Appeals Committee**

Purpose and Functions: The purpose of the Academic and Financial Aid Appeals Committee is to maintain standards for student readmission, issues concerning student records, and for the award and administration of student financial aid (other than scholarships) as necessary. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose, review all appeals from students regarding readmission and records, and review all appeals from students whose financial aid has been denied, modified or withdrawn. Permanent records of Committee decisions for each student are maintained by the Registrar.

Membership:
- Chair, Registrar;
- Counseling and Disability Services;
- Vice President for Academic Affairs;
- Director of Financial Aid;
- Business Affairs; and,
- One faculty member from each academic division, nominated by each division and elected by the faculty of that division.

2. **Athletics Committee**

Purpose and Functions: The purpose of the Athletic Committee is to assure that the college maintains high quality athletics programs, which enhance the learning environment of the college and maintain the excellent reputation of the college. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose, and to provide representation, guidance, oversight and information dissemination to the College concerning the athletics program.

Membership:
- Chair, Athletic Director;
- Student Affairs;
- External Affairs;
- One faculty member elected by the faculty; and,
- Student Government Association president.

3. **Auxiliary Enterprises Committee**

Purpose and Functions: The purpose of the Auxiliary Enterprises Committee is to assure that all auxiliary enterprises of the College (including but not limited to the bookstore, food services, vending, parking, transportation and health services) are operated in a manner which enhances the learning environment of the College. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose and to make suggestions to the Vice President for Business Affairs for improvement of the auxiliary enterprise operations.

Membership:
- Chair, Director of Auxiliary Services;
- One faculty member elected by the faculty; and,
- One student appointed by the Student Government Association.

For an up-to-date copy, go to the policies and procedures page on the EGSC website.
4. **Background Investigation Committee -- Employment**

Purpose and Functions: The purpose of the Background Investigation Committee (Employment) is to ensure that the college adheres to federal and state law and employment policies of the Board of Regents concerning background investigations of employees and applicants for employment. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose and to review background Investigation reports and determine the eligibility of the candidates selected for employment with the institution when questions arise.

Membership:
- Chair, Director of Human Resources;
- Vice President for Business Affairs;
- Chief of Staff and Legal Affairs; and,
- Chief of Public Safety.

5. **Background Investigation Committee – Student**

Purpose and Functions: The purpose of the Criminal Background Investigation Committee (Student) is to ensure that the College adheres to federal and state law and policies of the Board of Regents concerning background investigations of students and applicants for admission and readmission. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purposes and to review background investigation reports and determine the eligibility for admission, readmission, continued enrollment, tutoring, student teaching, study abroad, and on-campus housing.

Membership:
- Chair, Director of Admissions;
- Vice President for Student Affairs;
- Chief of Staff/Legal Counsel;
- Chief of Public Safety and
- Student Conduct Officer.

6. **Calendar Committee**

Purpose and Functions: The purpose of the Calendar Committee is to review and create the institutional calendar. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purposes, and to formulate the academic institutional calendar each year and make a recommendation to the President for its adoption.

Membership:
- Chair, Registrar;
- Academic Affairs;
- Business Affairs;
- External Affairs;
- Information Technology;
- EGSC – Statesboro; and
- EGSC – Augusta.

For an up-to-date copy, go to the policies and procedures page on the EGSC website.
7. Enterprise Risk Management Committee

Purpose and Functions: The purpose of the Enterprise Risk Management Committee is to provide oversight of the institution’s risk management activities. The functions of the committee are to recommend policies and procedures as necessary and proper to accomplish its purposes, conduct an annual enterprise risk management cycle and report key risks and recommendations to the President, and if applicable, to the University System of Georgia Office of Internal Audit or the Board of Regents. The risk management analysis includes: identify key objectives of the institution, identify, evaluate and rank key risks for each objective identified; evaluate and rank risks according to their likelihood and impact; select a small number of key institutional risks and assign a Risk Owner for each key institutional risk.

Membership:
- Chair, Chief of Staff/Legal Counsel;
- Academic Affairs;
- Student Affairs;
- Business Affairs;
- Information Technology;
- Public Safety;
- Facilities;
- East Georgia State College – Statesboro;
- External Affairs; and
- East Georgia State College – Augusta.

8. External Relations Committee

Purpose and Functions: The purpose of the committee is to assure that all communications by the College promote the strategic goals of the College and maintain the college’s excellent image and reputation. The functions of the committee are to recommend policies and procedures as necessary and proper to accomplish its purpose, create a comprehensive and widely recognized College brand by (1) establishing policy and style guidelines for the coordination of graphic images that identify or represent the College; (2) enforcing the policy and style guidelines and content for all advertisements and promotional materials, (3) serving as a clearinghouse for all publications, marketing and promotion of the College, and (4) collaborating with institutional departments to assist in College marketing efforts.

Membership:
- Chair, Director of Marketing and Community Relations;
- One faculty member elected by the faculty;
- Student Affairs;
- Information Technology;
- Business Affairs; and,
- One student appointed by the Student Government Association.
9. **External Site Committee**

The purpose of this committee is to assist in the organizational development of the East Georgia State College off site locations in Statesboro and Augusta. The function of this committee is to develop efficiencies through utilization of existing College resources, develop organizational best practices for the management and operations of the off site locations, enhance communication among various units of the college and the off site locations, and to recommend policies and procedures as necessary and proper to accomplish its purpose.

Membership: Co-Chairs are Director of East Georgia State College Statesboro and Director of East Georgia State College Augusta;

- Office of Legal Counsel;
- Member of Student Affairs;
- External Affairs;
- Distance Education;
- Director of Military Resource Center;
- Academic Center for Excellence; and,
- One faculty member from each division

10. **Housing Committee**

Purpose and Functions: The purpose of the Housing Committee is to assure that on-campus housing provided for students promotes an excellent learning environment at the College. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purposes, provide representation, guidance, oversight and information dissemination to the College as a whole concerning the College’s housing program, and make recommendations concerning long range planning, program expansion and budgetary allocations.

Membership:

- Chair, Director of Housing;
- Business Affairs;
- Facilities;
- One faculty elected by the faculty; and,
- One student appointed by the current housing residents

11. **Institutional Effectiveness Committee**

Purposes and Functions: The purposes of the Institutional Effectiveness Committee are to assure that the institution’s strategic plan accurately reflects the long-term direction of the institution and that the institution maintains a systematic method of assessing its progress towards its strategic goals and a method of adjusting its policies and activities based on assessment. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purposes, recommend means for evaluating achievement and, with the assistance of the Director of Institutional Research, administer the Institutional Strategic Plan.

Membership:

- Chair, Director of Institutional Research;
- Academic Affairs;
- Business Affairs;
- Information Technology;
- EGSC - Statesboro;
- External Affairs; and,
- One faculty member elected by the faculty

12. **Institutional Review Board**
Purpose and Functions: The purpose of the Institutional Review Board (IRB) is to review and evaluate requests by third-party principal investigators to the institution and/or its students for participation in scholarly research studies involving human subjects. The functions of the IRB are to recommend policies and procedures as necessary and proper to accomplish its purpose, and to review the requests to participate, gather additional information as needed to properly consider such request, and render decisions on participation.

Membership:
- Chair, Director of Institutional Research;
- One faculty member from each academic division nominated by each division and elected by the Faculty; and
- One representative external to the institution.

13. Judicial Committee

Purpose and Functions: The purposes of the Judicial Committee are to maintain standards for student behavior and academic honesty as necessary to assure an excellent learning environment and to provide any student who is determined to have violated the Student Code of Conduct an avenue for due process consideration of the violations of which they are accused. Its function are to recommend policies and procedures as necessary and proper to accomplish its purpose, and to establish and maintain faculty/student hearing panels to hear individual cases as provided in those policies and procedures.

Membership:
- Chair, Director of Student Conduct;
- Academic Affairs;
- Two faculty members elected by the faculty; and,
- One student appointed by the Student Government Association.

14. Scholarship Committee

Purpose and Functions: The purpose of the Scholarship Committee is to formulate and maintain standards for the award and administration of scholarships as necessary to maintain an excellent learning environment. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose, evaluate applications received for scholarships based on criteria recommended by the committee, and make recommendations concerning worthy recipients for these scholarships.

Membership:
- Chair, Director of Financial Aid;
- External Affairs;
- Academic Affairs;
- Business Affairs; and,
- One faculty member elected by the Faculty.

15. Student Affairs Committee

Purpose and Functions: The purpose of the Student Affairs Committee is to promote and maintain the welfare of the student body and effective and desirable faculty-student relations. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose and to develop the annual student activity budget as submitted to the Board of Regents.

Membership:
- Chair, Vice President for Student Affairs;
- Three Student Affairs Staff members appointed by the Vice-President for Student Affairs;
- One faculty member elected by the faculty; and,
- Three students appointed by the Student Government Association.

For an up-to-date copy, go to the policies and procedures page on the EGSC website.
16. Student Employment Review Committee

Purpose and Functions: The purpose of the Student Employment Review Committee is to ensure a fair allocation of student worker positions within the institution. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose and to review requests for student workers and assign workers to various departments based on need and budgetary considerations.

Membership:
- Chair, Director of Human Resources;
- Vice President for Business Affairs;
- Associate Professor of Business and Director of Institutional Research;
- Financial Aid; and,
- One faculty member elected by the Faculty.

17. Student Fee Committee

Purpose and Functions: The purpose of the committee is to ensure that all “mandatory student fees are used exclusively to support the institution’s mission to enrich the educational, institutional, and cultural experience of students”. The functions of the committee are to provide advice and counsel to the president on any institution proposals to increase mandatory fees, establish new mandatory fees, or change the purpose of an existing mandatory fee and to review the proposed budgets and make recommendations to the president regarding the adoption of the budgets.

Membership: (The committee must be comprised of at least fifty percent students and include a minimum of four students):
- Students appointed by the Student Government Association (minimum of 4, maximum 15) to include representation from each campus
- Student Government Association Advisor

The Cabinet may from time to time create additional subcommittees or ad hoc committees as necessary and proper to carry out its purposes.

Section C. President.

1. Behavioral Recommendation Team

Purpose and Functions: The purpose of the Behavioral Recommendation Team (BRT) is to provide support and behavioral response to students, faculty and staff displaying varying levels of concerning behaviors indicative of a non-emergency mental health crisis. The function of the BRT is to review reported cases and coordinate internal and external resources to develop an action plan for the student, faculty or staff. Additionally, the BRT will monitor the progress of the student, faculty or staff throughout the action plan, including regular meetings with the Student Conduct Officer, as needed. The BRT is not intended to resolve workplace disputes or classroom situations which do not present a threat of imminent harm to faculty, staff or students and which may be resolved by normal supervisory controls or use of voluntary dispute resolution mechanisms. The function of the committee is to recommend policies and procedures as necessary and proper to accomplish its purpose and to make recommendations to the appropriate resource departments on campus about action to be taken in specific cases to improve the behavioral outcome of the faculty, staff or student.

Membership:
- Chair, Director of Counseling and Disability Services;
- EGSC Counselor;
- Academic Affairs;
- Chief of Staff/Legal Counsel;
- East Georgia State College – Statesboro;
- East Georgia State College - Augusta;
- Public Safety;
- Housing;
- Director of Student Conduct, and
- One faculty member elected by the Faculty.
2. Conflict Resolution Committee

Purpose and Functions: The purpose of the Conflict Resolution Committee is to provide a non-binding and voluntary mediation process for work-related disputes involving one or more of the college’s employees including student employees, faculty members and staff members. It is designed to be used only when the employee’s resort to first- and second-line supervisors has failed to resolve the conflict. If any party to the dispute chooses not to participate, this Conflict Resolution Committee is not available as a dispute resolution mechanism and the parties to the dispute shall have access to any other process applicable to that dispute as provided by the Board of Regents policy, these statutes or the Policy and Procedure Manual of the College.

The functions of the committee are to recommend policies and procedures as necessary and proper to accomplish its purposes and to hear disputes and to recommend a resolution of those disputes to the parties and the President. In the event the Committee determines it is unable to hear a particular dispute a conflict of interest, appearance of a conflict of interest or other appropriate reason, the dispute may be heard by an individual qualified as a mediator under standards established by the University System of Georgia.

Conflicts involving student matters outside the employment relationship, promotion, tenure, salary and non-renewal of contracts shall be not be appropriate for the consideration by the Conflict Resolution Committee.

Membership: The Conflict Resolution Committee shall be composed of five individuals appointed by the President on an annual basis. The committee shall include at least one faculty member, one student, one administrator and one classified employee.

3. Emergency Response Committee

Purpose and Functions: The purpose of the Emergency Response Committee is to safeguard the college community and facilities against potential threats and other situations that threaten the safety/security of the College by the establishment of procedures for communication, command-and-control, effective coordination and use of institution and community resources, in response to an actual or potential threat, disaster, or hazardous event. The functions of the committee are to recommend policies and procedures as necessary and proper to accomplish its purpose and to initiate an Operations Continuity plan for all College operations, including the review of existing policies and procedures and drafting amendments as needed.

Membership:
- Chair, President;
- Academic Affairs;
- Student Affairs;
- Business Affairs;
- Chief of Staff/Legal Counsel;
- Information Technology;
- External Affairs;
- Facilities;
- Public Safety;
- EGSC – Statesboro; and
- EGSC – Augusta.
4. Grievance Committee (formerly called Board of Review)

Purpose and Functions: The purpose of the grievance committee shall be to provide a formal method for resolving workplace disputes involving one or more of the college’s employees including student employees, faculty members and staff members. The grievance procedure is designed to be used only when the employee’s resort to first- and second-line supervisors has failed to resolve the conflict. If the parties to the dispute have elected to use the Conflict Resolution Committee described above, the grievance policy shall not be used to resolve the dispute unless the Conflict Resolution Process has been completed and the parties have failed to accept the outcome of that process.

The functions of the committee are to recommend policies and procedures as necessary and proper to accomplish its purpose and to hear disputes and to recommend a resolution of those disputes to the President.

The Grievance Committee will consider disputes under the circumstances defined in the “Grievance Policy” for faculty, staff and student employees, and the “Dismissals, Demotions and Suspensions Policy” for classified staff, as stated in the Board of Regents Human Resource Administrative Practice Manual. A grievance will not be available to dispute student matters outside the employment relationship, promotion and tenure decisions, non-renewal of contracts, performance evaluations, hiring decisions, classification appeals, challenges to salary decisions, challenges to transfers or reassignments, termination or layoff because of lack of work or elimination of position, investigations or decisions reached under the EGSC Harassment Policy, and normal supervisory counseling.

Membership: Annually, the Chair and Vice Chair shall be elected by the Faculty. The Chair and Vice Chair shall be members of each committee formed to address a specific grievance. In addition, the President shall appoint three other individuals to the committee formed to hear any particular grievance. This shall include one faculty member, one staff member and one classified employee.

5. Vision Series Committee

Purpose and Functions: The purpose of the Vision Series Committee is to advise the President and the Director of the Vision Series as needed to assure that the series continues to be a focal point for the intellectual life of the College and the community. Its function shall be to provide input concerning speakers, performers and presenters and the logistics of the series as needed.

Membership:
- Chair, Director of the Vision Series;
- President of the College;
- The Chairs of the three Academic Divisions of the College; and,
- Three – five additional members designated by the Chair upon consultation with the President and the principal donor for the series and including at least one faculty member, one student and one community member.

Section D. Minutes.

Minutes of each standing committee meeting will be kept and distributed.
ARTICLE VI.
FACULTY

Section A. Composition

The College faculty shall consist of the Corps of Instruction and those Administrative Officers holding proper academic credentials that are designated as a member of the faculty by the President. Recommendations for teaching faculty positions shall originate with the Division Chairs and shall be presented to the Vice President for Academic Affairs for consideration and approval before being submitted to the President for approval. All initial appointments, reappointments, promotions, and tenure to the Corps of Instruction shall be recommended by the Vice President for Academic Affairs and approved by the President. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

Section B. Corps of Instruction

Full-time professors, associate professors, assistant professors, instructors, senior lecturers, lecturers, part-time instructors and teaching personnel with such other titles as may be approved by the Board of Regents shall be the Corps of Instruction.

Section C. Duties of Faculty

The faculty shall be represented by a Faculty Senate, which shall be formed by the Faculty Senate Bylaws approved by a vote of at least a majority of the faculty and by the President. The Faculty Senate shall, subject to the approval of the President:

1. Make policies and procedures for its own governance;
2. In addition to any standing committees established by these statutes, create such additional committees as may be required to accomplish its purpose;
3. Recommend policies and procedures regarding admission, student conduct, academic honesty, suspension of students, expulsion of students, classes, courses of study, and requirements for graduation; and,
4. Recommend policies and procedures as may be necessary or proper for the maintenance of high educational standards.

The Faculty Senate shall also have primary responsibility for those aspects of student life which relate to the educational process.

All policies and procedures are, as required by policies of the Board of Regents, subject to the approval of the President of the institution.

Section D. Academic Processions and Regalia

Members of the faculty are expected to attend all formal academic exercises of the College. Absences from formal academic exercises must be approved by the President of the College.

Section E. Faculty Meetings

In addition to any meetings of the Faculty Senate as may be required by its Bylaws, there shall be at least one general meeting of the faculty each fall and spring semester. Further, the President or the Vice-President for Academic Affairs may from time to time call general meetings of the faculty (as defined above). All faculty shall be in attendance at any general faculty meeting unless excused by the president. Part-time instructors may attend these general faculty meetings, but their attendance is not mandatory.
Section F. Faculty Absences

Faculty members shall report for each academic semester on the date and the time published by the College. Only extreme emergencies are considered as valid excuses for not reporting on time. The Vice President for Academic Affairs must be notified as soon as possible, and in turn, will immediately notify the President. Faculty are expected to meet all classes without fail. When a faculty member must be absent, for whatever reason, the faculty member shall notify the Division Chair, and the Chair shall make arrangements to assure that classes are met. The Division Chair shall report all faculty absences immediately to the Vice President for Academic Affairs with a follow-up in writing, giving details of the absence and documentation of how the affected classes were able to be covered.

Section G. Professional Service and Growth

All faculty members are expected to develop professionally through scholarly research and study, which leads to advancing professional competence in their disciplines, improved teaching, and which may result in publication.

Section H. Academic Freedom and Responsibility

Members of the faculty are free to express, inside or outside the classroom, opinions on any matter that falls within the field of knowledge the faculty members are employed to teach, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others.

It is the faculty members’ scholarship in their disciplines which entitles them to teach. As members of a learned profession and of the academic community, faculty members have an obligation to respect the dignity of others.

Academic Freedom shall be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law. Academic Freedom is an additional assurance to those who teach and pursue knowledge, and thus, properly should be restricted to rights of expression pertaining to teaching and research within their areas of recognized professional competencies. Beyond this, expressions by members of the academic community carry no more weight or protection than accorded any other citizen under the guarantee of constitutional rights; that is, outside of one’s professional field, one must accept the same responsibility which all other individuals bear for their acts and utterances. In these cases, there is and should be no guaranteed immunity from possible criticism under the guise of academic freedom. However, when a member of the academic community speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline, but as persons of learning, faculty members should remember that the public may judge the education profession and institution by their utterances. Therefore, the faculty should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should indicate that they are not speaking for the Institution.

Personal written utterances, from members of the faculty to public officials, editors, or others shall be written on personal, not College stationery. No mention of rank or College affiliation should be made. Personal written utterances when typed on College stationery will be construed by the public as representative of the College, and therefore, should be avoided.

The universal responsibility of the teaching faculty member is effective teaching. A proper academic climate can be maintained only when members of the academic community meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and reporting promptly in all student achievements, and participating in group deliberations which contribute to the growth and development of students and the institution. All members of the academic community also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular, co-curricular, or extra-curricular. Additionally, the concept of institutional loyalty still has a proper place within the academic community to accept, honestly and with good faith, to preserve and defend the institution and its goals, without restricting the rights to advocate change.

Faculty members are also to make every effort to assure intellectual diversity in their classes, and to avoid the appearance that students who disagree with their views on matters of opinion will in any way be penalized or put at a disadvantage. Any complaint that a faculty member has violated this provision should be made in writing to the manner provided for grade appeals in the policy and procedures of the College.
ARTICLE VII.
FACULTY APPOINTMENT, TENURE, AND PROMOTION

Section A. Initial Appointment and Reappointment

All appointments and reappointments of faculty staff shall be made by the President.

Recommendations to positions on the academic faculty shall originate with the Division and shall be presented to the Vice President for Academic Affairs for transmission with the vice-president’s recommendations to the President.

The President shall notify the Chancellor of the Board of Regents of all appointments, reappointments, promotion and tenure as may be required by the policies and procedures of the Board of Regents.

Consistent with Board of Regent’s Policy, the minimum employment qualifications for faculty shall be to

1. Meet the requirements of the Southern Association of Colleges and Schools Commission on Colleges for institutional accreditation;
2. Show evidence of ability as a teacher. All applicants for both full and part-time instructional positions will provide a teaching demonstration as part of the interview process;
3. Show evidence of ability and activity in research, scholarship and/or creative activity and in all other duties as assigned;
4. Show successful experience (this may be waived in the case of those just entering the academic profession who meet all other requirements); and
5. Show desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.

Every faculty appointment shall be made on the basis of merit and the special fitness of the individual for the specific position and on other qualifications as set forth in the policies of the Board of Regents.

Section B. Promotion and Tenure of Faculty

Recommendations for promotion and tenure shall originate with the Division and shall be presented to the Promotion and Tenure Review Committee. This Committee’s recommendation is forwarded to the Vice President for Academic Affairs for transmission with the Vice-President’s recommendations to the President.

The minimum criteria used in determining recommendations for promotions in all professional ranks are:

Teaching;
Service to the institution and/or community;
Outstanding research, scholarship, creative activity or academic achievement;
Professional growth and development.

Noteworthy achievement in all four of the above criteria need not be demanded, but should be expected in at least two. A written recommendation must be submitted by the Chair of the appropriate Division to the Chair of the Promotion and Tenure Review Committee setting forth the reasons for the promotion. The faculty member’s length of service with the institution shall be taken into consideration in determining whether or not the faculty member should be promoted. However, neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.

In addition to the minimum requirements above, promotion to the rank of Associate Professor or Professor generally requires a doctorate or appropriate terminal degree. However, on a case by case basis, exceptions may be considered when the supporting evidence warrants. Promotion to the rank of Assistant Professor requires a master's degree in the teaching discipline, or, in rare cases, the equivalent of two years of full-time graduate or professional study beyond the bachelor's degree.
Promotions are based upon fully the justified and documented recommendations submitted in writing by the Division Chair, the Promotion and Tenure Review Committee, and the Vice President for Academic Affairs who then submits the same to the President for consideration.

Senior academic and administrative officers shall be appointed by the President with the approval of the Board of Regents, and they shall hold office at the pleasure of the President. Academic officers may, if qualified, hold tenure or be authorized to hold tenure in their teaching positions in accordance with the provisions of tenure provided in these statutes.

The policies concerning tenure at East Georgia State College shall be consistent with the regulations of the University System of Georgia as approved and published in the policies of the Board of Regents.

ARTICLE VIII.
TERMINATION OF EMPLOYMENT

All appointments and terminations of staff shall be made by the head of the unit of the staff member subject to the approval of the President.

The President of the College may at any time terminate any faculty member or other employee of the College for cause. Cause shall include, but is not limited to, willful or intentional violation of the policies of the Board of Regents or Policy and Procedure Manual of the College.

In addition to any reasons specified in these statutes, the policies of the Board of Regents or the College’s Policy and Procedure Manual, before the end of any employee’s contract term for any of the following reasons, employment may be terminated provided the institution has complied with procedural due process requirements:

- Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment, or prior thereto if the conviction or admission of guilt was willfully concealed;

- Professional incompetence, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;

- Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with faculty member’s performance of duty or his/her responsibilities to the institution or to his/her profession;

- Conviction or admission of guilt in a court proceeding of any criminal drug offense;

- Physical or mental incompetence as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;

- False swearing with respect to official documents filed with the institution;

- Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity.

Further causes or grounds for dismissal may be set forth in the policies of the Board of Regents or in the College’s Manual of Policy and Procedure.

Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the President, or Chief Academic Officer, or their immediate supervisor, any one of whom may discontinue the employment of such employees without cause or advanced notice.
ARTICLE IX.
GENERAL PROVISIONS

Section A. Interpretation of Statutes

All questions of interpretation of these statutes and questions of the nature and extent of their jurisdiction shall be determined by the President. The President shall settle all questions or conflict of jurisdiction that may arise between any of the legislative bodies of the College or between them and the administrative officers or the various councils or committees. From the decision of the President on such questions, an appeal may be made to the Board of Regents whenever such as appeal is allowed by the policies of the Board of Regents. If such an appeal is not provided by policies of the Board of Regents, the decision of the President shall be final.

Section B. Amendments to Statutes

Amendments to these statutes may be proposed by the Faculty Senate or the Cabinet. A proposed amendment by one of these bodies shall be effective if ratified by a majority of the other body and approved by the President.

Section C. Retention of the Power of the Board of Regents

The Board of Regents of the University System of Georgia retains the power to modify, amend, or repeal these statutes in any respect.

These statutes are subject to the by-laws and policies of the Board of Regents of the University System of Georgia, and any provision in conflict therewith shall be null and void.

Section D. Inconsistencies of East Georgia State College Policies with the Board of Regents Policies

All rules, regulations, and statutes heretofore adopted but inconsistent with these statutes are hereby declared to be null and void.