

Bylaws of the Clayton State University Faculty (Revised April 2018)

I. Membership of the Faculty For the purpose of exercising its responsibilities as defined by these bylaws and Board of Regents policy, the Faculty of Clayton State University (CSU) shall be defined as follows:

A. Members of the Corps of Instruction as defined in the CSU Faculty Handbook and include full-time professors, associate professors, assistant professors, instructors, senior lecturers, lecturers; and teaching personnel with such other titles as may be approved by the Board of Regents. Full-time research and extension personnel with comparable education and duly certified librarians who hold the MLS or equivalent and serve in full time professional librarian positions as designated by the Provost and Vice President for Academic Affairs shall also be members of the Faculty.

II. Officers of the Faculty

A. Chair. The President of the University shall be chair of the Faculty. The chair shall have the following duties:

1. Preside at meetings of the Faculty.
2. Set the date and time for the regular Fall and Spring semester meetings of the Faculty.
3. Call special meetings of the Faculty.
4. Establish ad hoc committees of the Faculty to consider and advise on special areas of concern.
5. Delegate duties to the Vice Chair as needed.
6. Perform other duties mentioned elsewhere in these bylaws.

B. Vice Chair. The Provost shall be the vice chair of the faculty. The vice chair shall carry out the duties of the chair in the absence of the chair or upon delegation from the chair.

C. Secretary. The Secretary shall be designated by the Chair. The Secretary shall have the following duties:

1. Insure that minutes of all official meetings of the Faculty are duly recorded and made available to the faculty.

2. Maintain a permanent record of the minutes of meetings of the Faculty, Faculty Senate, and standing committees of Faculty Senate.

III. Meetings of the Faculty

- A. The Faculty shall meet once Fall Semester and once Spring Semester for a regular meeting. The chair may call special meetings of the faculty as needed.
- B. A majority of the members of the Faculty may request the chair call a special meeting of the faculty.
- C. All meetings require a minimum of five working days notice.
- D. A majority of the members of the Faculty shall constitute a quorum for the transaction of business.
- E. The general principles of Robert's Rules of Order shall govern the conduct of meetings of the Faculty. The Faculty may by two-thirds vote establish special rules of procedure.
- F. The chair will rule on all questions of procedure. The Chair may appoint a parliamentarian to assist in determining appropriate parliamentary procedure.
- G. Electronic voting on issues placed before the Faculty is permitted at the discretion of the Chair.
 1. All electronic voting will be conducted in a secure manner, ensuring that each Faculty Member has one and only one vote.
 2. Before an electronic vote is called, Faculty Members will be given at least five working days to discuss and debate the issue being voted on electronically.
 3. To encourage a high response rate, Faculty Members shall have a period of at least five working days to register their electronic vote.
 4. For the purpose of any electronic vote, all members of the Faculty shall be considered "virtually present." Therefore a majority (more than half) or a super-majority (more than three-fifths) will be counted as a proportion of the total membership of the Faculty.

IV. Responsibilities of the Faculty

- A. A requirement for the successful functioning of the university is the existence of competent faculty members committed to the development of a sound program of instruction, the educational development of students, and their own continued development, collectively and individually, as effective teachers and scholars. Faculty participation in academic government is a necessary corollary to the responsibility to teach conscientiously and to investigate freely. Since members of the instructional corps are professionals, many of them highly specialized, it is imperative that judgments about how scholarship and instruction should be conducted be made by the community of professionals. The development of effective teachers and scholars, and of an effective

educational process occurs best in an atmosphere in which the faculty is given authority and accepts responsibility and where there are clearly recognized, specific and effective procedures for its participation in the government of the University.

- B. The Faculty shall make, subject to the approval of the president of the institution, statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards.
- C. The Faculty exercises its responsibility through the Faculty Senate and its standing committees, except when action by General Faculty Meeting is specified by these bylaws, University policies, or BOR Policy.
- D. Changes to the Faculty Handbook
 - i. Academic Affairs, in consultation with the Faculty Senate, has responsibility for updating sections of the Faculty Handbook containing Board of Regents policy and federal and state law.
 - ii. The procedure to amend the sections of the Faculty Handbook pertaining to annual faculty evaluations, promotion and tenure, pre- and post-tenure review, shared governance, academic freedom and responsibility, syllabus and course structure, textbook and materials, faculty office hours, and grade reporting shall follow the procedures stated in section VI (Bylaw Amendments) of the Faculty Bylaws.
 - iii. All other changes to the Faculty Handbook (modifications, additions, deletions) that do not fall under IV. D. 1 and 2 will become effective upon approval by a three-fifths vote of Faculty Senate at two successive meetings of the Senate and approval by the President.

V. Faculty Senate

A. Purpose and Powers

- 1. The Faculty Senate shall serve as the legislative body and executive agency of the General Faculty. As such, it shall serve as the official faculty advisory body to the President and the Provost/Vice President for Academic Affairs. Within the policy framework of the Board of Regents of the University System of Georgia and with the approval of the President, the recommendations of the Senate shall be the academic policy to be implemented by the administration, and, where appropriate, shall be incorporated into the University Bylaws,

Organizational Policies and Procedures, and Faculty Handbook. The academic affairs of the University which concern the Senate and for which it shall be responsible in formulating policies and reviewing procedures include, but are not limited to, those enumerated powers of the General Faculty specified in the bylaws and regulations of the institution. This includes such activities as strategic planning, mission development, academic initiatives, setting budget priorities, organizational restructuring, student life, and the overall learning environment.

2. The Faculty Senate will not consider individual personnel or grievance issues. Nor will the Faculty Senate normally consider isolated incidents that are better handled administratively except when such matters are presented as examples of a broader issue that merits Senate attention.
3. Items for Faculty Senate consideration may be submitted by the chair, any Senator, the President, or the Provost.

B. Membership and Election to Faculty Senate

1. For the purpose of Senate elections, full time faculty will be defined as the total number of non-temporary full time faculty employed within each academic unit during the 10th week of Spring Semester as determined by the Office of the Provost. Faculty eligible for election to Faculty Senate shall hold the rank of Professor, Associate Professor, Assistant Professor, instructors, senior lecturers, lecturers, or duly certified librarians who hold the MLS or equivalent and serve in full time professional librarian positions as designated by the Provost.
2. Faculty Senate Membership
 - a. Faculty Senate is a representative elected body with members from all academic units* according to the formula provided below.
 - i. An academic unit with nineteen or fewer full-time faculty will be allotted two representatives.
 - ii. An academic unit with twenty to twenty nine full-time faculty will be allotted three representatives.
 - iii. An academic unit with thirty to thirty nine full-time faculty will be allotted four representatives and forty or greater will be allotted five representatives.
 - iv. The maximum number of representatives will be set at five for any academic unit.

*Throughout this document, the term “academic unit” shall be interpreted to mean “the College of Arts and Sciences, the College of Health, the College of Information and Mathematical Sciences, the Library, or the School of Business.”

- b. Excepting the ex officio non-voting status of the President and Provost, administrators with faculty status are not eligible to serve on Faculty Senate.

3. Elections

- a. Academic unit elections of Faculty Senate will occur by the tenth week of Spring Semester, with the term of office beginning at the start of Fall Semester. The Office of the Provost will coordinate the election process. Elected Faculty Senate representatives shall serve for three-year, staggered terms. Members of Faculty Senate may be re-elected to one consecutive term. Members may serve additional terms after a one year break in service.

C. Officers of Faculty Senate

1. The officers of Faculty Senate shall be chair, vice-chair, and secretary. The Senate may add officers as determined necessary for Senate operations.
2. Before the end of the spring semester, a meeting of the newly elected senators shall be convened by the out-going Senate chair for the purpose of electing a chair, vice chair and secretary from the membership of the Senate for the following school year. The chair shall be elected first. Election is by majority vote of those present and voting, presuming a quorum.
3. Chair, vice-chair, and secretary shall serve one-year terms starting in the fall semester. There is no limit on total years of service as an officer, but no individual shall serve for more than two consecutive terms as chair, vice-chair, or secretary.
4. Chair will call meetings, establish agendas, conduct meetings, and generally manage the affairs of Faculty Senate.
5. Chair will be ex officio non-voting member of University Planning & Budget Council and President's Extended Cabinet, or equivalent bodies as agreed by President and Senate.
6. In the absence of chair, vice-chair shall serve as chair. Vice-chair shall also serve as parliamentarian.
7. The Chair of the Senate shall represent CSU on the University System of Georgia Faculty Council (USGFC). If the Chair cannot attend a particular meeting of the USGFC, the Chair must designate another representative from within the Faculty Senate.

8. It is strongly recommended that, given the extraordinary time commitment involved, the Chair of the Faculty Senate should be recognized for his/her service as chair. Such recognition may be, for example, a course release, additional credit for service contributions in his/her faculty portfolio, or other such methods of recognition as determined appropriate.

D. Standing Committees

1. Faculty Senate will include four standing committees: Undergraduate Curriculum Committee, Academic Policy Committee, Student Affairs Committee, and Faculty Affairs Committee.
 - a. Standing committees will consist of (i) faculty elected from the five academic units, as specified below, and (ii) two appointed senators. Senate Chair, in consultation with Senate membership, will appoint senators to committees. Interests, qualifications, and prior commitments of each senator will be taken into consideration in making these appointments.
 - b. With the exception of the Undergraduate Curriculum Committee, as specified in 2.b. below, each academic unit will elect representatives to standing committees as follows: Academic units with forty or more full-time faculty will be allotted two representatives; and academic units with thirty-nine or fewer full-time faculty will be allotted one representative.
 - c. Chairs will be elected by the respective committees at the beginning of fall semester, and shall serve one-year terms. There is no limit on total years of service as chair, but no individual shall serve more than two consecutive terms in that position.
 - d. Academic unit elections to the Standing Committees will occur by the tenth week of Spring Semester, with the term of office beginning at the start of Fall Semester. The Office of the Provost will coordinate the election process. Elected standing committee members shall serve for three-year, staggered terms. Members may be re-elected to one consecutive term. Members may serve additional terms after a one year break in service.
 - e. Committees may add officers as determined necessary for committee work.
 - f. Committee membership brings with it the expectation of a willingness and ability to serve. Each committee will establish policies and procedures on absences from meetings, including procedures for replacement
 - g. All committees will report to the Senate, which will report to the President and Provost.

2. Undergraduate Curriculum Committee: Scope and Role

- a. The Undergraduate Curriculum Committee will be a permanent standing committee of Faculty Senate.
- b. Members, excepting senators appointed by Senate, will be elected by the respective academic units, as specified below.
 - i. An academic unit with nineteen or fewer full-time faculty members will be allotted two representatives.
 - ii. An academic unit with twenty to twenty nine full-time faculty will be allotted three representatives,
 - iii. An academic unit with thirty to thirty nine full-time faculty will be allotted four representatives.
 - iv. An academic unit with forty or greater faculty members will be allotted five representatives.
 - v. The maximum number of representatives will be set at five for any academic unit.
 - vi. Academic unit elections of UCC will occur by the tenth week of Spring Semester, with the term of office beginning at the start of Fall Semester. The Office of the Provost will coordinate the election process. Elected UCC representatives shall serve for three-year, staggered terms. Members of UCC may be re-elected to one consecutive term. Members may serve additional terms after a one year break in service.
- c. The Provost or his/her designee will be an ex officio non-voting member of UCC.
- d. The Committee will address matters relating to undergraduate instruction and curriculum, including but not limited to such matters as new program and new course proposals. All recommendations will require Faculty Senate approval.

3. Academic Policy Committee: Scope and Role

- a. Academic Policy Committee will be a permanent standing committee of Faculty Senate.
- b. The Provost or his/her designee will be an ex officio non-voting member of Academic Policy Committee.
- c. The APC will address academic policies including but not limited to: admission standards, retention, graduation, advisement, registration, university calendar, class scheduling, final examinations, commencement,

and the catalog. All recommendations will require Faculty Senate approval.

4. Student Affairs Committee: Scope and Role

- a. Student Affairs Committee will be a permanent, standing committee of Faculty Senate.
- b. The Vice-President for Student Affairs or his/her designee will be an ex-officio non-voting member of the Student Affairs Committee.
- c. SAC will address matters including but not limited to student life and other non-academic aspects of the University's undergraduate programs, policies, and procedures. All SAC recommendations will require Faculty Senate approval.

5. Faculty Affairs Committee: Scope and Role

- a. Faculty Affairs will be a permanent, standing committee of Faculty Senate.
- b. FAC will address all aspects of faculty life, including but not limited to: health & welfare, benefits, compensation, furloughs, academic freedom, promotion, tenure, annual evaluation, teaching load, scheduling, faculty development and research. All recommendations will require Faculty Senate approval.

E. Operating Policies and Procedures

1. Secretaries and Administrative Support

- a. The Provost shall designate one or more individuals to provide administrative staff support for the Faculty Senate and, as necessary, for its Standing Committees. Administrative support shall include secretarial and related assistance, including but not limited to agenda preparation, document collection and distribution, and preparation of draft documents.

2. Meetings

- a. Faculty Senate will typically hold two regularly scheduled meetings each month during Fall and Spring semesters. Standing Committees will typically hold one regularly scheduled meeting each month during Fall and Spring semesters. Meetings may be called during Summer Session as needed. Faculty Senate and the Standing Committees may be convened at any time (with five working days notice by the chair, vice-chair, or any three members).

- b. Faculty Senate and Standing Committee meetings are open to all members of the CSU campus community. Visitors may address the meeting with the approval of the chair. Senate and Committees will provide faculty and the campus community with advance notice of meeting dates, times, locations, agendas, and prior meeting minutes.

3. Agenda

- a. The chair will formulate the agenda for each Senate meeting. Agenda items requested by Senators will be placed on the Faculty Senate agenda, subject only to the chair's need to keep agendas manageable for a given meeting.
- b. Items for action must be on the agenda at least three business days prior to the meeting. Items not on the agenda by the deadline may be taken up on a discussion only basis by majority vote or on an action basis by unanimous consent.

4. Voting Procedure

- a. A quorum shall be a majority of Senate or Standing Committee membership. The chair shall vote only in the case of a tie.
- b. While it is expected that faculty members will attend Faculty Senate meetings on a regular basis, a member unable to attend a meeting may provide the chair with a hardcopy or email proxy prior to a Senate meeting instructing the chair how the absent member's vote is to be cast on specified meeting agenda items.
- c. In the instance of a proxy, the absent faculty member may inform the Faculty Senate chair in hardcopy or by email that a qualified substitute faculty member from the absent member's academic unit has been instructed to represent and vote for the absent member.
- d. In Faculty Senate, a second reading will be required only upon request of one-third of the members present.
- e. In UCC, matters involving approval of new programs, certificate programs, academic majors, academic minors, new courses, changes in program curriculum, and other significant academic policy changes must be approved by two readings at successive meetings; the second reading may be waived only by unanimous consent.
- f. Electronic voting on issues placed before the Faculty Senate is permitted at the discretion of the Faculty Senate Chair.

- i. All electronic voting will be conducted in a secure manner, ensuring that each Senator has one and only one vote.
- ii. Before an electronic vote is called, Senators will be given at least two working days to discuss and debate the issue being voted on electronically
- iii. To encourage a high response rate, Senators shall have a period of at least three working days to register their electronic vote.
- iv. For the purpose of any electronic vote, all members of the Faculty Senate shall be considered “virtually present.” Therefore a majority (more than half) or a super-majority (more than three-fifths) will be counted as a proportion of the total membership of the Faculty Senate.

5. Ad Hoc Committees

- a. As deemed necessary, the Faculty Senate and its Standing Committees may form and utilize ad hoc sub-committees. These sub-committees will be chaired by a member of the establishing body. Upon approval by Senate Chair, a member of any Standing Committee whose term ends while serving as chair of an ad hoc committee may continue to serve as its chair. Membership of ad hoc committees may be drawn from faculty at large.

6. Minutes

- a. After each Senate meeting, the Senate secretary will circulate the minutes to all CSU faculty members. Minutes will be approved by the full Senate membership at the next meeting. Any modifications from the originally circulated minutes will also be circulated to faculty. Faculty Senate and its Standing Committees will maintain minutes of their respective meetings.

7. Rules of Order

- a. The most current edition of Robert’s Rules of Order will be considered the guideline for Faculty Senate and Standing action, but such rules will be adapted to the setting as appropriate. The respective chair shall rule on questions of order. Rulings by the Standing Committee chairs may be appealed to the Faculty Senate chair.

VI. Bylaw Amendments

A. Amendments to these bylaws may be proposed by any faculty member by contacting a member of Faculty Senate, who, if supportive, will request that the chair place the item on the agenda of Faculty Senate.

B. Approval Process

1. Amendments to Faculty Senate Operating Policies – Procedures (Section V.E.1 through V.E.7.) of these bylaws will become effective upon approval by a three-fifths vote of Faculty Senate at two successive meetings of the Senate and approval by the President.
2. Amendments to all other sections of these bylaws will become effective upon approval by a three-fifths vote of Faculty Senate followed by ratification by a three-fifths vote of the Faculty at a faculty meeting and approval by the President. Amendments to be considered at Faculty Meeting must be distributed to the faculty five business days prior to the meeting. This waiting period may be waived only by a two-thirds vote of the faculty at the meeting.
3. A proposed amendment that has been considered and rejected by Faculty Senate may be submitted directly for consideration by Faculty upon petition from at least 25% of the faculty, including members from at least half of the academic units. The petition must be submitted to the chair of the faculty (President) who will rule on the sufficiency of the petition and, in the case of a valid petition, will schedule the amendment for consideration at the next regular Faculty Meeting or a called special faculty meeting. The amendment will become effective upon ratification of by a three-fifths vote of the faculty at a faculty meeting and approval by the President.

VII. Interpretations

A. Rulings concerning interpretation of these bylaws shall be made by the chairs of Faculty Senate and its Standing Committees. Rulings of the chairs are subject to appeal to the President, whose decision is final.

VIII. Primacy of Board of Regent’s Policy

A. In case of conflict between these bylaws and Board of Regents policy or other official University System of Georgia directives, Board policy or System directive prevails.

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