

ALBANY STATE UNIVERSITY

FACULTY HANDBOOK

(Revised June 2017)

ALBANY STATE UNIVERSITY

A Unit of the University System of Georgia

Albany, Georgia



Arthur K. Dunning
PRESIDENT

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STATEMENT REGARDING THE ALBANY STATE UNIVERSITY FACULTY HANDBOOK

This Albany State University (ASU) Faculty Handbook (Handbook) is a summary of information from the Board of Regents' Policies and Procedures Manual and from Minutes of certain Board of Regents' Meetings. Additionally, the handbook includes information derived from various Albany State University Policy and Procedures Manuals of which many are cited in the Handbook's footnotes. The Handbook is provided for information purposes. Original sources of pertinent information should be consulted for complete and up-to-date status of policies and actions.

This Handbook is prepared for utilization as a convenient university document for informing ASU faculty regarding policy issues and approved best practices at university.

It should not be construed as an official publication of the Board of Regents of the University System of Georgia. In cases of omissions, conflict, or divergence from the ASU Faculty Senate Constitution and Bylaws, the Albany State University Statutes, or other specific faculty approved ASU policy or Policies of the Board of Regents, the specific ASU policy subject to the official Bylaws and Policies of the Board of Regents shall prevail. The Board of Regents is the controlling authority for all colleges and universities within the University System of Georgia. It is expected that this Faculty Handbook will be reviewed annually by the Faculty Handbook Committee and will undergo appropriate revisions with all appropriate approvals as policies change on an annual basis. Any and all amendments to the Faculty Handbook as offered by the Handbook Committee must be approved by a two-thirds vote of the general teaching faculty and a two-thirds vote of the Faculty Senate.

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SECTION 1 - THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia is the state's network of college and universities and governing authorities that constitute the higher education system of Georgia. The system is authorized under the authority of the secretary of state, and the Governor to conduct its educational business within the state of Georgia. The University System of Georgia operates under the governance of its Board of Regents' and the Chancellor of the system.

SECTION 1.01 - BOARD OF REGENTS¹

Albany State University is one of 28 state-supported colleges and universities comprising the University System of Georgia. The Board of Regents governs the University System and serves as its constitutional and policy making board. The constitutional board is made up of 19 members appointed by the Governor and confirmed by the State Senate for staggered terms of seven years each. One member is chosen from each of the state's ten congressional districts with five members representing the state at large.

The Constitution of the State of Georgia charges the Board of Regents with responsibility for *government, control, and management of the University System of Georgia*. The Board has final authority over all physical properties of the University System's colleges and universities, over the offering of courses of study and degree programs, and over employment of faculty and other System personnel. State appropriations for the University System are requested by and are made to the Board of Regents. The Board makes allocations of the appropriations.

¹Source: *The University System of Georgia home page* at <http://www.usg.edu>

SECTION 1.1 - OFFICERS OF THE BOARD

Officers of the Board of Regents shall be Chair, Vice Chair, Chancellor, Secretary to the Board, and Treasurer.

CHAIR: The Chair is a member of the Board. His/her duties include presiding over the Board meetings, appointing all committees and executing all notes, contracts and other documents requiring the seal.

VICE CHAIR: The Vice Chair is a member of the Board and assumes all duties of the Chair in his absence.

OTHERS: For titles and duties of other officers, please see the reference (1), The University System of Georgia home page.

SECTION 1.2 - CHANCELLOR

The Board of Regents shall elect the Chancellor who shall hold office at the pleasure of the Board. In case of any vacancy in the chancellorship, the Board shall name an Acting Chancellor to serve until the office of the Chancellor is filled.

The Chancellor shall be the chief administrative officer of the University System as well as the chief executive officer of the Board of Regents and, as such, shall perform those duties that are prescribed by the Board. The Chancellor shall be responsible to the Board for the prompt and effective execution of all resolutions, policies, rules, and regulations adopted by the Board for the order and operation of the entire University System and for the government of any and all of its institutions. The Chancellor's discretionary powers shall be broad enough to enable him/her to discharge these responsibilities. The Chancellor shall attend and he/she shall participate in, without the privilege of voting, all of the meetings of the Board and its committees except as otherwise determined by the Board and shall be an ex-officio member of all committees, without the authority to vote. The Chancellor shall make all recommendations regarding appointments, promotions, salaries, transfers, suspensions, and dismissals and shall recommend the appointment of all Presidents and all other administrative officers, members of instructional, research and extension staffs, and all other employees of the institutions and divisions of the University System, including all employees of the Office of the Board of Regents.

The Chancellor shall be a member of all faculties and other academic bodies having legislative authority within the University System. He/she shall decide all questions of jurisdiction, not otherwise specifically defined, of the several councils, faculties and officers. The Chancellor shall have the right to call meetings of any council, faculty, or committee at any time.

The Chancellor shall have the power to veto any act of any council, faculty, or committee of any institution within the University System, but in doing so shall transmit to the proper officer a written statement of the reason for such veto. A copy of each veto statement shall be transmitted to the Board of Regents.

Any council, faculty, or committee shall have the right of appeal from a veto of the Chancellor to the Board and to be represented before the Board by any member or members chosen from said council, faculty or committee.

The Chancellor shall prepare and submit to the Board of Regents such annual and special reports concerning the University System as the Board may require. The Chancellor shall be the medium through which all matters shall be presented to the Board, and to the committees of the Board, including reports, recommendations, and suggestions from institutions, their faculty members, employees, and students. The Chancellor may, on his/her own initiative, make such reports to the Board as will, in his/her opinion, be helpful to the members in the discharge of their duties.

The Chancellor shall be responsible for the preparation for the Board of a suggested allocation of state appropriations to the institutions of the System. This suggested allocation shall be accompanied by a statement on the basis of which it is to be determined. The Committee on Finance shall transmit the suggested allocation to the Board and Business Operations with such modifications as the committee may deem necessary. Budgets of the member institutions shall be submitted by the heads of institutions of the University System to the Chancellor. When the Chancellor has approved the budgets, the Chancellor shall submit all of the budgets of the University System to the Board for final approval. The Chancellor shall be the regular channel through which policies of the Board of Regents shall be announced. The heads of the units shall not make any announcements of the Board's policies until so authorized by the Chancellor. The Chancellor may limit the matriculates to the educational facilities at the institutions of the System.

The Chancellor is authorized to execute all documents concerning federal aid to the University System of Georgia including, but not limited to, applications, acknowledgments of grants, and other necessary documents in the conduct of affairs on behalf of the Regents of the University System of Georgia in connection with the United States Government. The Chancellor is further authorized to settle any claim or dispute against the Board or its employees for an amount not to exceed \$300,000 of Board of Regents' funding.

SECTION 1.2.5 INSTITUTIONAL RESPONSIBILITIES

Each institution is authorized to develop procedures for approval of the following matters without the necessity of formal Board action:

- Adjunct (courtesy) appointments
- Graduate teaching assistant appointments
- Appointment of part-time faculty members
- Reappointments of temporary faculty, part-time faculty, and aliens
- Changes of designation for approved degree programs and approved administrative units.

The institution president, without the necessity of approval by the Chancellor or the Board, shall make decisions regarding appointments, promotions, salaries, transfers, suspensions, and dismissals for members of instructional, research and extension staffs, and all other employees of his/her institution. Each unit of the University System is responsible for the initiation and development of sound academic programs, research, community service programs, and the development of supporting administrative structure, staff, and physical plant for these programs. Each unit plans for its needs and initiates requests to the Board of Regents for program approval and the financial resources necessary for implementation.

ALPHABETICAL LISTING OF COLLEGES AND UNIVERSITIES

Abraham Baldwin Agricultural College*, Albany State University, Armstrong Atlantic State* University, Atlanta Metropolitan College, Augusta University, Bainbridge College*, Clayton State University, College of Coastal Georgia, Columbus State University, Dalton State College, East Georgia State College, Fort Valley State University, Georgia College & State University, Georgia Gwinnett College, Georgia Highlands College, Georgia Institute of Technology, Georgia Southern University*, Georgia Southwestern State University, Georgia State University, Gordon State College, Kennesaw State University, Middle Georgia State College, Savannah State University, South Georgia State College, University of Georgia, University of North Georgia, University of West Georgia, Valdosta State University

*Indicates institutions currently involved the process of consolidation.

SECTION 2 - INSTITUTIONAL GOVERNANCE

SECTION 2.1 - ELECTION OF PRESIDENTS BY THE BOARD

Elected annually by the Board of Regents, the President serves as the Chief Executive Officer of the University. The President shall be a member of the University faculty and the presiding officer at faculty meetings, assemblies and faculty senate or he/she may delegate another to preside in his or her absence. The President shall be the Chairperson of the Executive Council.

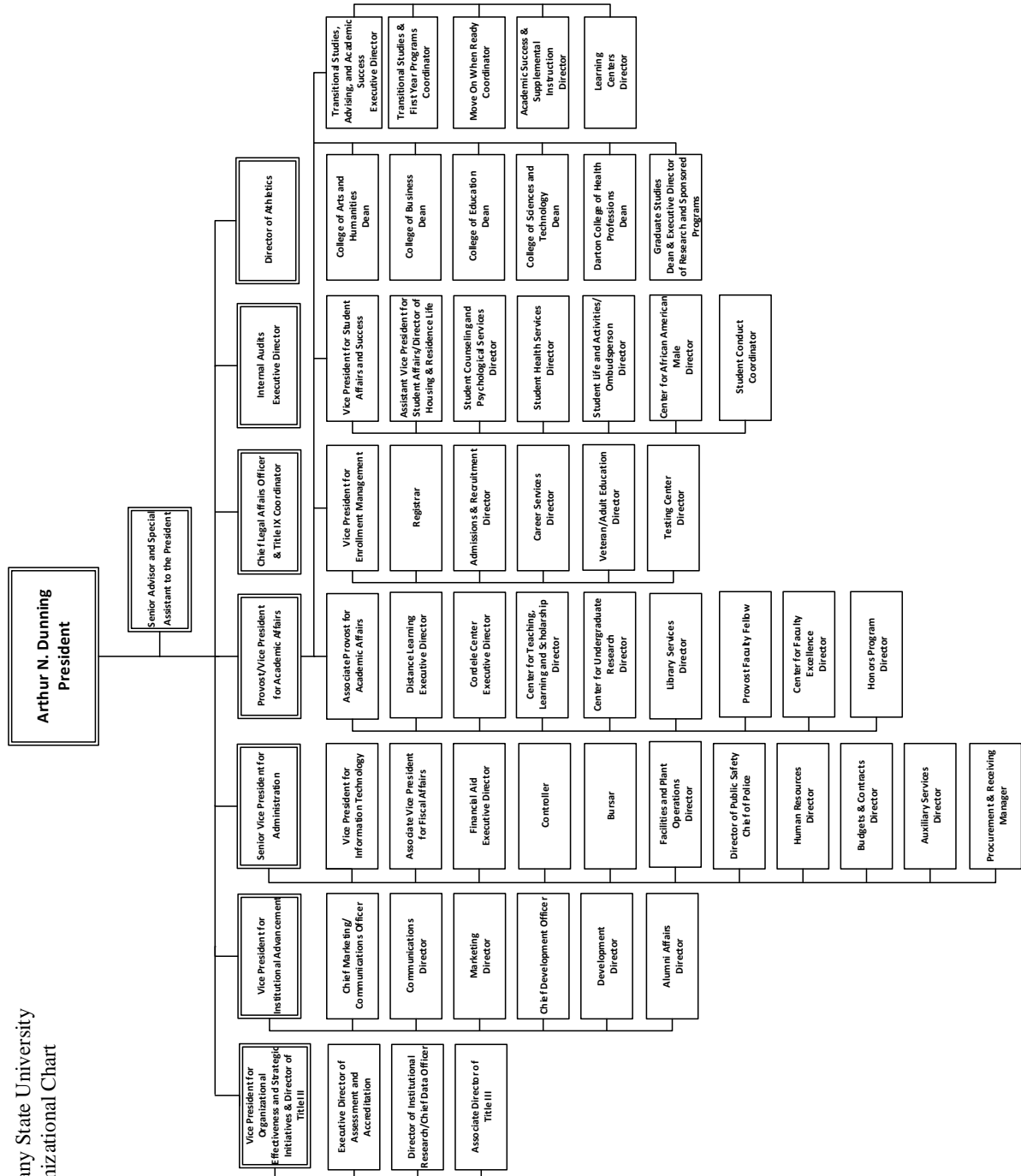
SECTION 2.5 - PRESIDENTIAL AUTHORITY AND RESPONSIBILITIES

The powers of the President shall be those ordinarily implied by the office and those set forth in the policy manual of the Board of Regents. The President is the chief spokesperson for the University and has the responsibility for defining goals, taking administrative action and facilitating public understanding. The President develops specific objectives and strives to meet specific educational and cultural needs. Besides working as liaison between the Board of Regents and the University faculty, staff, and students, he/she also works closely with the community in the fulfillment of institutional objectives.

The President shall be a member of the University faculty, the presiding officer of all legislative bodies established by the faculty and an ex-officio member of all committees of the University. The President holds voting privileges on all matters that require a Faculty Senate vote. He/she makes recommendations for all appointments, reappointments, promotions, dismissals and compensation of all faculty and staff of the University to the Board of Regents through the Chancellor. He/she presents, through the Chancellor, to the Board of Regents, views of the faculty, staff, and students, including dissenting views in those areas and on those issues where the responsibilities are shared.

The President identifies and defines the responsibilities of other administrative staff that, serves at the President's discretion, guide and direct other functions necessary for the efficient operation of the University. Through memoranda and/or organizational charts, the President advises the university of organizational changes and shifts in the responsibilities of the administrative staff. The President confers all degrees, presides at the commencement ceremonies, and authorizes issuance of all diplomas and certificates. On behalf of the Board of Regents, the President negotiates and signs research and service agreements between Albany State University and other public and private agencies.

ASU ORGANIZATION CHART



SECTION 2.7 - ORGANIZATION STRUCTURE AND CHANGES

HISTORY

Albany State University History

Inspired by W.E.B. DuBois' writings about the persecutions and triumphs of African Americans living in Georgia and aided in his mission by private and religious organizations, Joseph Winthrop Holley founded the Albany Bible and Manual Training Institute in 1903, and he served as its president for the next 40 years. The new school was successful in its mission to provide religious and basic education, as well as teacher training, to the local black population. In 1917, the state of Georgia began providing financial support to the school, granting it two-year status. Responding to the needs of the state, the school added training in agriculture and was renamed the Georgia Normal and Agricultural College.

With the creation of the Board of Regents in 1932, the institution joined the newly formed University System of Georgia and, in 1943, was granted four-year status. Concentrating on teacher education and home economics, the school was again renamed, this time as Albany State College. Over the next few years, the College added majors in the humanities and social sciences. In 1954, it began adding degrees in secondary education and, in 1961, nursing, adding health care to its tradition of serving the region.

During the middle decades of the 20th century, the people of Albany State extended the college's mission of education and uplift to include political action. In 1961, Albany State College's students joined with Martin Luther King, Jr., the Student Nonviolent Coordinating Committee, and other local black organizations in eight months of protest. Despite warnings from the college's president, William Dennis, many students participated in protests, marches, and an organized effort to test the state mandated desegregation of Albany's bus station. As a result of the protests and the arrest of several students, 40 students were expelled from the college. In May of 2011, 50 years after the events, 32 of these students were finally able to attend graduation as Albany State University awarded them honorary degrees.

With the passage of the Higher Education Act of 1965, the federal government formally recognized and began funding historically black colleges and universities, including Albany State College.

In the 1970s, the college worked with other institutions to offer graduate degrees in a variety of education fields and in business administration. In 1981, after increasing the number of faculty with doctorate degrees by more than fifty percent, Albany State College began offering graduate degrees designed and delivered solely by faculty and staff of the college.

In 1994, the school earned its nickname, "unsinkable." Tropical storm Alberto, which had submerged almost a half million acres of Georgia farmland, raised the Flint River to 44 feet, flooding most of the college. Under the leadership of president Billy C. Black, students and faculty banded together to carry on the college's mission, and, with the support of Governor Zell Miller and a \$153 million recovery fund, rebuilt, renovated, and expanded the campus. During the rebuilding process, on the strength of the school's growing graduate programs, the Board of Regents in 1996 approved the renaming of the institution: Albany State University. In the following two decades, the university added residence halls, a student center, a stadium, and a fine arts center.

In the 21st century, Albany State University continued to strengthen its mission, attracting nationally renowned scholars and researchers to its faculty and preparing students for leadership in the region and beyond. Between 2000 and 2016, the University produced over 7,500 undergraduates and over 2,700 students with master's and educational specialist degrees and received almost 160 million dollars in research grants.

Darton State College History

Since its founding in 1963, Darton State College has maintained and built upon its mission of providing access to higher education to potential students with a variety of educational needs from Albany, the region, and beyond.

In 1958, as part of a statewide effort to increase the number of Georgians with college degrees, the Georgia General Assembly passed the Junior College Act in an effort to spur the creation of local, two-year colleges. While the state would provide operating funds, the law stipulated that local authorities would need to finance capital construction. In response to local support, the Dougherty County School Board authorized a bond issue of 1.6 million dollars with which to finance the purchase and development of 100 acres of land and the construction of the first five buildings of the college.

In 1965, the Board of Regents appointed Dr. B. R. Tilley to serve as the college's first president, and he would remain in the office until 1989. When doors officially opened in 1966, 620 students enrolled in the new Albany Junior College.

In the following years, the College grew quickly and succeeded in serving both of its primary student populations. Students transferring to four-year institutions typically saw an increase in their grade point averages, and career-program students required to take a licensing exam consistently earned among the highest pass rates in the state.

In 1987, the USG removed the word junior from all of its two-year institutions. A committee made up of people from the faculty, staff, student body, and community drew upon an Old English word meaning "town by the water" and created the new name, Darton College.

Continuity forms an important part of Darton's history. In 1989, the USG appointed Dr. Peter Sireno to replace the retiring Dr. Tilley. Like his predecessor, Dr. Sireno served the institution for more than twenty years, overseeing a period of intense growth.

As part of its mission to serve its students and the region, Darton College committed to expanding its programs in nursing and the health sciences, expanding to 13 programs. As a result of this and other initiatives, such as the expansion of online programs, enrollment more than doubled after the year 2000. In this period, the campus facilities also grew, including the addition of a 427-seat theater and a massive physical education complex, among other improvements.

In the last decades, Darton developed a thriving campus culture. In response to increased enrollment and interest, the College broke ground on two residence halls. Sports played a major role in student life, drawing students from across the country and around the globe. Between 1998 and 2016, Darton won 48 regional and nine national championships.

In its first 50 years, Darton College evolved to support the needs of a community

that was changing in its demography and in its values. The college's first class, in 1966, included no minorities. In its last decade as Darton College, approximately half of the more than 6,000 graduates was minority.

In 2012, upon USG approval of the College's first four-year program, in nursing, the institution's name was again changed, to Darton State College.

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The new Albany State University

In the years before the two institutions consolidated, the missions of Albany State University and Darton State College converged.

Both campuses committed to delivering world-class education with investments in faculty and instructional technology. Each reached out to students local and distant through the creation of online learning platforms. Both emphasized nursing and the health sciences in response to the needs of the population of southwest Georgia. Both schools recognized the needs of non-traditional students and responded with expanded programs and flexible course schedules at the graduate, bachelor, associate, and certificate level. And each campus engaged in the community, creating student learning opportunities off campus and building partnerships with schools, local businesses, and national corporations.

The new Albany State University is committed to sustaining the missions of both of its predecessors, honoring its legacy of service to the African American community and providing access to any citizen seeking a path to education, career enhancement, or personal enrichment.

Vision Statement

Albany State University will be a world-class comprehensive university and a powerful catalyst for the economic growth and development of Southwest Georgia. ASU will be recognized for its innovative and creative delivery of excellent educational programs, broad-based community engagement and public service, and creative scholarship and applied research, all of which enrich the lives of the diverse constituencies served by the University.

SECTION 2.10 INSTITUTIONAL MISSION

The mission statement and guiding principles for the consolidated ASU, which were [approved by the Board of Regents](#) of the University System of Georgia at its March 9, 2015 meeting, are The new ASU Mission Statement and Guiding Principles that emerged from consolidation planning are as follows:

Albany State University Mission Statement

Albany State University, a proud member institution of the University System of Georgia, elevates its community and region by offering a broad array of graduate, baccalaureate, associate, and certificate programs at its main campuses in Albany as well as at strategically-placed branch sites and online. Committed to excellence in teaching and learning, the University prepares students to be effective contributors to a globally diverse society, where knowledge and technology create opportunities for personal and professional success. ASU respects and builds on the historical roots of its institutional predecessors with its commitment to access and a strong liberal arts heritage that respects diversity in all its forms and gives all students the foundation they need to succeed. Through creative scholarship, research, and public service, the University's faculty, staff, students, and administrators form strategic alliances internally and externally to promote community and economic development, resulting in an improved quality of life for the citizens of southwest Georgia and beyond.

The new mission statement was the guiding principle behind the decisions of all 79 Operational Working Groups and the coordinating Consolidation Implementation Committee as they completed assigned consolidation tasks in preparation for SACSCOC approval to consolidate, effective January 2017, and full implementation of consolidated institution operations at the beginning of fall semester 2017, and the required Substantive Change Committee visit at that time. It is important to note that no substantive reduction is expected in the types and delivery locations of existing degree programs or the quality of support services as a result of this consolidation. Any reductions noted in the combined authorized list of degree programs for the new Albany State University result from the deletion of inactive programs or the efficiencies of consolidating two similar or duplicative programs into one. There is an expectation that the institutional consolidation will facilitate the offering of expanded educational opportunities through the new ASU.

Albany State University Guiding Principles

Aspire to Excellence. Albany State University will aspire toward excellence in teaching and learning, thus becoming the first-choice institution for students from southwest Georgia and garnering recognition as a premier southern regional university.

Embrace Diversity. As a historically black institution and led by a highly-diverse faculty and staff, Albany State University will embrace diversity in all its forms – including age, gender identity, race and ethnicity, country of origin, religion, ability level, sexual orientation, and veteran status – and seek to foster a similar acceptance and celebration of that diversity.

Expand Access to Higher Education. As an access institution, Albany State University will promote student success for all by welcoming students from varying levels of academic preparation, keeping costs low, offering flexible class times and instructional modalities, and pairing high student expectations with exceptional mentoring, advising, and tutoring.

Elevate Historically Underserved Populations. Albany State University will recognize and address the many challenges that face African Americans and other students of color, adult learners, first generation students, students from low socioeconomic backgrounds, and others from underserved populations, and form strong partnerships with K-12, government agencies, and community outreach organizations to increase access and success rates.

Promote Economic Development. As part of its commitment to teaching and learning, Albany State University will promote economic development in Albany and throughout southwest Georgia by engaging in applied research, aligning its resources in support of identified needs, developing and enhancing academic programs to meet evolving needs, forming broad strategic partnerships, supplying a trained workforce, and fostering a sense of entrepreneurship.

COMMITMENT TO AFFIRMATIVE ACTION Albany State University recruits, admits, and provides services, financial aid, and instruction to all students without regard to race, religion, age, sex, disability, gender identification, or national origin. The University is also an equal opportunity and equal rights employer in that all applicants for faculty, staff and student employment positions are considered without regard to race, religion, age, gender identification, sex, disability, or national origin.

SECTION 2.10.2 - ADMINISTRATIVE ORGANIZATION

The University is organized into four major administrative units: Organizational Effectiveness, Institutional Advancement, Administration, and Academic Affairs. A Vice President who reports directly to the President heads each of these units. Additionally four additional positions report to the President. These positions are: Chief Legal Affairs Officer, Title IX Coordinator, Internal Audits Executive Director, Vice President for Student Affairs, and the Director of Athletics.

EXECUTIVE COUNCIL

The Executive Council functions as an advisory council to the President in all administrative and general educational policies of the University. The following are the members of the Council: The President, who is also the chairperson of the council; the Provost and Vice President for Academic Affairs; the Vice President for Organizational Effectiveness and Strategic Initiatives; Vice President for Institutional Advancement; Senior Vice President for Administration; Associate Provost/Vice President for Academic Affairs; Chief Legal Affairs Officer; Internal Audits Executive Director; and the Director of Athletics. Additional members include: the Chairperson of the Executive Committee of the Faculty Senate, the Communications Director; the Vice President for Enrollment Management; the Vice President for Student Affairs; the Library Services Director; and the President of the Student Government. The President may designate other administrative personnel as associate members.

COMMITTEES OF THE UNIVERSITY

The Standing committees and other committees of the University form the structure through which the members of the faculty and staff execute the business, which drives the internal operations of the University. These committees make recommendations to the President pertaining to the management of the University. The President appoints the members of all

committees, except the Faculty Senate and its standing committees. Appendix D includes a list of Standing Committees and other campus-wide committees.

SECTION 3.0 - ACADEMIC AFFAIRS

The Academic Affairs Unit of the University consists of all Academic Colleges and their Departments as well as Graduate Studies and Research and Sponsored Programs. The Provost and Vice President of Academic Affairs is responsible for these additional areas: Enrollment Management; and Transitional Studies, Advising, & Academic Success.

The five Colleges are: College of Arts and Humanities; College of Business; College of Education; College of Sciences and Technology; and the Darton College of Health Professions. The Graduate Studies program has its own Dean who is also the Executive Director of the Research and Sponsored Programs. The Dean of each College serves as the executive of his or her respective College.

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Vice President for Academic Affairs shall be a member of the faculty, a member of the Executive Council, and an ex-officio member of the Faculty Senate and all committees pertaining to academic matters. He/she serves as the President's chief advisor on matters relating to faculty appointments, promotions, tenure, curriculum review and development of new programs. He/she shall supervise and coordinate all instructional programs including continuing education, and shall be responsible for maintaining academic standards. He/she shall be administratively responsible for academic support functions including the library, student records and registration.

ACADEMIC DEANS OF COLLEGES

The Dean shall be the chief administrative officer of the respective College. He/she shall be a member of the University faculty and an ex-officio member of the Faculty Senate and all committees pertaining to the matters of the respective school. Each Dean shall report to the Provost and Vice President for Academic Affairs. The Dean shall coordinate and supervise all instructional programs through respective departmental chairs. The Dean shall guide the faculty in the development of new courses, programs, and goals pertaining to his/her school, and submit the same for approval by the Faculty Senate. He/she shall make recommendations to the Provost and Vice President for Academic Affairs regarding all appointments, promotions, raises and dismissals of the faculty and staff in various departments in the school after consultation with the respective departmental chairs. The Deans may teach a course during an academic year. *The course may be taught at his/her discretion or upon request from the President through the Provost and Vice President for Academic Affairs.*

DEAN OF GRADUATE STUDIES

The Dean of Graduate Studies shall be a member of the University faculty and an ex-officio member of the Faculty Senate and all committees of the University pertaining to the matters of graduate studies. He/she shall report to the Provost and Vice President for Academic Affairs. He/she shall, in consultation with various departments, devise, plan, implement, improve and enlarge graduate programs and course offerings. He/she shall coordinate with various departments the dissemination of information about the graduate programs and the selection of applicants for graduate study.

DEPARTMENTAL CHAIRPERSONS

A department is a subdivision within a school and is organized for the purpose of providing instruction and conducting research and development in a specific academic field. A chairperson who shall be a member of the departmental faculty shall head each department. He/she shall be responsible for implementing instructional details in the department including scheduling classes, assigning faculty to teaching, advisement and other departmental activities. He/she shall make recommendations for appointments, promotions, and raises for faculty and staff in his/her department. He/she shall be in regular consultation with the departmental faculty in all matters related to instruction, new courses, programs, research, and other matters pertaining to the effective operation and enhancement of the department. Annually, the chairperson shall meet with each faculty member individually to discuss and evaluate the faculty member's performance, goals, professional growth and other achievements and provide a written copy of the evaluation to each faculty. Based on these evaluations, he/she makes recommendations for raises, promotions and tenure for each faculty member in the department. A department Chairperson shall be an associate member of the Faculty Senate.

SECTION 3.2 - FACULTIES

The University faculty is made up of the President, the Provost and Vice President for Academic Affairs, the Academic Deans, the Director of Institutional Research, the Director of Admissions & Recruitment, the Library Services Director and the instructional faculty. The University faculty, through the Faculty Senate, executes legislative duties pertaining to the general educational policies of the University. See the approved Faculty Senate Constitution and By-Laws for details regarding faculty governance.

INSTRUCTIONAL FACULTY

Albany State University is designated by the Board of Regents as a “blended function” institution. BOR policy 8.3.6.5 states that tenure-track faculty should possess “the degree qualifications or the equivalent in training, ability and/or experience associated with either the institution’s primary or secondary sectors, depending on which sector of the blended function the faculty member is supporting. Thus, Albany State University has two types of faculty – those who support the mission of ASU as a State College and those who support the mission of ASU as a State University.

Faculty whose primary duties are teaching and service to the institution support the function of ASU as a State University. These faculty are designated as *College Faculty*.

Faculty whose primary duties are teaching, service to the institution, and research support the function of ASU as a State University. These faculty are designated as *University Faculty*.

The ASU faculty consists of the academic faculty (undergraduate and graduate) and administrative faculty as per the Board of Regents' policy. Furthermore, a faculty appointment may be an academic year appointment or a fiscal year appointment. The academic year faculty receives an initial contract for two semesters only --usually Fall, and Spring. If his/her services are required, a separate contract may be offered for the Summer Semester. A non-traditional contract may be offered to a faculty member, which will include the summer and any two other semesters. Faculty on non-traditional contracts may also be offered a contract for the two regular semesters and for the summer semester if needed. The academic-year appointments are for 10 months -- usually from August 1 to May 31. The President subject to approval of the Board of Regents makes all appointments, reappointments and promotions.

Albany State University (ASU) recognizes three categories of faculty who teach graduate courses: (1) Full Graduate Faculty, (2) Associate Graduate Faculty, and (3) Temporary Graduate Faculty. Appendix C contains the complete Membership and Categories of the Graduate Faculty document.

RANKS

The teaching faculty is employed in the following academic ranks listed in descending order: Professor, Associate Professor, Assistant Professor, and Instructor. The academic ranks may refer to tenure or non-tenure track faculty, whereas administrative titles carry no rights to tenure. Furthermore, a faculty member meeting certain criteria may be also appointed as a Graduate Faculty.

QUALIFICATIONS

For appointment to one of the academic ranks, an individual must have a minimum of a Master's degree in the field and show evidence of teaching and scholarly ability. Exceptions may be made for persons with special ability or those who are close to completion of their Master's degree requirements, and for temporary and emergency appointments.

DUTIES

The normal teaching load for a full-time University Faculty member is 9-12 semester hours (or an equivalent in contact hours for laboratory studio, or clinical instruction) and a full-time College Faculty member is 15 semester hours (or an equivalent in contact hours for laboratory studio, or clinical instruction). In Health Careers, some administrative faculty are given release time as required by accrediting bodies. In addition to teaching assignments, each faculty, if appointed, is expected to serve on University and departmental committees. Every faculty member is expected to participate in scholarly activities and other professional activities including professional service to the community.

ACADEMIC ADVISING

Full time faculty are expected to serve as academic advisors for student in their field of study. Advising includes guiding students in long range academic and career planning and approving student schedules each semester. Advising can also include responding to academic early alerts, suggesting opportunities for study abroad, internships, and research opportunities.

FACULTY DRESS CODE

All faculty members employed by the university are expected to dress professionally during instruction and at other work related functions while at the university. Here dressing professionally means that clothing should be clean, and appropriate for presenting in front of an audience. Shorts are not to be worn by faculty members except for those teaching physical education courses where such shorts are appropriate for instruction of those activities associated with the course being taught. Some activities at the university may require males dress in coat and tie and females dress equivalently for the same activity.

GENERAL CLASSROOM RULES OF CONDUCT AND MANAGEMENT

During the first week of class the professor should provide each student with a course syllabus. The course syllabus should meet the standards prescribed by the Office of Academic Affairs and should include the following components: The university's name; College and Department; Course Prefix, Course Number and Course Title, Course Credit Hours, Class meeting days and hours, Course Description, Prerequisites, Required Textbook(s), Instructor's Contact Information and Office Hours, Course Objectives or Learning Outcomes, Course Chapter or Topics to be Covered, Guidelines for Class Participation, Assessment and method of calculating final grades, accommodations for students with disabilities, ASU Conceptual Framework, and specific rules adopted for the course. Individual colleges may determine other requirements for course syllabi.

Faculty syllabi, in addition to meeting the standards prescribed by the Office of Academic Affairs need to include the following; the professor's policy related to penalties for late assignments, required textbooks and other course materials, policies related to attendance for on campus classes and participation requirements for online classes, penalties for excessive absenteeism or failure to log into an online class, expectations for student conduct in class or netique for online classes and consequences for violations, policies related to the professor arriving late, specifications related to appropriate dress for students including headwear and earphones, policy related to food and drink in on campus classes, policy related to electronics in the classroom including but not limited to cellphones, beepers, earphones, and so on, policy related to missed assignments and make-up exams, consequences for

academic dishonesty, how a student may contact the office of Access and Disability Services, and a notation as to where students are expected to refer to the student code of conduct. Faculty are authorized to withdraw students from their classes for non-participation, if covered in the course syllabi.

Faculty will provide multiple methods of assessment for each course appropriate to the major and supported by best practices for the discipline.

Final examinations will be administered in accordance with the University's schedule for final examinations. Alternative arrangements may be made by the professor with the approval of the Department Chair and the Dean of the respective College.

ACADEMIC INTEGRITY (STUDENTS)

We value a campus community that encourages personal growth and academic development in an atmosphere of positive influence. We affirm the necessity of academic standards of conduct that allow students, staff and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. Academic dishonesty and fraud can violate these values. Violation types for this section are as follows: Section 1. Academic Dishonesty: The intentional misrepresentation of one's work to deceive for personal gain, when in fact said work is not that person's or assisting another to do the same. When the instructor has sufficient evidence of cheating or plagiarism, he or she may impose disciplinary actions such as assigning a failing grade to the student's assignment, quiz, paper, or test. If the plagiarism or cheating involves major course work such as plagiarizing a research paper or cheating on a final exam, the instructor may fail the student in the course. Academic Dishonesty includes, but is not limited to: cheating, plagiarism, and fabrication.

Source: ASU 2017 – 2018 Student Code of Conduct

PROCEDURE FOR HIRING FACULTY

The procedure for hiring full-time faculty begins with an employment announcement, which is authorized by the University President and the Provost and Vice President for Academic Affairs and announced and published by the Director of the Human Resources Department. The process of verifying the qualifications of each potential faculty member begins at the departmental level with a departmental search committee, which is appointed by the department chairperson. The search committee receives an application packet from the Human Resources Department or from The Provost and Vice President for Academic Affairs. The search committee checks and verifies (screens) the authenticity of the potential faculty member's transcripts, degrees, experiences and other credentialing documents using a variety of means such as personal contacts at previous schools or employers, telephone contacts and e-mail contacts. Through this screening process a recommendation is made to the chair, which then proceeds through the Dean to the Provost and Vice President for Academic Affairs. See the Recruiting and Hiring Procedures for Top Administrative and Faculty Positions Policy for a detailed procedure, which is available in the Human Resources Department and in the Vice President for Academic Affairs Office.

Part-time faculty members must meet the same credentialing qualifications and verifications checks as full-time faculty members except they are usually not screened by a faculty search committee. Part-time faculty members are recruited through a posting in the "employment opportunities" section on the Albany State University web site. Potential part-time faculty members are interviewed by the department chairs who may receive informal faculty

recommendations for hiring. Upon recommendation for hiring a part-time faculty member by a chairperson, the procedure for verifying qualifications and credentials then follows that of a full-time faculty member

RIGHT TO APPEAL

Any faculty member who believes that his/her rights involving his/her relationship with the University have been invaded or ignored by an administrative officer or any other employee of the University, shall have the right to appeal as provided in Article IX of the Board Policy Bylaws.

NOTE: The procedural and other details are listed under the Grievance Policy in the USG Human Resources Administrative Practice Manual with link located in BOR Section 8.4.

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SECTION 3.2.3 - FACULTY MEETINGS

Each faculty shall meet at least once each academic term and at such other times as may be necessary or desirable, except at those institutions which have a council, senate, assembly, or other such body, in which case the faculty shall meet at least twice a year. Each faculty shall appoint a secretary who shall keep a record of the proceeding.

SECTION 3.2.4 - FACULTY RULES AND REGULATIONS

The representative body of the General University Faculty shall be known as the Albany State University Faculty Senate. The Faculty Senate functions under the authority of the Board of Regents as prescribed in the Board of Regents Policy Manual Section 3.2.4 Faculty Rules and Regulations.

Appendix A contains the complete Albany State University Faculty Senate Constitution and By-Laws Transitional Document.

SECTION 8.0 - PERSONNEL

Section 8.0, Personnel, covers the categories of personnel within the USG, general policies of these personnel as well as additional policies for faculty and other classified personnel, and information on financial exigency.

See the BOR Policy Manual for all categories that are covered. All ASU specific policies can be accessed by contacting the Administrative Unit. Fiscal Affairs and Human Resources are departments contained in this unit and can provide the most up-to-date information available including benefits to all faculty and staff.

SECTION 8.2 - GENERAL POLICIES FOR ALL PERSONNEL

SECTION 8.2.7.4 - EDUCATIONAL AND PROFESSIONAL LEAVE

The President of the university may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to members of the university's faculty or administrative staff. Recommendations for leaves without pay must be approved by the Board whenever it appears that the granting of such leaves will not be prejudicial to the interests of the university.

In considering a request for a leave with pay, the President must follow the Board's policy of granting such leaves only for the purposes of promoting scholarly work and encouraging professional development. The President shall examine carefully the program or project on which the applicant for a leave proposes to work and consider the likelihood of the applicant's being able to accomplish the purposes for which the leave is requested.

In considering a request for a leave, the President will consider the effect that the granting of the leave will have on the university or on the department of which the applicant is a member. If the applicant's work cannot be handled by other faculty members and if funds are not available for the employment of a substitute, the President will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave.

If, after careful consideration, the President believes the interests of the university and of the faculty member will be served by the granting of the leave requested, he/she shall submit a recommendation with a statement of reason in support through the Chancellor to the Board.

The Board ordinarily will not approve a request for a leave with pay if the applicant has been employed at the university for a period of less than three years, nor will it ordinarily approve a leave with pay for a person in an academic position who has not already completed the requirements for a master's degree.

Any faculty member who has been granted a leave of absence with pay shall be required to sign an agreement before beginning his/her leave that he/she will repay the full amount of compensation he/she received while on leave if he/she should not return to the university for at least one year of service after the termination of his/her leave.

SECTION 8.2.7.5 - MILITARY LEAVE WITH PAY

ORDERED MILITARY DUTY

For the purpose of this policy, ordered military duty shall mean any military duty performed in the service of the State or the United States, including, but not limited to, service schools conducted by the armed forces of the United States. Such duty shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee. (BoR Minutes, 1990-91, p. 173)

LEAVE OF ABSENCE

An employee who receives orders for active military duty shall be entitled to absent himself or herself from his or her duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) workdays in any one federal fiscal year (October 1 - September

30) as authorized by Georgia Law O.C.G.A. § 38-2-279[e]. At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of his or her orders to active military duty. (BoR Minutes 1990-91, pp. 173-174)

EMERGENCY LEAVE OF ABSENCE

Notwithstanding the foregoing leave limitation of eighteen (18) days, in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee while performing such duty shall be paid his or her salary or other compensation as an employee for a period not exceeding thirty (30) days in any one federal fiscal year.

The President may recommend, at his/her discretion, leaves of absence without salary for employees of the university who take civilian positions with the United States Government or with defense industries.

SECTION 8.2.7.7 - MISCELLANEOUS LEAVE

Professional Leave - An employee may request a leave with pay to attend professional meetings, seminars or workshops and for participation in other professional activities. (e.g. serving as a judge in a science fair or attending functions and meetings of student organizations for which the faculty serves as advisor.)

Court Duty - Court duty leave with pay shall be granted for serving on a jury or as a witness.

Voting - When an employee's normal working hours coincide with voting hours, the employee is granted leave as stipulated by his/her immediate supervisor for the purpose of voting.

Selective Service & Military Physical Examination - Any regular employee required by federal law to take Selective Service or Military physical examination shall be granted leave with pay for such purpose.

Personal Leave - At the discretion of the President, personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee to elect to continue group insurance benefits.

Other Leave - In the event of inclement weather or any emergency, which requires leaves of absence of employee, the President may declare leave with or without pay.

NOTE: Other leave policies are described in Section 8.2.

SECTION 8.3 - ADDITIONAL POLICIES FOR FACULTY

This section of the BOR Policy Manual contains specific information that apply to all USG faculty at the present time. Some of the specific sections that are of pertinence to ASU faculty are listed below. These are not cited as a comprehensive list of all sections that are of interest to ASU faculty.

SECTION 8.3.4 - NOTICE OF EMPLOYMENT AND RESIGNATION

SECTION 8.3.4.1 - TENURED FACULTY

All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty (60) days written notice of their intention to resign to the president of the institution or to his/her authorized representative.

SECTION 8.3.4.2 - NON-TENURED FACULTY WITH ACADEMIC RANKS OF INSTRUCTOR, ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, OR PROFESSOR

Each year, the President of the university, or his/her authorized representative, shall advise in writing all non-tenured faculty employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

Notice of the intention to renew or not to renew a non-tenured faculty member who has been awarded academic rank (Instructor, Assistant Professor, Associate Professor, and Professor) shall be furnished, in writing, according to the following schedule:

- at least three months before the date of termination of an initial one-year contract;
- at least six months before the date of termination of a second one-year contract;
- at least nine months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part-time positions in any rank.

Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in their contracts. Subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of new and distinct contracts.

SECTION 8.3.7 - TENURE AND CRITERIA FOR TENURE

Academic tenure stands as a bedrock of higher education and is an employment status at Albany State University that guarantees the tenured faculty member of continuing appointment at the university until retirement or resignation, except in cases of dismissal for cause or for financial exigency. Tenure empowers the faculty member with academic freedom but also carries with it continuing expectations of excellence in teaching, service to the institution, continued professional development, and, for some faculty, ongoing scholarship. As tenure is the most important commitment made between the institution and the faculty member, the tenure and promotion process must be carried out following policy and with consequent seriousness. Tenure should be considered a confirmation that the faculty member has demonstrated, in each of the designated categories, an ongoing commitment to excellence in service to the university and its students. The awarding of tenure should not be considered as accruing from accumulated years of service. The University follows the Policies of the Board of Regents on all matters and specifically the following faculty personnel matters: appointment, renewal and non-renewal of appointment, removal before end of contract, tenure regulations, employment contract forms, and the procedure for appeals to the Board of

Regents. All appointments, promotions, and tenure of the faculty are recommended by the President. Such recommendations ordinarily originate with the Provost and Vice President for Academic Affairs, in consultation with the Dean, Department Chairperson, and the Promotion and Tenure Review Committee.

Appendix B contains the complete Albany State University Promotion and Tenure Document.

SECTION - 8.3.9 - DISCIPLINE AND REMOVAL OF FACULTY MEMBERS

The president of an institution may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved statutes of an institution. Further causes or grounds for dismissal are set forth in the tenure regulations of the policies of the Board of Regents and in the approved statutes or bylaws of an institution

SECTION 8.3.9.1 - GROUNDS FOR REMOVAL

A tenured or non-tenured faculty member may be dismissed before the end of his/her contract term for any of the following reasons, provided that 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 incompetency, 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 the faculty member's performance of duty or his/her responsibilities to the institution or to his/her profession (BOR minutes 1989-90, pp.384-385).
- Conviction or admission of guilt in a court proceeding of any criminal drug offense (BOR Minutes, 1989-90, pp. 384- 385).
- Physical or mental incompetency as determined by law or by a medical board of three (3) 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.
- Violation of, among other policies, Board Policy 8.2.1 (non-discrimination), Board Policy 8.2.16 (sexual harassment), or Board Policy 8.2.23 (amorous relationships).
- Such other grounds for dismissal as may be specified in the Statutes of the institution (BOR Minutes, November 2013).

APPENDICES

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APPENDIX A

Faculty Senate

Constitution and By-Laws

Transitional Document

Expires April 17, 2018

ALBANY STATE UNIVERSITY

A Unit of the University System of Georgia

Albany, Georgia



Arthur Dunning

PRESIDENT

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(Revised March 15, 2017)

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ARTICLE I: FUNCTIONS OF THE FACULTY SENATE

The representative body of the General University Faculty shall be known as the Albany State University Faculty Senate. The Faculty Senate functions under the authority of the Board of Regents as prescribed in the Board of Regents Policy Manual Section 302.06 Faculty Rules and Regulations.

Section A: Actions and Duties of the Faculty Senate

The Senate shall act on behalf of the General University Faculty in:

1. Formulating general rules and regulations for all academic programs of the University and its students.
2. Making recommendations and providing advice and counsel to the President of Albany State University and to the General University Faculty.
3. Considering written requests or petitions of a unit faculty (department or school) or an individual faculty member about matters within the realm of legitimate consideration of the General University Faculty and making recommendations regarding such matters to the President of Albany State University.

Section B: Shared Governance

A strong tradition of shared governance is essential to the excellence of any institution of higher learning. Shared governance allows all stakeholders to have a role in the decision making process of the college. Shared governance is based on the following principles:

1. informed and inclusive decision making;
2. transparency;
3. open and continuous communication between and among all constituency groups;
4. accountability; and
5. mutual respect and trust.

Therefore, the purpose of the Faculty Senate is to ensure that the institution's faculty has the means to give effective advice with respect to the question of academic policy and institutional governance with particular emphasis upon the highest quality in matters of curricula, degree requirements, instructional standards, and grading criteria, and that the appropriate means of giving such advice is through an elected Faculty Senate. As a key partner in institutional governance, the senate has advisory responsibility for:

1. General academic policies of the college,
2. Establishment of standing, ad hoc, and special committees,

3. Policies regarding faculty promotion and tenure,
4. Institutional planning and priorities
5. Institutional policies and practices regarding student success including retention and graduation,
6. Policies and procedures related to faculty development
7. Revisions and maintenance of the Faculty Handbook.

As such, the Senate shall execute the requests of the General University Faculty and make recommendations to that body about those matters, which must be voted on directly by the General University Faculty.

Section C: Faculty Governance

Faculty Governance: A significant and integral responsibility of the Faculty Senate is to ensure faculty governance at the university. Embodied in the language throughout the Board of Regents' policy Manual is the notion of meaningful faculty involvement in decision and policy issues at the university.

ARTICLE II: ACADEMIC FREEDOM

Section A: Faculty Rights under Academic Freedom

The common and primary commitment of every faculty member at Albany State University is respect for the following rights:

1. The right of all to search for truth and knowledge without obstruction or restraint.
2. The right of all to attempt to persuade by reasoned argument or peaceful processes.
3. The right of all to form judgments based on full and free exploration, exposition, and discussion without reprisal from any individual, office or agency.

Section B: Unacceptable Action

Deliberately violent, obstructive, or disruptive action of groups or individuals which is prejudicial to academic freedom and destructive to the pursuit of learning at the university is unacceptable.

Section C The Faculty Senate Academic Freedom Affirmation Statement

Statement Regarding Academic Freedom

Institutions of higher education exist for the common good, and the common good depends on academic freedom: the free search for, and the free exposition of, truth. Academic freedom applies in both research and teaching. Freedom in research is essential for the true advancement of knowledge, which advances a free society; academic freedom in teaching is essential for the protection of the rights of both the professor and the student in the free interchange of ideas and knowledge.

Academic freedoms are the right of every faculty member, tenured or not. These freedoms include:

1. Freedom in research and in the publication of results.

Academic freedom does not relieve a faculty member of the responsibility for carrying out other duties of the position.

2. Freedom in teaching to discuss a field of competence relative to an assigned course without restrictions on content or method.

In the exercise of academic freedom, the faculty member should be careful not to introduce controversial matters, which have no relation to the subject matter of the course. The faculty member is also obligated to encourage the free pursuit of learning by students. The faculty member adheres to a proper role as intellectual guide and counselor. The faculty member should make every reasonable effort to foster appropriate and honest academic conduct and to assure that evaluations of students reflects the true merit of their work. The confidential nature of the relationship between faculty member and student is respected. Significant assistance from students is acknowledged in publication of the results of research.

3. Freedom as a private citizen to speak out on public issues.

The special position of the faculty member as a person of learning and an educational officer in the community, however, imposes the special obligation that he or she must understand and remember that the public may judge the profession and the university on the basis of such public utterances. The faculty member measures all rights and obligations as a citizen against rights and responsibilities to the field of specialization, to students, profession, and the university. When speaking, writing, or acting as a private person, the faculty member must clearly acknowledge that he or she is not speaking for the university and further avoid creating the impression that he or she is speaking for the university.

4. Freedom to be judged by one's colleagues, in accordance with fair procedures, in matters of promotion, tenure, and discipline, on the basis of the faculty member's professional qualifications, professional conduct, and productivity.

ARTICLE III: ORGANIZATION OF THE FACULTY SENATE

Section A: Membership

1. The Membership of the senate is comprised of elected representatives from the full-time faculty as designated by the Bylaws of the senate.
2. Each Department and the Library is represented in the senate as provided by the Bylaws.
3. Members of the general faculty eligible to be elected to the senate are general faculty as specified in the Bylaws.
4. Each member of the general faculty is eligible to vote for senate representatives from the academic unit of which he or she is a member as designated by Section 3.4.1 of the Bylaws. General faculty is defined by the Bylaws, Article II, Section 2.1. Visiting faculty and adjuncts are not eligible to vote regardless of rank or duration of appointment or contract.
5. Terms of senate representatives will be two years as set forth in the Bylaws, section 3.5.3
6. An annual election will be held in the spring of each year as specified in the Bylaws, section 3.3
7. There shall be the following continual non-voting associate members of the Senate: The Provost/Vice President for Academic Affairs, Assistant Provost, the Vice President for Fiscal Affairs, the Vice President for Student Affairs, the Vice President for Institutional Advancement, the Vice President for Technology, the University Registrar, the Head Librarian, the Dean of Graduate Studies, each Dean of an Academic College or School, the Legal Counsel of the University, the chairperson of each academic department, the President of the Student Government Association and one other student representative (at most two student representatives), and as in Article III, Section 3.1.1 of the By-Laws.

Section B: Officers

1. The By-Laws to the Faculty Senate will provide for the election and maintenance of Senate officers. The officers will consist of a Faculty Senate President (Chair of the Executive Board), a Secretary, a President-Elect who will serve as Parliamentarian during his or her term, and a Logistic Officer. A senator must have completed at least one year as a senator in order to hold any office of the Faculty Senate other than Chair of the Executive Board (Senate President). The Chair of the Executive Board (Senate President) must have completed one two-year term of service as a senator prior to holding the office of Chair of the Executive Board and President of the Senate.

2. The Executive Board will be made up of: Faculty Senate President (who will serve as Chair of the Executive Board), Faculty Senate President-Elect, Secretary, and senators to represent each College (to include the library) of the University.
3. Annual election of officers shall be conducted only in regular meetings of the Senate and must be completed at the first meeting in April, preceding the beginning of the term of office. For 2017 only, elections will be held in the first meeting of the 2017-2018 academic year.

Section C: Meetings of the Senate

1. The President of the Faculty Senate must provide for the scheduling and conducting of regular meetings of the Senate.
2. The senate shall establish a schedule of regular meetings for the year at its organizational meeting to be held before April 26th. The schedule will be promptly published and distributed to all members of the senate, general faculty, and to appropriate administrative and staff personnel of the college. The University President may request (through the Faculty Senate Executive Board) a call meeting (or special meeting) of the Faculty Senate or the Executive Board as provided in the By-Laws (Article III, Section A-1, 2).
3. The Faculty Senate reserves the right to meet in executive session. Such sessions will consist of voting members only. Executive sessions may be requested by any voting member of the Senate, and must be approved by a majority vote. At its discretion, the senate may invite specific individuals to attend and participate in closed meetings. The Secretary shall keep a record (regular minutes) of the executive session.
4. The President of the Faculty Senate Executive Board shall declare the bounds of the Faculty Senate meeting area prior to the start of each regular meeting of the Senate, as provided in the By-Laws (Article III, Section A- 1, 2).

Section D: Committees

1. Senate Standing Committees: The Executive Board of the Senate designates standing committees of the Senate. The Executive Board appoints each Senate Committee for the period of one year. All committees can initiate proposals and recommendations through their reports. Member for the standing committees will be recommended by the Nominating Committee. The Nominating Committee is a subcommittee of the Executive Board chaired by the chair-elect. The purpose of the Nominating Committee is to nominate senators and other college personnel for committee membership to the executive board. Members for the standing committees will be elected by the Faculty Senate at large.
2. Senate ad-hoc Committees: Temporary ad-hoc committees can be appointed for specific purposes as the senate or Executive Board sees fit.

ARTICLE IV: AMENDMENT AND APPROVAL

Section A: Amendment

The Constitution of the Faculty Senate may be amended by vote of the Senate and the General University Faculty as prescribed for approval under, Article IV, of the By-Laws.

Section B: Approval

Amendments to the Constitution of the Faculty Senate must be recommended to the General University Faculty for approval by at least two-thirds (2/3) affirmative vote of the elected membership of the Senate and approved by at least two-thirds (2/3) affirmative vote of the General University Faculty.

ARTICLE V: SUBORDINATION OF CONSTITUTION

The Constitution or By-Laws of the Albany State University Faculty Senate shall in no part be in conflict with the statutes of Albany State University, the University faculty handbook or the Policies of the Board of Regents of the University System of Georgia.

The Albany State University Faculty Senate

By-Laws

The By-Laws Prefatory Statement

The By-Laws of the Albany State University Faculty Senate (The By-Laws) shall support the Constitution of the Albany State University Faculty Senate (The Constitution): (1) by providing recordings of the Albany State University Faculty Senate's (The Senate's) current interpretations of the Constitution, and (2) by providing recordings of the Senate's current rules and regulations covering the functions, organization, and proceedings to the Senate. These By-Laws shall not in part or as a whole be in contradiction to either the Constitution, the Albany State University Statutes (the Statutes), or the Policies of the Board of Regents of the University System of Georgia (the Policies). In matters of contradiction or potential conflict between the Constitution or By-Laws and the aforementioned policy documents, the University's Legal Counsel(s) shall be consulted for interpretation and advice.

ARTICLE 1: FUNCTIONS OF THE SENATE

Section 1.1: Duties and Purpose

1.1.1 The Faculty Senate is the Representative Body of the General University Faculty.

1.1.2 The Faculty Senate shall be the highest governance body for faculty regarding all issues involving teaching faculty and all related academic issues at the University.

1.1.3 The Senate shall be the representative body of the General University Faculty and shall act for that body when the General University Faculty is not in session. The Senate's acts on behalf of the General University Faculty are constrained by those functions of the General University Faculty as authorized by the Statutes and the Policies. As a representative body of the General University Faculty, the Senate shall:

1. Recommend to the University President policies pertaining to any academic matter or area of the University, including but not limited to the following: admission policies; graduation requirements; the establishment, merger, or discontinuation of departments, schools and Colleges; the elimination or consolidation of degree programs.
2. Approve or disapprove curricular changes recommended by academic departments and Colleges of the university and approved by the Curriculum and New Programs Standing Committee, including but not limited to the following: establishment of individual new courses (any delivery method); the establishment of new degree programs (including online programs); the substantive changes to majors or degree programs.

3. Advise and make recommendations to the President on all matters, which affect the general faculty (or the individual faculty member) in effectively discharging faculty duties and responsibilities.
4. Advise and make recommendations to the President on long-range planning, distribution of funds, and budgetary matters that affect the general university faculty.
5. Make rules and regulations for the students of the University regarding admission, dismissal, discipline, scholarship, classes, courses of study, requirements for graduation, class attendance and other rules and regulations as may be necessary or proper for maintaining high educational standards.
6. Make rules regarding faculty conduct and inform the General University Faculty and appropriate administrators of its actions by written document and or by:
 - a. Written newsletters or electronic means developed and distributed by the Executive Board of the Albany State University Faculty Senate (the Executive Board) to the General University Faculty at least once per regular academic Semester.
 - b. Written annual report developed by the Executive Board and presented by the University either in writing or electronically to the General University Faculty at the last regular meeting of each academic year.
7. The Senate shall establish and maintain standing and other committees of the General University Faculty and shall make rules and regulations for their establishment, duties, maintenance, and reporting.
8. At the direction of the General University Faculty, the Senate shall consider concerns of interest to the General University Faculty, to an academic department, or to a College and make recommendations or express an opinion, with reason, to the General University Faculty, to the University President, and to the Board of Regents (via the University President).

Section 1.2: A Recommending and Advisory Body

1.2.1 The Senate shall make recommendations to the General University Faculty on those matters that must be voted on directly by the total faculty. The Faculty Senate shall also advise the total faculty concerning all academic matters and programs, including those matters that affect the general operation and status of the University.

1.2.2 The Senate shall advise the University President on any matter that may directly or indirectly affect any academic area of the University or any aspect of the general or academic image of the University.

Section 1.3: Senate Autonomy

The Albany State University Faculty Senate is a self-governing, representative body of the general teaching faculty. The Senate, via these By-Laws, shall make rules and regulations for its own governance and proceedings.

ARTICLE II: SENATE MEMBERSHIP

Section 2.1: Definition of Faculty

2.1.1 Persons employed full-time by Albany State University during the regular academic year are considered members of the general faculty if they hold one of the following academic titles:

1. Professor, Associate Professor, Assistant Professor
2. University Librarian, Associate Librarian, Assistant Librarian
3. Instructor

2.1.2 University employees who hold the academic titles stated in Section 2.1.1 of Article II of the Bylaws are considered members of the general faculty unless those employees hold college or central administrative appointments whose duties are judged to be primarily administrative. In such instances, these employees are ineligible to serve as senators; included are titles that contain the term president, vice president, dean, and department chair with three or more direct reports as their primary descriptor. Whenever a senator assumes an administrative position that meets the above criteria, the senator will resign immediately, and the vacancy will be filled according to procedures in Section 8 of Article 3 of the Bylaws.

2.1.3 The senate will consider the following to resolve ambiguous cases for college employees within an academic unit whose titles or positions do not appear in the Bylaws, Section 2.1.1.

1. They are hired through a competitive process.
2. They are retained and promoted according to the college criteria.
3. They participate primarily through teaching.
4. They are eligible for tenure, or they are fulltime faculty as designated by contract.
5. Their primary employer is Albany State University.
6. They have the required number of graduate hours in their teaching field.

ARTICLE III: ORGANIZATION OF THE SENATE

Section 3.1: Senate Membership

3.1.1 The Senate shall have two classes of members as follows:

- a. Regular Members: The elected representatives of the academic departments of the university shall be known as SENATORS and shall have voting rights. In addition, the University President shall be considered a regular member of the Senate and shall have voting rights.
- b. Associate Members shall be non-elected persons identified in Section 3.11c who by University office appointment hold such appointed offices at the pleasure of the University President. These persons shall hold associate Senate membership, which does not include voting rights. With the exception of two designated student representatives (usually the SGA President and one other student), all associate Senate members shall hold Senate associate membership consistent with the terms of their University offices. Associate members may provide the Senate with information related to their office for the improvement of the university's overall operations. The Senate will deliberate and act on such information from any nonvoting associate member, as it deems appropriate and within seven business days, provide written notification as appropriate to the Provost/Vice President for Academic Affairs and to the University President regarding its actions and position on any such matter presented.
- c. The Offices of all Faculty Senate Associate members are:
 1. Provost/Vice President for Academic Affairs
 2. Assistant Provost
 3. Vice President for Fiscal Affairs
 4. Vice President for Student Affairs
 5. Vice President for Institutional Advancement
 6. Academic Deans of Colleges or Schools
 7. Academic Department Chairpersons
 8. Dean of Graduate Studies & ORSP
 9. Director of University Technology
 10. President of the Student Government Association (SGA) and one additional student, or two Student(s) appointed by the SGA if not its President (at most two student associate representatives)
 11. Legal Counsel for the University

Section 3.2: Eligibility

3.2.1 Those defined as members of the general faculty in section 1.1 and 1.2 of the Bylaws will be eligible to be elected to the senate provided that they have also served as full-time faculty at the university for at least two consecutive academic years. A full-time faculty member holding a joint appointment across departments may be elected as a representative of only one of those appointments.

3.2.2 Every academic department of the University must have at least one senator. The department chair may impartially conduct the election but in no way intimidate, or influence the election process. Any such influence or interference on the part of department chair or other party would render the election null and void. In such a reported case another election must be held within 10 days. The new election must be witnessed and certified by two senators from different academic departments and different Colleges of the university. The President of the Faculty Senate shall appoint both election witnesses. The witnesses must report their evaluation of the process to the Faculty Senate President upon request.

Section 3.3: Elections / Voting Procedures

3.3.1 At no time should a department chairperson or College dean appoint a faculty senator. The faculty members of each academic department in an open and fair election process must determine all senators by majority vote from among its qualified faculty members.

3.3.2 Department faculty members must elect senators annually during the month of March following receipt of the annual notification of Senate reapportionment from the Chairperson or the Executive Board. Upon request from the Faculty Senate President, Chairpersons of academic departments shall, annually in March, prior to March 31, and by letter to the Chairperson of the Executive Board, certify the outcome of the election of the department faculty senators and their qualifications as established by the Faculty Senate Constitution and By-Laws. A chairperson's letter must also certify that each elected person has been so notified and that such elected person has been requested to attend the regular April meeting of the Faculty Senate when its principal officers are elected for the new term of the Senate. For the 2017-2018 academic year, elections will be held in August of 2017.

3.3.3 All regular Senate membership vacancies shall be filled by elections within the corresponding unit faculty. All associate memberships except the President shall be ex-officio.

3.3.4: By February 1st of each academic year, the department secretary shall provide each academic department and library with a list of faculty eligible for election to the senate and the number of seats to be filled.

3.3.5 : Once eligible faculty are determined, each academic department and library shall initiate a nomination process by March 1st. All faculty eligible to vote are eligible to make nominations in writing for the senate seats to be filled. The nomination process will be open for a minimum of one week.

3.3.5a: Faculty may decline a nomination at any time during the nomination process.

3.3.6: A faculty member holding a joint appointment across academic departments or the library may be a nominee in any given election in only one of the departments in which he or she holds appointment.

3.3.7: After the minimum one-week nomination process, all nominees must be publicized to the voting faculty. Nominees must be publicized at least one week prior to the commencement of the election.

3.3.8: Each academic department and library shall hold elections by secret ballot. Secret ballot may be written or electronic. Electronic ballots must ensure the secrecy of electors and provide a means for write-in votes.

3.3.9: A full time faculty member holding a joint appointment across academic departments or libraries may vote for representatives in only one of the departments in which he or she holds appointments.

3.3.10: The period for casting ballots must stay open at least six class days after ballots are distributed to voters.

3.3.11: The candidate(s) receiving the greatest number of valid votes will be declared the representative(s). In the event of a tie, a second round of balloting will be required between the tied candidates for votes to determine the representative.

3.3.12: Upon the determination of the representative(s), the department chair must contact the senate secretary with the election results within seven days.

Section 3.4: Apportionment

3.4.1 Each academic department and library of the college are allotted the number of senators that corresponds to the number of fulltime faculty members as defined by Section 1.1 and 1.2, using the following table:

Number of Senators	Full Time Faculty Members
1	1- 6
2	7 - 12
3	12 - 18
4	19 - 24
5	25 - 30
6	31 and above

The senate will be compromised of members from the following departments: Criminal Justice; Sociology & Psychology; Social Work; English & Modern Languages; Mass Communication; Fine Arts; History & Political Science & Public Administration; Military Science; Business

Administration; Accounting & Business Information Systems & Marketing; Nursing; Allied Health; Health & Human Performance; Teacher Education, Counseling & Educational Leadership; Mathematics & Computer Science; Chemistry & Forensic Science; and Biology. The library will also be entitled to senate representation based on the number of faculty as defined in these Bylaws.

The total Faculty Senate membership shall consist of not fewer than 36 voting senators elected by department faculty members plus all designated associate (ex officio) members. Minimally, the elected membership shall consist of approximately one-fourth (1/4) of the total number of full-time faculty members in the general university teaching faculty. The ratio of the number of senators from each academic department to the total number of elected regular (voting) members of the Senate shall be proportional to the ratio of the number of full-time faculty members employed in the academic department to the total number of full-time faculty members employed within the general university faculty. No academic department shall be without Senate representation.

3.4.2 In order to maintain the relative ratios of Section 3.4.1. during the month of October the Executive Board shall assign the reapportionment of the regular membership of the Senate, as provided by the Constitution of the Faculty Senate.

Section 3.5: Term limits

3.5.1 The Chair of the Executive Board (President) of the Faculty Senate shall not serve the office of Chairperson and President for more than two consecutive terms (i.e., two academic years). After serving the office of Senate President for two consecutive terms the President shall be rendered ineligible to serve the office again until at least one subsequent term of the office has expired as prescribed in the By-Laws. His or her term will begin on the first April meeting of the calendar year. The Chairperson of the Executive Board shall also be known as the President of the Faculty Senate.

3.5.2 The Secretary of the Senate will be elected annually by a majority vote of the senators in the April meeting. His or her term will begin on first April meeting of the calendar year. He or she shall prepare, process, keep and disseminate to the President, Senators, Provost/Vice President of Academic Affairs, University Registrar, the Dean of each College or School, and any other academic officer as necessary, the minutes of each meeting for appropriate administrative action. The Secretary will also communicate electronically with members of the Senate as necessary.

3.5.3 The term of office of regular members of the Faculty Senate shall be two academic years, beginning on first April meeting of the calendar year, of the academic year following election so long as they continuously maintain the designation of full-time faculty during those years. A senator's term of office ends March 31st of a senator's second year of service. Senators may be re-elected for one additional two-year term. A senator cannot be re-elected for a third term unless they take one term of absence from the senate or their department requests an additional term (and receives approval) from the Faculty Senate President before the elections in March. The terms of office of members of the Senate shall be so adjusted (staggered) as to require the election of approximately one-half of the senators each year. The intent is to have approximately one-half of the Faculty Senate membership having at least one year of experience in the Senate. Elections for new senators will be held in March of each year.

Section 3.6: Duties of Senators

A senator shall:

1. Serve for the designated two year term as elected at the departmental level, representing the department and serving the college as a whole;
2. Attend the scheduled and called meetings of the senate in the designated locations at the determined times;
3. Complete the proxy voting process to ensure representation in any decision making in the event that a meeting of the senate cannot be attended;
4. Participate and serve in other roles as requested and/or assigned by the Executive Board of the senate;
5. Interact with department faculty members regarding matters that impact the college as a whole that concern constituents;
6. Seek feedback and input from the constituents from the department to add perspective to senate deliberations;
7. Serve as the representative of the faculty members of the department in senate deliberations; and
8. Participate in the nomination process of the department for elected positions on the senate and make recommendations for ad hoc and other special purpose committees.

Section 3.7: Installation of New Senators

Senators-Elect shall be installed in the first meeting of their service term within the Senate. The Executive Board's Chairperson (or a designee) shall present identification cards (voting placards) to each new senator. The Chairperson (or a designee) shall charge the new senators and instruct them in the use of their voting cards.

THE CHARGE TO NEW SENATORS

The Albany State University Faculty Senate is the highest legislative and faculty governance body of the faculty set forth in the Bylaws of the Board of Regents of the University System of Georgia.

The Faculty Senate formulates and must approve all general rules and regulations for all academic programs.

It makes recommendations and provides for shared governance and advice to the University's President concerning all matters that affect its cadre of faculty.

It considers written requests or petitions from the University's Colleges, departments or individual faculty members concerning matters of the University and makes recommendations about the same to the University's President.

As a Faculty Senator elected by fellow professors, you are hereby charged to execute with diligence the duties of the Senate as prescribed within its Constitution and By-Laws.

You are charged as a faculty leader to attend all Faculty Senate meetings, commit to the betterment of the University, protect its image and programs, influence decisions and guarantee due process in all matters of faculty governance.

Authorized by the Executive Board of the Faculty Senate, the Faculty Senate, and the President of the University; The Charge is now given to each senator.

Do you accept the charge? (Senators-Elect should respond in the affirmative)

Section 3.8: Vacancies and Leave of Absence

3.8.1: A vacancy in the senate which occurs between regularly scheduled annual elections will be filled in the interim by an appointment from eligible faculty of the affected academic department or library by the president of the senate with recommendations from the department experiencing the vacancy and advice and consent of the executive board.

3.8.2: If the vacancy for one year or more from the senate is forecasted at the time of annual elections, the vacancy will be filled by the regular election procedures as prescribed by these Bylaws.

3.8.3: If a senator takes a leave of absence for one year or less, he or she shall appoint a proxy from the respective academic department or library who is eligible for membership as an elected representative.

3.8.4: If an elected representative on leave fails to designate a proxy, or if the leave of absence extends beyond one year, the position will be declared vacant by the senate chair and filled in the

interim by an appointment from eligible faculty of the affected academic department or library by the senate president with the advice and consent of the Executive Board.

3.8.5: If an elected Senate representative fails to attend two consecutive regularly scheduled meetings without supplying a proxy, the senator will be notified in writing by the senate president that the position will be declared vacant in the event of a third, consecutive absence. Upon a third, consecutive absence, his or her position will be declared vacant by the senate president and filled in the interim by an appointment from eligible faculty of the affected academic department or library by the senate president with the advice and consent of the Executive Board.

Section 3.9: Committees of the Faculty Senate

The Senate shall establish and maintain standing and other committees of the General University Faculty and shall make rules and regulations for their establishment, maintenance, and reporting.

3.9.1 Selection of Standing Committee Members. The Nominating Committee shall, in the month of April, recommend the memberships of Senate standing committees to the Senate. The Senate's approval of such recommendations shall constitute the Senate's recommendation of committee memberships to the Provost/Vice President of Academic Affairs who upon review and consultation with the Senate approves the memberships shall report the same to the University President. The following constraints are established for the Executive Board in recommending standing committee membership:

1. The Executive Board shall consult with the university administrator corresponding to the area of concern of each standing committee prior to finalizing its recommendations of memberships for that standing committee of the Senate.
2. The Provost/Vice President for Academic Affairs shall be the Chairperson of the Committee on Curriculum and New Programs. The membership of the committee will consist of: (1) the Vice President for Academic Affairs, who shall serve as Chair of the Committee (2) The Deans of the Academic Colleges, (3) The University Registrar, (4) The Head Librarian (5) the Chair of each academic department, (6) one faculty member from each academic department (7) the President of the Faculty Senate.
3. There shall be only two standing members of the Faculty Grievance Committee, its chairperson and the alternate (co-chair) chairperson, who must both be elected annually by the Faculty Senate during its first meeting of the academic year. Members of the committee must be tenured faculty, but not necessarily members of the Faculty Senate. The Grievance Committee is activated at the request of the University President and the balance of the membership is determined according to the grievance procedure within the Board of Regents Policy Manual, Section 803.11.

4. The Admissions and Academic Evaluation Committee will consist of the following members: (1) The Registrar, (2) an Admissions and Financial Aid Officer, (3) a Center for Student Development Officer, (4) the director of advisement, (5) one faculty representative from each College or School, (6) and two Senators elected by the Faculty Senate. The Vice President for Academic Affairs shall be an ex officio member of the committee.

3.9.2 Selection of Other Committee Memberships. Ad hoc or special committees and their memberships may be established by a majority vote of the Senate. The purpose and scope of such committees may be decided by a simple majority vote of the Senate, but their function is limited to the special assignment for which the committee is created. Ad hoc or special committees shall be dissolved once the task at hand is completed or after one year of existence, whichever comes first.

3.9.3 Terms of Committee Memberships: The term of membership on standing committees of the Senate shall be one year, beginning May 1. The term of membership of special committees shall be as defined by the Senate at the time that such committees are created.

3.9.4 Standing Committee Reports. All Senate members must receive all committee reports at least five (5) business days prior to the Faculty Senate meeting. These reports may be written or electronically submitted. The Senate, via its Executive Board, may require a written report of a standing committee or special committee by agenda item of a Senate meeting. Oral reporting shall be done by the reporter standing and reporting from the front (facing senators) of the Senate meeting location (a written copy of the report must be provided to the Faculty Senate Secretary).

3.9.5 Senate Standing Committees:

1. Executive Board

The Executive Board shall be composed of one senator from each of the academic colleges, the library, the Senate President, who shall serve as chairperson, the President-elect, the Recording Secretary, and the University President as ex-officio member. The Chairperson of the Executive Board must be a regular senator who has completed at least one two-year term period in the Senate prior to beginning a term as Chair on the Executive Board. Other members of the Executive Board must have completed at least one year of service as a regular senator prior to service on the Executive Board. If a School or College is unable to meet these criteria, a waiver may be requested by a simple majority vote of the Senate, but not as it pertains to the Chairperson of the Executive Board.

Election of Executive Board Members: During the month of April of each year, the Chairperson of the Executive Board of the Senate will notify the senators from each academic College of the university that they must caucus among themselves only at least one week prior to April 30 of each year and elect

a qualified senator from their College to serve as a member of the Executive Board. The results of their election must be reported to the Executive Board Chairperson prior to April 30 of each year.

Should a vacancy occur on the committee, a qualified senator elected through the appropriate College and approved by the Senate should fill the vacancy immediately. In the case of the vacancy of the Chairperson of the Executive Board, the entire Senate must use the same election process as before (Article III section B above) to elect a new chair at the next scheduled Senate meeting, in the interim, the Executive Board will identify a temporary chair.

Duties of the Executive Board:

- a) Arrange the agenda for Senate meetings and shall serve as a channel of communication to and from the Senate.
- b) Recommend to the Senate, the chairperson and members of the Senate standing committees. This committee may recommend the chairperson of the Executive Board but it may not recommend the remaining four members of that committee.
- c) Supervise the election of senators in departments, to the extent that it sends to each academic department reminders of Senate elections and the method of certifying senators-elect, and report the results of such elections to the full Senate. The president of the Faculty calls for faculty caucuses and shall notify each College's dean and each academic department that it should hold Senate elections without influence from any administrator including the department chairperson. Elections may take place during a department's regular meeting or a called meeting at which the chair presides.
- d) Annually compute the proper number of Senate representatives for each academic department and report in writing its findings in a regular meeting of the Senate, in the month of November, for Senate approval and subsequently to transmit such information to the academic departments as specified in the, Article II, Section E, 2.
- e) Present senators-elect to the Senate, install such new senators at the first meeting of their new Senate term with a proper charge (Article II, Section C of the By-Laws), and present new senators with voting cards along with instructions for their use.
- f) Develop and distribute the Senate's Newsletter and make an annual report to the General University Faculty.
- g) Execute requests of the Senate that aid it in the performance of its functions as identified herein.

- h) Act on behalf of the Senate on matters requiring immediate action when it is not feasible to call a special meeting of the Senate. Such actions must be reported to the Senate for confirmation at its next meeting.
- i) Serve as faculty leader in situations and matters where faculty representation is expected or required.

2. Curriculum and New Programs Committee:

This Curriculum and New Programs Committee shall review, evaluate and make recommendations to the Senate relative to the following:

- a. New programs of instruction.
- b. Changes of major curricula, such as addition and deletions of course offerings, revised catalogue descriptions, and changes in course number, content or credit hours.
- c. Pedagogic methods and techniques designed to improve instructions.
- d. All reports from the committee must be written (or electronically reported) and received by all Senate members at least three (3) days prior to the Senate meeting.

3. Library and Educational Media Committee:

The Library and Educational Media Committee shall act as liaison between the Head Librarian and the faculty. The committee shall study the needs of the library and media center and present recommendations concerning such needs to support and to enrich the instructional programs of the University. The committee shall also be responsible for advising the Head Librarian as to the allocation of book funds designated to the various departments of instruction, and all other matters which may enhance the status of the library.

4. The Admissions and Academic Evaluation Committee:

The Admissions and Academic Evaluation Committee shall serve in an advisory capacity to administrative officers and it shall review records of students applying for readmission and shall make recommendations regarding the readmission of students. It shall also review cases of appeal regarding admission or academic evaluation and present related recommendations to the Provost/Vice President for Academic Affairs

5. Faculty Grievance Committee:

The Faculty Grievance Committee shall activate itself only at the request of the University President, through the President of the Executive Board and then only for the purpose of a specific grievance that has been filed. The committee shall not stand or operate as a receiver of complaints or an ombudsman group hearing to act on informal expressions of dissatisfaction. The committee must proceed and be constrained by the details as specified by the Albany State University Statutes and the Board of Regents Policies. A chair and co-chair shall be elected annually.

6. Faculty Senate Evaluations Committee:

The Faculty Senate Evaluations Committee will work in consultation with the Director of Institutional Research who shall be a resource member of the committee. The initial charge of the committee will involve determining the timeline of evaluations, methods, and procedures of evaluations and which courses and other academic instructional activities will be evaluated as a means of strengthening best practices in our instructional processes and course offerings, and ascertaining objective feedback from students in order to compile immediate and longitudinal data for aiding in retention and student successes. Primarily, the Faculty Senate Evaluations Committee is charged with the current students' evaluation of faculty and courses.

Additionally, the committee will be charged to work with the Institutional Research Director to establish and evaluate instruments and procedures (including timelines) for evaluating Department Chairs, College Deans, Provost/Vice President for Academic Affairs, and the President as a means of providing objective and appropriate feedback from faculty regarding their professional stewardship as university administrators.

7. Planning and Budgeting Committee:

The Planning and Budgeting Committee shall serve in an advisory capacity to the University President and to the appropriate university administration that deals with planning and budgeting. The initial charge of the committee is to advise the administration and inform the Faculty Senate regarding the university's long-range planning, preparation of budgets, and distribution of funds with a particular focus on faculty matters. The Planning and Budgeting Committee consults with the Faculty Senate Executive Board and makes reports to the Faculty Senate on matters of the university's long-range planning and budgetary policies.

The Planning and Budgeting Committee shall consist of one faculty senator from each college. The Vice President for Fiscal Affairs and the President of the Faculty Senate shall be ex officio members of the committee. The committee shall elect its officers from within the committee membership.

8. Nominating Committee

The Nominating Committee is a subcommittee of the Executive Board chaired by the chair-elect. The purpose of the Nominating Committee is to nominate senators and other college personnel for committee membership to the executive board. The Nominating Committee shall consist of no fewer than eight individuals representing different disciplines.

9. Calendar Committee (which is a joint committee)

The Calendar Committee shall establish guidelines for the development of a two-year calendar that will involve faculty, staff, and student input. The committee shall recommend a two-year calendar to the Executive Board that includes all dates and deadlines that impact faculty, staff, and students. The committee shall review all recommended changes to the calendar and forward a plan of action for each to the Executive Board and annually review and update the calendar to help the institution publish a two-year calendar annually. Minutes of the committee meetings shall be posted for faculty and staff review.

10. Adult Learning Committee (which is a joint committee):

The Adult Learning Committee ensures that the institution adheres to the Council on Adult and Experiential Learning Ten Standards for Assessing Learning, implements and coordinates Prior Learning Assessment (PLA) at the institution, acts as liaison to the University System of Georgia Adult Learning Consortium, and serves as an advisory board for internal issues pertaining to eMajor.

11. Tenure and Promotion Committee (which is a joint committee):

The Tenure and Promotion Committee will have responsibility for conducting Pre-Tenure, Tenure, and Post-Tenure reviews. The committee will complete the review of faculty in accordance with the Faculty Handbook policies. Both the faculty member and the Dean will receive written summaries of the review.

3.9.6 The senate may establish such other standing committees as its business may require. The members and officers of these committees will be appointed by the Nominating Committee and approved by the senate.

3.9.7 The senate may establish such other ad hoc committees as its business may require.

The members and officers of these committees will be appointed by the senate chair with the advice and consent of the Executive Board

3.9.8 Senate ad hoc committees as authorized in 3.9.7 are defined as those senate committees established by the senate to accomplish specific tasks or to perform specific functions that are not continuing in nature to accomplish the business of the senate.

3.9.9 Each senate ad hoc committee shall receive specific instructions from the chair of the senate with regard to its responsibilities at the time of appointment.

3.9.6 Evaluation of Senate Standing Committees:

It shall be the duty of each chairperson of each Senate Standing Committee, except the Grievance Committee, to annually submit in the month of April, a written evaluation of both (1) the performance of each committee member, and (2) the committee's operations. Such evaluative report is to be submitted to the Executive Board of the Faculty Senate in a form prescribed by the Executive Board of the Faculty Senate.

ARTICLE IV: Officers of the Senate

Section 4.1: Designation of Officers

The regular officers of the Senate are as follows:

1. University President
2. Senate President & Chairperson of the Executive Board
3. Secretary of the Senate (Elected from Senate Membership)
4. Senate President Elect / Parliamentarian
5. Logistics Officer
6. Each member of the Executive Board

Section 4.2: Election of Officers

4.2.1 During the month of April of each year the Senate President shall call for the senators of each academic College of the University to caucus among themselves and determine which senator from their College shall be named to the Executive Board for the next year. All officers of the Senate, except the University President, shall be senators determined in the regular April meeting that precedes the beginning of the term of such officers. Each College shall select one representative to the Executive Board at the April meeting. Elections of other officers who are not members of the Executive Board shall be by majority vote of the senators present and voting at the April Meeting. The Faculty Senate president shall be elected at large from among the Senate membership by majority vote of the senators present and voting during the regular April meeting. A Senate President may serve for a maximum of

two consecutive terms and will be ineligible to serve again until at least one term of the office of Senate President has expired. The Academic College to which the new Faculty Senate Executive Board chair (Senate President) belongs shall caucus and then name another senator to serve on the Executive Board. The Executive Board must be ratified by a majority vote of the Senate. The Secretary of the Senate shall be the election teller and certify all final vote counts. Senators-elect are not permitted to vote during the April meeting that immediately precedes their elected term of their tenure as a senator. However, senators-elect may be voted into office if they have served at least one full year in the Senate prior to the term of their current election and otherwise meet all qualifications for holding office within the Faculty Senate.

4.2.2 Vacancies of unexpired terms of officers of the Senate shall be filled by majority vote of the senators present and voting in the regular meeting in which the vacancies are filled.

Section 4.3: Duties of the Faculty Senate Officers

1. The University President.

The University President shall be the presiding officer of the Senate. The University President may delegate the task of presiding over the Senate to the Chairperson of the Executive Board (President of the Faculty Senate). The University President may present non-agenda information to the Senate and may request consultation or advice of the Senate on either academic or non-academic matters. The University President may veto any action of the Senate by written notification to the Chairperson of the Executive Board. In the event of a veto, subsequent proceedings must follow, consistent with Article IV, Section 5-I of the Albany State University Statutes and Article X of the of the Board of Regents.

2. Chairperson of the Executive Board (Faculty Senate President)

The Chairperson of the Executive Board shall:

- a. Have completed at least one two-year term of previous senatorial service, and his or her service as Chairperson of the Executive Board and President of the Faculty Senate shall be for a term of one year of service.
- b. Preside over the Executive Board ;
- c. Serve as faculty executive officer of the Senate;
- d. Call the meeting to order at the appointed time, preside over all meetings , announce the business before the assembly in its proper order, state and put questions properly brought before the assembly, preserve order and decorum, and decide all questions of order (subject to an appeal);
- e. Receive communications for the Senate and shall construct and transmit for the Senate communications authorized by the Executive Board ;
- f. Serve as faculty representative in situations and matters where faculty representation is expected or required;

- g. Exercise discretionary ex-officio participation on any standing or special committee of the Senate;
- h. Transmit to academic departments the information of annual Senate reapportionment as constructed by the Executive Board in the month of October and approved by the Senate in the month of November;
- i. Compute the total number of Senate seats to be added or deleted for a department and the total number of senators to which the department is entitled;
- j. Report final results of Senate elections and election certification to the Senate;
- k. Present, install and charge senators-elect in the first meeting of their new term of office; and
- l. Refer within five business days to the Policy Review Committee as necessary any changes in policy or curricula ratified by the Senate for appropriate administrative action.

3. The Recording Secretary of the Senate.

The Secretary of the Senate shall record, transmit, preserve and have custody of the minutes of the Senate meetings. The secretary shall receive from the Executive Board the agenda of Senate meetings, reproduce and distribute the agenda along with the minutes of the previous Senate meetings to all senators and associate members at least seven (7) days prior to the Senate meeting. Upon request by the Executive Board the secretary shall notify the Senate of any meeting location, time, and date, or changes there to.

The secretary shall maintain the minutes of the Senate in a manner that is (1) well organized, (2) easily researchable and (3) available to members and officers of the Senate. The secretary shall act as vote teller at all meetings of the Senate. Following approval of the minutes of a Senate meeting, it shall be the responsibility of the secretary to transmit, within seven (7) business days of approval, signed official copies of the minutes to the Board of Regents, via the University President.

5. President-Elect/-Parliamentarian.

In addition to electing a President, the faculty senate shall also elect a President-elect, a senator who will serve as Parliamentarian until it is his/her presidential term.

The Senate's Parliamentarian shall settle matters of debate regarding questions of order placed before the Senate assembly, which have been appealed by bona fide members of the assembly. The President-Elect will also serve as chair of the Nominating committee and assume the duties of the President if the President is unable to perform those duties.

6. Senate Logistics Officer

It shall be the duty of the Senate Logistics Officer to secure the meeting location for the Senate and oversee recording the attendance of senators whenever the Senate meets for a session and to report to the Executive Officer of the Senate the roll call of the assembly. As Logistics Officer it will be his or her responsibility to act as liaison with the appropriate service units of the University to ensure that the meeting site for Senate is properly equipped, prepared, and available prior to the hour scheduled for the meeting. The Faculty Senate Executive Board may choose a senator from one of its members or from the Senate assembly to serve as the Logistics officer, in which case the Chairperson of the Executive Board shall inform the Senate who will serve in the capacity of the Senate Logistics Officer.

Section 4.4: Vacancies and Leaves of Absence

4.4.1: The terms of senate officers will be for one year or less. The terms of elected officers will begin and end with the consecutive organizational meetings of the senate in April. The terms of senate officers appointed or elected to fill vacant positions will begin at the time of their appointment or election to office and end with the adjournment of the senate at its organizational meeting in March.

4.4.2: The term of a senator elected as president-elect or with one year or less remaining on his or her term as representative at the time of election will be extended for one year, if required, to ensure his or her eligibility for service as senate president or as secretary the following senate year.

4.4.3: If the office of senate president becomes vacant, the president-elect shall become the chair of the senate for the remainder of that term and remain senate chair for the following term.

4.4.4: If the office of president-elect becomes vacant before the January meeting of the senate, the senate at its next meeting shall elect a representative from its membership to serve as president-elect for the remainder of that term. The newly elected president-elect shall serve as chair of the senate the following term.

4.4.5: If the office of senate president becomes vacant when the office of president-elect is also vacant, the secretary shall convene a special meeting of the senate within fourteen days (unless the regular election meeting will occur sooner) to elect a senate president from its membership to serve the remainder of the term. Such a person will be eligible for election as senate president or for any other senate office open the following term. The office of president-elect will remain open until the regular election meeting.

4.4.6: If the office of secretary becomes vacant, the senate at its next meeting shall elect a representative from its membership to serve as secretary-elect for the remainder of that term.

4.4.7: If an elected officer of the senate takes a leave of absence or is physically incapacitated for more than three consecutive months, the office shall be considered vacant and shall be filled according to the provisions in these Bylaws.

ARTICLE V: PROCEEDINGS OF THE FACULTY SENATE

Section 5.1: Meetings of the Senate

5.1.1 The Senate shall meet on a regular monthly basis during the academic year.

5.1.2 The senate shall establish a schedule of regular meetings for the year at its organizational meeting to be held before April 25th. The schedule will be promptly published and distributed to all members of the senate, general faculty, and to appropriate administrative and staff personnel

5.1.3 The senate may invite any person to attend at any of its meetings. Meetings will be open, except when, by majority vote, the senate deems it necessary to restrict meetings to senators only. The senate chair may also call a closed meeting with 48 hours notice before the meeting. At its discretion, the senate may invite specific individuals to attend and participate in closed meetings.

5.1.4 Agenda for meetings will be prepared by the executive board of the senate, which will establish the priority of items on the agenda.

5.1.5 Copies of the agenda for all regular and special meetings will be distributed by the secretary to all senate members at least 48 hours in advance of such meetings.

5.1.6 Agenda prepared by the executive board for a meeting may be changed at the meeting by a majority vote of the voting membership present. A call for non-agenda items will be made at each meeting.

Section 5.2: Meeting Proceedings

5.2.1 A **quorum** is required in order to hold a Senate meeting and conduct the business of the Senate. A **quorum** shall consist of one more than fifty percent (50%) of the elected senators. **Here (50%) is calculated as one half (1/2) the number of voting senators rounded up to the nearest whole number.** All powers of the Senate shall be exercised by the affirmative vote of a majority of elected senators present and voting except that any amendment of the Constitution or By-Laws shall require at least a two-thirds (2/3) affirmative vote of the elected senators. An amendment of the Constitution or By-Laws must take place at a regular Senate meeting.

5.2.2 The Chairperson of the Executive Board of the Faculty Senate shall declare the boundary of the Senate-meeting hall prior to each Faculty Senate meeting. All faculty senators must reside within the declared bounds of the Senate meeting. Any senator residing outside of the meeting boundary will not

be recognized as attending the meeting and should not take part in any issue of the Senate meeting, by vote or discussion.

5.2.3: Voting

- a. Voting will be by voice or show of placards unless a roll call or secret ballot is requested by a voting member. Voting for the election of officers, however, will be by secret ballot.
- b. Any senator may request a secret ballot on any issue.
- c. Proxies will be allowed for senators who are unable to attend senate meetings. Proxies must be senators or eligible for election as a senator. Proxies must be submitted in writing to the secretary of the senate at least 24 hours prior to senate meetings. Senators can hold no more than one proxy at any given meeting and hold no more than two total votes.
- d. Actions of the senate which require voting, except amendments to the Constitution or Bylaws, may be enacted by a majority vote of the members present.

5.2.4: Meeting Protocol

- a. Resolutions brought before the senate for a vote must be distributed at a regularly scheduled meeting and presented for a vote at the next regularly scheduled meeting.
- b. All motions and resolutions for senate consideration must be introduced by a senate committee or an individual senator, but senators may do so on behalf of others.
- c. The order of business at faculty senate meetings will be as follows:
 1. Call to Order
 2. Approval of Minutes
 3. Visitors approved by the Executive Board
 4. Unfinished Business
 5. New Business
 6. General Discussion
 7. Adjournment
- d. With the exception of special meetings, the following procedures will be used for all reports, recommendations, proposals, and other items submitted to the senate at its regularly scheduled meetings.
 1. Committee reports, recommendations, and proposals must be submitted in writing to the senate chair at least one week before the next scheduled meeting of the senate.
 2. Upon receipt of these materials, the senate chair will call a meeting of the Executive Board for the purpose of setting the agenda for the next scheduled senate meeting.
 3. Debate on any one question or issue will be limited to 30 minutes.
 4. During general discussion, the right of the floor shall be afforded to
 - (a) a senator,
 - (b) heads of administrative departments of the university or persons designated by them to present agenda items,
 - (c) other persons invited by the senate to address specific items on the agenda, any other persons recognized by the senate chair.
 5. During general discussion, persons noted in 4.3.3d (4) shall be allowed to speak for a specific purpose for no more than five minutes.
- e. Except proposals contained in the report from the academic committee, the senate may amend from the floor any recommendation or proposal. Normally, the reports of the academic committee

will be voted on in its entirety by the senate. Any senator, however, may request that a specific proposal be detached from the report for individual consideration.

- f. If a policy or question is endorsed (passed) by the senate, the decision is sent to the president of the university for approval within seven days of passage. A minority report may be filed by a senator who does not vote with the majority. The president of the college will inform the Executive Board of action taken on the matter within thirty days of the senate's recommendation.
- g. If a vote is not taken on a question, it will be held over until the next scheduled meeting or remanded to an appropriate committee for consideration.
- h. : If a question receives an unfavorable vote from the senate, it will be dropped until resubmitted.
- i. : Meetings of the senate shall be conducted according to the latest edition of *Robert's Rules of Order* (as interpreted by the President-elect), except insofar as these Bylaws make expressed provisions to the contrary.

5.2.5: Visitors/Guests

All meetings will be conducted in accordance with the Georgia Open Meetings Law.

Representatives of student government, administrators, any member of the general faculty, or other interested parties may attend any meetings of the senate as nonparticipating observers unless a meeting is closed as provided by 5.1.3. The right of the floor shall be extended as directed by 5.2.4d(4) and 5.2.4d(5).

Section 5.3: Special Meetings

Special meetings of the Faculty Senate may be called by the University President by communicating with the Executive Board. Special meetings will also be held upon call of the senate chair, executive board, or when requested by at least one-third (1/3) of the senate.

Section 5.4: Minutes

Minutes of each meeting and any matters of record will be properly recorded and archived as designated by these Bylaws.

ARTICLE VI: AMENDMENT OF THE FACULTY SENATE BY-LAWS

6.1: Any voting member of the senate may propose additions, deletions, or amendments to the Bylaws. Additions, deletions, and amendments may also be proposed by at least twenty percent of the fulltime faculty. Such changes must be submitted in writing and circulated to the full senate at least fourteen days before a regular meeting at which it is to be considered.

6.2 Any and all amendments to the Faculty Senate Constitution or By-Laws shall require at least a two-thirds (2/3) affirmative vote of a quorum of the elected senators, and can only be made at a regular meeting, provided that the proposed Amendment is a part of the written agenda of that meeting and provided that the procedures of Article V, Section 5.1 and 5.2, of the By-Laws have been strictly followed. The amendment(s) must also be approved by at least a two-thirds (2/3) affirmative vote of the General University Faculty.

ARTICLE VII: COMPLIANCE

The provisions of these Bylaws are not to be construed or enacted in any manner as to conflict with the laws of the State of Georgia, the policies of the Board of Regents, or the policies of the University System of Georgia.

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Special Notes and Amendments: The current Executive Board will continue to operate as the Executive Board for the senate until elections are held for the 2017-2018 Executive Board.

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APPENDIX B

Promotion and Tenure

Preamble

Academic tenure stands as a bedrock of higher education and is an employment status at Albany State University that guarantees the tenured faculty member of continuing appointment at the university until retirement or resignation, except in cases of dismissal for cause or for financial exigency. Tenure empowers the faculty member with academic freedom but also carries with it continuing expectations of excellence in teaching, service to the institution, continued professional development, and, for some faculty, ongoing scholarship. As tenure is the most important commitment made between the institution and the faculty member, the tenure and promotion process must be carried out following policy and with consequent seriousness. Tenure should be considered a confirmation that the faculty member has demonstrated, in each of the designated categories, an ongoing commitment to excellence in service to the university and its students. A faculty member's length of service is not a guarantee of tenure.

The College follows the Policies of the Board of Regents on all matters and specifically the following faculty personnel matters: appointment, renewal and non-renewal of appointment, removal before end of contract, tenure regulations, employment contract forms, and the procedure for appeals to the Board of Regents.

All appointments, promotions, and tenure of the faculty are recommended by the President. Such recommendations ordinarily originate with the Provost and Vice President for Academic and Affairs, in consultation with the Dean, Department Chairperson, and the Promotion and Tenure Review Committee.

Promotion Faculty Designations

Faculty members at Albany State University are hired in one of three categories.

- a. **Tenured Faculty:** Tenured faculty have been granted tenure at the university following university and BOR policy. In rare cases, such as the appointment of a dean or provost to the university, faculty may be hired with tenure as a condition of their initial appointment to the faculty. Tenured faculty hold a rank of Associate Professor or Professor. Appointments with tenure are considered permanent until retirement, resignation, or removal according to the provisions of the Faculty handbook and Board of Regents Policy.

- b. Tenure-Track Faculty: Faculty hired into tenure-track positions are eligible for tenure review upon completion of the probationary period and successful fulfillment of the requirements of the Promotion and Tenure Process. Typically, tenure-track faculty hold the rank of Assistant Professor or, occasionally, Associate Professor.
- c. Fixed-Term Faculty: Fixed-term appointments are not tenure track and can hold the following designations: lecturer, visiting lecturer, visiting assistant professor, visiting associate professor, visiting professor, artist in residence, instructor, adjunct instructor, clinical assistant professor, clinical associate professor, and clinical professor. Fixed-term appointees are not eligible for tenure. While fixed-term faculty may be reappointed on an ongoing basis, the letter of appointment constitutes notification that a new term of employment may not be granted at the expiration of the appointment.
- d. Tenured, Tenure-Track, and Fixed-Term Faculty may be employed fully online, fully face-to-face, or a combination of the two. Colleges will work with the Office of Academic Affairs to develop equivalent criteria for promotion and tenure of full-time online faculty.
- e. Colleges will work with the Office of Academic Affairs to develop procedures for applying equivalent criteria for promotion and tenure for faculty with less common contracts (e.g., 12-month contracts with a 4-4-2 load).

Tenure-Track Appointments within the University's Blended Functions

Albany State University is designated by the Board of Regents as a “blended function” institution. BOR policy 8.3.6.5 states that tenure-track faculty should possess “the degree qualifications or the equivalent in training, ability and/or experience associated with either the institution’s primary or secondary sectors, depending on which sector of the blended function the faculty member is supporting.” Thus, Albany State University has two types of tenure-track faculty—those who support the mission of ASU as a State College and those who support the mission of ASU as a State University.

Faculty whose primary duties are teaching and service to the institution support the function of ASU as a State College. These faculty are designated as *College Faculty*.

Faculty whose primary duties are teaching, service to the institution, and research support the function of ASU as a State University. These faculty are designated as *University Faculty*.

Tenure-track faculty hired after January 1, 2017 will be hired specifically into one type—serving the State College or State University function—based on their qualifications, the needs of the department, and the approval of the Office of Academic Affairs. Tenure-track faculty hired after January 2017 must remain in their original status until tenure. Special accommodations regarding a change in faculty status prior to tenure may be considered in rare cases if negotiated at the time of hire in consultation with the department chair, the dean, and the Office of Academic Affairs.

Tenure-track faculty hired prior to January 1, 2017 will be designated as either College Faculty or University Faculty based on their qualifications, faculty preference, and the needs of the department. Faculty with a terminal degree may opt to work as College Faculty. In such cases, the faculty member must remain in that designation for at least three academic years.

Tenure-track faculty hired prior to January 1, 2017 may choose to apply for tenure using the rubric of their previous institution for a period up to five years after their appointment into a tenure-track position.

Faculty serving the State College function who have earned a terminal degree may apply for a change in designation to serving the University function with the approval of the chair, the dean, and the Office of Academic Affairs provided that the faculty member has served at least three consecutive years as teaching faculty.

Except in cases where a faculty member has administrative course release(s) or an alternative teaching load negotiated with the chair, dean, and the Office of Academic Affairs, standard teaching loads will be five courses each for the fall and spring semesters for faculty serving the State College function and four courses each for the fall and spring semesters for faculty serving the State University function.

Faculty with uncommon contracts (e.g., 12-month instructional contracts) will negotiate appropriate criteria and process for tenure and promotion with the dean, in consultation with the Office of Academic Affairs.

Following BOR policy 8.3.7.3, the minimum criterion for tenure-track College Faculty is “a master’s degree in the teaching discipline, or, in rare cases, the equivalent of two years of full-time study beyond the bachelor’s degree” BOR 8.3.6.4). Further, the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) requires that all full-time and part-time faculty teaching courses at the associate degree level in each of the following areas--humanities and fine arts; social and behavioral sciences; natural sciences and mathematics; and, when taught as pre-baccalaureate courses, education and business administration--must have completed at least 18 graduate semester hours (27 quarter hours) in their teaching field and hold a master's degree.

The minimum criterion for University Faculty is “the terminal degree in the appropriate discipline or its equivalent in training, ability, and/or experience.” The possession of a terminal degree should not be considered a guarantee of University Faculty status.

Additionally, faculty serving the university function must maintain an active and ongoing research agenda that follows traditional scholarly standards and peer review, as determined by the college and discipline. “Scholarship” is a broad term that applies to faculty work in all performance areas and may appear different to different areas of study. However, in all areas of study “scholarship” describes tangible outcomes of the scholarly processes that are disseminated in appropriate professional venues relating to the performance area and, in the process of dissemination, the product becomes open to critique and evaluation.

Both designations are expected to participate in ongoing professional development as part of their support of the institution’s mission and as part of their tenure requirements.

Tenured and tenure-track faculty will be evaluated annually and upon application for tenure and/or promotion based on their faculty status.

Eligibility for Tenure and Promotion

- a. Tenure consideration is available only for faculty employed in tenure-track faculty lines.
- b. With the approval of the department chair, the dean of the college, and the Office of Academic Affairs, incoming tenure-track faculty may be granted up to three years of credit toward promotion and/or tenure based on exemplary service at a regionally accredited two-year institution for faculty entering in service to the university’s State College function and at a regionally accredited four-year institution for faculty entering in service to the State University function. Such credit must be negotiated at the time of employment and included in the original employment contract. (See BOR Policy 8.3.7.4)
- c. Unless otherwise negotiated and agreed upon by the faculty member, chair, dean, and the Office of Academic Affairs, time served as a fixed-term faculty member shall not count toward tenure.
- d. A faculty member may apply for tenure and promotion during the fifth year of service. Five full years of service must be completed before tenure may be granted.
- e. The maximum time that a faculty member can serve at the rank of Assistant Professor or above without the award of tenure is 7 years. If a faculty member is not awarded tenure during this period, a terminal eighth year contract may be offered.
- f. An assistant professor applying for tenure must also apply for promotion. The award of tenure to faculty holding the rank of assistant professor is linked to the recommendation for promotion to the rank of associate professor. Assistant professors who do not qualify for promotion to the rank of associate professor may not be recommended for tenure. However, faculty who are hired with

credit toward tenure or are hired at the rank of associate professor may apply for promotion and tenure separately.

- g. In order to be eligible for **promotion to the rank of full professor**, a tenured faculty member must serve a minimum of five years as a tenured professor at the associate level. The faculty member may apply for promotion to full professor during the fifth year as a tenured associate professor.
- h. Promotion to the rank of full professor requires the terminal degree.

Evaluation Criteria for Promotion and Tenure

Though the specific requirements may vary by college, the criteria used for evaluating candidates for promotion and tenure are the same as used in the annual evaluation of faculty. See the Annual Faculty Evaluation section for further information about that process.

Albany State University follows the Board of Regents policy of the University System of Georgia. Under BOR policy 8.3.7.3, these are the minimum criteria for all institutions for all professorial ranks:

1. Superior teaching; Demonstrating excellence in instruction.
2. Academic achievement, as appropriate to the mission.
3. Outstanding service to the institution, profession, or community.
4. Professional growth and development.

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department concerned, setting forth the reasons for tenure. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be tenured.

State Universities

In addition to the minimum criteria above, tenure requires the terminal degree in the appropriate discipline or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee of tenure.

State Colleges

In addition to the minimum criteria above, tenure requires at least the equivalent of two years of full-time study beyond the bachelor's degree. Longevity of service is not a guarantee of tenure.

(BoR Minutes, Oct. 2008; Aug. 2014)

When applying for promotion and/or tenure, faculty will assign weights to each of the four categories. Due to Albany State University's blended function, faculty serving the State

College function and faculty serving the State University function will apply using different weighting requirements. College Faculty may assign the Academic Achievement category zero percent, so long as no other category accounts for less than 15% and the three categories total 100%. Colleges may, upon vote of their faculty, establish higher minimum weights.

Promotion and Tenure Policies

Typically, the minimum number of years that must be completed at a rank before promotion to the next rank is:

Instructor to Assistant Professor 3 Years

Assistant to Associate Professor 5 Years

Associate Professor to Professor 5 Years

A probationary credit of up to a maximum of three years may be granted for full-time service at the instructor's or lecturer's rank. This credit must be granted by the President and approved by the Board of Regents at the time of promotion from the rank of Instructor to Assistant Professor. A credit of up to two years may also be granted for creditable service at another educational institution. This credit must be granted by the President and approved by the Board of Regents at the time of initial employment at ASU. All other criteria are the same as outlined under the promotion category.

The maximum time that may be served as full-time tenure-track faculty appointment without the award of tenure is ten years, provided, however, that a terminal contract for an eleventh year may be offered if the institutional recommendation for tenure is not approved by the Board of Regents.

Guidelines for Promotion to Higher Rank:

1. Noteworthy achievement in at least two of the following first four criteria is expected:
 - a. Superior teaching (and advising) as determined by student ratings and supervisor determination, and other factors such as enrollment numbers, peer observations, and other best practices in the field.
 - b. Outstanding service to the institution, e.g., serving on college committees, sponsored activities, system committees, college promotion, continuing education, community service.

- c. Academic achievement, e.g., contributions to subject field content or to effective teaching of subject on local, regional, or national level.
 - d. Professional growth and development, e.g., college work taken, workshops or seminars attended, membership and participation in professional organizations, publications or other demonstrated creative or scholarly activity.
2. Normally, only assistant professors, associate professors, and professors who are employed full-time (as defined by Regents' policies) by an institution are eligible for tenure. The term "full-time" is used in these tenure regulations to denote service on a 100% work load basis for at least two out of three consecutive academic terms. Faculty members with adjunct appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments (BOR Minutes, 1990-91, pp. 369-70. Also see BOR Minutes, 1979-80, p. 73; 1980-81, p. 303; 1990-91, pp. 369- 70).
3. Tenure may be awarded, upon approval by the President, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher (BR Minutes, Feb 2007 through August 2007.) The five-year period must be continuous except that a maximum of two years interruption because of a leave of absence or part-time service may be permitted, provided, however that an award of credit for the probationary period of an interruption shall be at the discretion of the President. In all cases in which a leave of absence, approved by the President, is based on birth or adoption of a child, or serious disability or prolonged illness of the employee or immediate family member, the five-year probationary period may be suspended during the leave of absence. A maximum of three (3) years credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Board of Regents at the time of the initial appointment at the rank of assistant professor or higher. Notwithstanding anything to the contrary in this Policy Manual, in exceptional cases an institution may recommend to the Board of Regents that an outstanding distinguished senior faculty member be awarded tenure upon the faculty member's initial appointment. Each such recommendation shall be considered by the Board individually and shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was already tenured at his or her prior institution, and brings a demonstrably national reputation to the institution (BR Minutes, 1983-84, p. 94; May, 1996, p. 52; April 2000, pp. 31-32).

4. Except for the approved suspension of the probationary period due to a leave of absence, the maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if a recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be 10 years, provided, however, that a terminal contract for the 11th year may be proffered if a recommendation for tenure is not approved by the Board of Regents (BR Minutes, 1992 - 93, p. 188; April 2000, pp. 31-32).
5. Except for the approved suspension of the probationary period due to a leave of absence, the maximum period of time that may be served at the rank of full-time instructor shall be seven years (BR Minutes, April 2000, pp. 31-32).

College/School -Level Requirements

Colleges/schools may establish criteria for reappointment, promotion, tenure, and post-tenure review. *College/school-level criteria for tenure and promotion must, at minimum, meet university-wide criteria for tenure and promotion and may exceed such criteria.*

Criteria must be approved by the general faculty of the college/school.

Approved college/school-level criteria are to be submitted to the Office of Academic Affairs and the Faculty Senate for final review and approval. The Office of Academic Affairs or the Faculty Senate can return the document to the college/school for revision or reconsideration of stated criteria.

After the Office of Academic Affairs and the Faculty Senate have approved the established or updated college/school criteria, all tenured and tenure-track faculty are required to acknowledge receipt of the updated college/school criteria.

Department-Level Requirements

Departments, upon the vote of the college faculty, may establish and approve criteria for promotion, tenure, and post-tenure review. *Departmental criteria for tenure and promotion must, at minimum, meet university-wide and college/school criteria and may exceed such criteria.*

Any department's approved changes in the unit's criteria for hiring, reappointment, promotion, tenure, and post-tenure review criteria must be submitted to the college/school dean for review and approval.

After the dean's review, the changes, along with the dean's comments regarding said criteria, are to be submitted to the Office of Academic Affairs for final review and approval. The Office of Academic Affairs can return the document to the department for revision or reconsideration of stated criteria.

After the Office of Academic Affairs has approved the established or updated departmental criteria all tenured and tenure-track faculty are required to acknowledge receipt of the updated departmental criteria.

Department-level committees tasked with creating and/or reviewing departmental criteria should be constituted by at least five faculty members from the department.

College-level committees tasked with reviewing departmental criteria should be constituted by a balanced cross-section of faculty from across all areas of the college. A standing college-level committee should be formed under the guidance of the dean to review and approve criteria and amendments from the departments.

Procedures

The process for recommendations for promotion includes the following steps:

1. The faculty member initiates the process during the fall semester after completing the minimum number of years of service outlined above. The first step is to send a letter of intent to apply for promotion to the departmental chair. Within two weeks the faculty member seeking promotion should submit a portfolio, which will include details of his/her accomplishments and all documentation in support of his/her application. The faculty member should address the criteria in the order listed in the evaluation form included in this Handbook in appendix A. All information should be listed in reverse chronological order. Those who have been promoted before must include all relevant information from the last promotion to the date of application. The necessary documents include application for promotion, curriculum vita, documentation for teaching, service, professional growth, and scholarship. The action of the completion of these steps will be announced each year by the office of Academic Affairs.

Source: ASU Tenure and Promotion Taskforce Guidelines as approved by the Vice President for Academic Affairs (1997) Revised April 20, 2007.

2. The Departmental Chairperson will ensure eligibility, review, and forward, with his/her recommendation, the documents to the appropriate College-Wide Appointment, Promotion and Tenure Committee (APT) for review and evaluation.
3. The College-Wide APT committee will review and forward its recommendations to the Dean of the respective college who will review and forward the same to the Provost and Vice President for Academic Affairs with his/her recommendation.
4. The Vice President for Academic Affairs will review all applications and forward all materials, with his/her recommendations to the President. The President has the final authority for a faculty member's promotion at the University level.
5. The President will submit the approved recommendations to the Board of Regents. If the request for promotion is denied, the President will notify the faculty member in writing.

The College-Wide APT Committee Review Process

The APT committee for each college consisting of at least 5 tenured faculty members from the college will be appointed by the respective College Dean. The committee must contain at least one member from the discipline of any faculty member under review.

The APT Committee shall review and make recommendations for promotion based on the following four evaluation categories: See the Approved Appointment, Promotion and Tenure Policy for greater detail.

1. **Superior Teaching:** Activities such as direct and indirect instructional services to scheduled credit courses, approved and scheduled continuing education courses, distance learning courses, and courses offered through the Internet. Teaching also includes advising and mentoring of students. The compilation of data from the students' evaluation of the faculty member shall serve as an indicator of measurement of teaching effectiveness.
2. **Academic Achievement:** Activities such as the publication of articles in refereed journals and books; basic or applied research germane to the discipline; creative performance as composer, soloist, conductor, arranger, exhibitor of judged competition;
3. **Service to the Department, Institution and Public:** Activities such as approved services to the University other than teaching. This service may include serving on department and University committees, recruitment, service to the public, grant writing, continuing education, forums, workshops, exhibits, seminars and productions at the University.
4. **Professional Growth and Development:** Activities such as membership and attendance at meetings, offices held in those organizations; authorship and grant writing germane to discipline; attendance, development, and directing of workshops; appointments to local, state or national committee, boards, work groups, and/or agencies germane to the discipline.

The Appeals Committee and the Appeals Process

If a candidate's application for either promotion and or tenure is denied at any level, a written denial (with a rationale and clear explanations for denial) should be immediately (within three business days) forwarded to the appropriate dean who must immediately (within three business days) review the denial and forward it to the Vice President for Academic Affairs and notify the candidate via confidential letter.

Any candidate for promotion and or tenure may exercise his or her right to appeal a denial for promotion and or tenure at any level of the process. A candidate may exercise his or her right to appeal a denial for promotion and or tenure by writing a Letter of Appeal directly to the Vice President for Academic Affairs within five business days after being officially notified by the Vice President that promotion and or tenure was denied. The candidate's Letter of Appeal must be concise and clearly offer a precise rationale including specific explanations relative to the promotion and tenure policy as to why the appeal should be considered valid by the University-Wide Appeals Committee.

The University-Wide APT Appeals Committee for Promotion and Tenure

The university-wide APT Appeals Committee will review, assess and rule on all written appeals by any candidate pursuant to appointment, promotion and tenure. The University-Wide Appeals Committee is a six-member committee, which consists of one tenured faculty member from each of the five colleges and the Faculty Senate President, provided he or she did not serve on a College-wide Committee. If the Faculty Senate President has served on a College-Wide APT Committee, then he or she should recuse himself or herself but may designate an impartial qualified tenured faculty representative to serve on the Appeals Committee as a faculty senate representative.

A member of the University-Wide Appeals Committee should not have been involved in the promotion or tenure process prior to the appeal. Members to the University-Wide Appeals Committee shall be elected by a majority vote from the full-time faculty members of his or her college. At least one of the members of the University-Wide APT Appeals Committee must come from the candidate's discipline. The Vice President shall convene the initial University-Wide APT Appeals Committee and inform the committee that its Chairperson shall be chosen by majority vote of the University-Wide APT Appeals

Committee members and instruct the committee that it should proceed pursuant to the ASU Appointment, Promotion and Tenure Policy, Section 332.08, The Appeals Committee and the Appeals Process.

To assure fairness and an equitable assessment of written appeals for faculty and administrators, the University-Wide APT Appeals Committee will be formed at the request of the Vice President for Academic Affairs after all of the College-Wide APT Committees will have completed their assessment of portfolios and made their recommendations to the appropriate dean.

The University-Wide Appeals Committee must not be privy to or influenced by any specific scores or copies of relative documents created and used by either previous APT committee, but must render an uninfluenced objective recommendation based solely on an independent review of the contents presented within the candidates' portfolio and pursuant to the approved Albany State University Appointment, Promotion and Tenure Policy.

If a candidate is dissatisfied with the decision of his or her department chairperson, then after conferring with the chair the candidate may inform the chair in writing (and copy to the dean of the college) of the intent to self-submit his or her portfolio to the appropriate College-Wide APT Committee. The candidate may then exercise the right to self-submit the promotion portfolio to the College-Wide APT Committee. The Committee is then duty-bound to review and evaluate the portfolio in accordance with the ASU Appointment, Promotion and Tenure Policy. If a faculty member is dissatisfied with the decision of the College-wide APT Committee or any administrator involved in the APT process and wishes to exercise his or her right to appeal, then he or she should file a written appeal to the appropriate dean within ten (10) working days of receipt of the notification of his or her written promotion or tenure denial status from the dean. Each dean shall within five (5) working days of the receipt of a written appeal(s), submit the appeal(s) to the Vice President for Academic Affairs. The Vice President for

Academic Affairs shall immediately call for the formation of the University-Wide APT Appeals Committee and within five (5) working days submit all written appeals to the University-Wide Appeals Committee. None of the administrators or promotion and tenure committee members involved in the promotion and tenure process may interfere with the proceedings of the University-Wide Appeals APT Committee.

The University-Wide Appeals APT Committee must within 10 working days of its initial receipt of the written appeal(s) render its evidence-based and detailed decision for promotion or tenure or rejection for promotion or tenure in writing to the Vice President for Academic Affairs. The Vice President must within three (3) working days forward the committee's decision with all details to the President without any editorial regarding the committee's decision statement and in writing inform the faculty member of the committee's decision. The decision of the President will be final at the institutional level.

If the University-Wide APT Appeals Committee is dissatisfied with the action of any administrator in the appeals phase of the promotion and tenure process, it may make its written concerns known directly to the President of Albany State University.

If the faculty member is dissatisfied with the decision of the President he or she can appeal in writing to the Board of Regents through the Office of the Legal Affairs of the Board of Regents within a period of twenty days following a written decision by the President.

APPENDIX C

MEMBERSHIP AND CATEGORIES OF THE GRADUATE FACULTY

ALBANY STATE UNIVERSITY				
<u>GRADUATE FACULTY MEMBERSHIP</u>				
<u>2017</u>				
Name	College	Department	Membership Status	Degree
Adams-Cooper, Veronica	College of Arts and Humanities	Public Administration	Associate	Ph.D.
Amankwaa, Linda	Darton College of Health Professions	Nursing/Health Hum. Per.	Full	Ph.D.
Andero, Abraham	College of Education	Ed. Leadership	Full	Ph.D.
Anderson, Bonnie*	College of Education	School Counseling & Ed Leadership	Temporary	MBA, M.S.
Bembry, Deborah	College of Education	Educational Leadership	Associate	Ph.D.
Bennett, Marion	College of Arts and Humanities	Social Work	Associate	Ph.D.
Bowers, Walter	College of Arts and Humanities	Criminal Justice	Associate	Ph.D.
Bussey, Schvon	Darton College of Health Professions	Nursing	Temporary	
Carthon, Janis	College of Education	Ed. Leadership	Full	Ed.D.
Chan, Kwaichow	College of Science and Technology	Natural & Forensic Sciences	Full	Ph.D.
Childs, Donyelle	Darton College of Health Professions	Nursing/Health Hum. Per.	Associate	Ph.D.
Crawley, DaShoner a	College of Education	Teacher Education	Associate	Ph.D.
Daniel, Jerry	College of Arts and Humanities	Social Work	Associate	Ph.D.
Dauphin, Robert-Theophilus	College of Arts and Humanities	Public Administration	Full	Ph.D.
Decuir, Erica	College of Education	Teacher Education	Full	Ph.D.

Devarapu, Anilkumar	College of Science and Technology	Math & Computer Science	Full	Ph.D.
Diamond, Geneva	College of Arts and Humanities	English, Modern Lang, Mass Comm	Associate	Ph.D.
Edwards-Joseph, Arline	College of Education	Counseling and Psychology	Associate	Ph.D.
Elechi, Ogonnaya	College of Arts and Humanities	Criminal Justice	Temporary	Ph.D.
Faison, Jewel	College of Education	Educational Leadership	Temporary	Ph.D. - Educational Leadership
Feng, Li	College of Science and Technology	Math & Computer Science	Full	Ph.D. - Mathematics
Fields, Kimberly	College of Education	Teacher Education	Associate	Ph.D.
Furro, Tonyesima	College of Arts and Humanities	Social Work	Full	Ph.D.
George, Rani	College of Arts and Humanities	Criminal Justice	Full	Ph.D.
Gibson, Annalease	College of Arts and Humanities	Social Work	Temporary	Ph.D. - Philosophy in Social Work
Gibson, Irma	College of Arts and Humanities	Social Work	Associate	Ph.D.
Grimsley, Alan	College of Education	Ed. Leadership	Associate	Ph.D. - Educational Leadership
Grimsley, Linda	Darton College of Health Professions	Nursing/Health Hum. Per.	Full	D.S.N/ Ph. D. - Nursing
Handwerk, Sandra	College of Arts and Humanities	Public Administration	Full	Ph.D.
Hill, James	College of Arts and Humanities	English & Modern Languages	Full	Ph.D.
Jain, Ashok	College of Science and Technology	Natural and Forensic Sciences	Full	Ph.D. - Plant Science
Jenkins, Patricia	College of Education	Teacher Education	Full	Ed.D. - Curriculum & Instruction
Johnson, Joyce	Darton College of Health Professions	College of Sciences & Hlth. Professions	Full	Ph.D. - Higher Education Student
Jones, Edna	Darton College of Health Professions	Nursing/Health Hum. Per.	Temporary	
Kim, ByungHoon	College of Science and Technology	Biology	Full	Ph.D.

Konde, Emmanuel	College of Arts and Humanities	History	Associate	Ph.D.
Lee, Kimberly	College of Education	Educational Leadership	Temporary	Ph.D. - Educational Leadership
Lee, Yong Jin	College of Science and Technology	Biology	Associate	Ph.D. - Microbiology
Lewis, Annie*	College of Education	Counseling & Ed. Leadership	Temporary	Ed.d.
Mack, Jeffery D	College of Arts and Humanities	English, Modern Lang, Mass Comm	Associate	Ph.D.
Mallory, Devona	College of Arts and Humanities	English and Modern Languages	Full	Ph.D.
McAllister, Brian	College of Arts and Humanities	English and Modern Languages	Associate	Ph.D.
Medlin, Dorene	College of Education	Teacher Education	Associate	Ed.D.
Moore, Teresa	Darton College of Health Professions	Darton College of Health Professions	Temporary	
Neubauer, Bruce	College of Arts and Humanities	Public Administration	Full	Ph.D.
Ngwafu, Peter	College of Arts and Humanities	History, Political Sci. & Public Adm.	Full	Ph.D.
Nowak, Barbara	College of Arts and Humanities	Social Work	Full	Ph.D.
Ochie, Charles	College of Arts and Humanities	Criminal Justice	Associate	Ph.D. - Sociology
Ofodile, Chinenye	College of Science and Technology	Math & Computer Science	Associate	Ph.D.- Mathematics
Okonkwo, Zephyrinus	College of Science and Technology	Math & Computer Science	Full	Ph.D. - Mathematics
Oommen, Zachariah	College of Science and Technology	Natural and Forensic Sciences	Full	Ph.D. - Polymer Chemistry
Osakwe, Nneka Nora	College of Arts and Humanities	English, Modern Lang. & Mass Comm.	Full	Ph.D.
Owusu-Ansah, Anthony	College of Education	Teacher Education	Associate	Ph.D.
Page, Ivan	College of Arts and Humanities	Social Work	Associate	Ph.D.
Pogue, Tiffany	College of Education	Teacher Education	Full	Ph.D.
Porter, Rhonda	College of Education	Math & Computer Science	Full	Ph.D. - Mathematics Education

Reed, William	College of Arts and Humanities	Psychology and Sociology	Full	Ph.D. - Psychology
Rollins, Carolyn W.	College of Education	Counseling & Ed. Leadership	Associate	Rh.D. - Rehabilitation, Dual Emphasis
Scott, Kevin	College of Arts and Humanities	English and Modern Languages	Associate	Ph.D
Spearman, Marilyn	College of Arts and Humanities	Social Work	Associate	Ph.D.-Social Work
Thomas, George	College of Arts and Humanities	Criminal Justice	Full	Ph.D
Walker, Quiteya	College of Education	Counseling and Psychology	Associate	Counseling
Watkins, Nicole	Darton College of Health Professions	Nursing	Temporary	
Wiley, Debra	College of Education	Teacher Education	Full	Ph.D.
Williams, Cathy	Darton College of Health Professions	Nursing/Health Hum. Per.	Full	D.N.P
Wrensford, Louise	College of Science and Technology	Natural and Forensic Sciences	Full	Ph.D.- Chemistry
Zheng, Liqiu	College of Science and Technology	Natural & Forensic Sciences	Associate	Ph.D.
Zuern, Glenn	College of Arts and Humanities	Criminal Justice	Full	Ph.D. - Criminology