

## 6.1

### Full-time Faculty

The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution.

### Judgment

☒ Compliant ☐ Non-Compliant ☐ Not Applicable

### Narrative

Albany State University (ASU) employs an adequate number of faculty to support its mission in compliance with this principle.

Albany State University has adequate faculty members who are qualified to support the mission and goals of the institution and maintain the quality and integrity of its academic programs. Adequate full-time faculty are available in each degree program for all delivery modes.

The ASU's mission states:

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 [1].

As a state university with a blended function [2], ASU offers career associate degrees, transfer associate degrees, bachelors, masters and education specialist degrees. As noted in the Board of Regents (BOR) Policy Manual [3], ASU's core focus is teaching with research typically focused on the scholarship of teaching, the scholarship of application and institutional research.

### ASU Faculty Categories and Responsibilities

Albany State University uses the following categories of faculty to achieve its mission:

- Tenured and tenure-track faculty: tenured faculty have been granted tenure at ASU following procedures outlined in the *ASU Faculty Handbook* [4] while tenure-track faculty are eligible for tenure following a probationary period. These faculty typically hold the rank of professor, associate professor or assistant professor.
- Non-tenured Limited-term faculty: non-tenured faculty may hold the rank of instructor, assistant professor, associate professor or professor.
- Fixed-Term faculty: fixed-term appointments are non-tenure track and may hold the rank of lecturer or Visiting Assistant Professor, Visiting Professor or Visiting Professor [4].
- Part-time faculty: part-time faculty are employed on a less than full-time basis mainly to perform instructional duties on an as-needed basis. Part-time faculty are assigned the rank of instructor [5].

Tenured and tenure-track faculty are full-time faculty who are hired on either a 12-month basis [6] or a 10-month basis [7] depending on the need of the specific academic program. For example, faculty in the Health Sciences department [8] (which includes programs such as Occupational Therapy Assistant or Physical Therapy Assistant) serve on 12-month appointments due to requirements of their professional accrediting agencies.

The responsibilities of full-time faculty at ASU are aligned with the annual evaluation instrument [9] and include teaching and advising, scholarship and service.

### Faculty Workload

Faculty workload at ASU is based on an additional delineation of full-time faculty into the following categories; 1) College Faculty, 2) University Faculty and 3) Graduate Faculty. As stated in the ASU Faculty Handbook, "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." Additionally, the handbook states, "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 [10]."

Finally, ASU has three categories of graduate faculty who can teach graduate courses:

- Full Graduate Faculty
- Associate Graduate Faculty
- Temporary Graduate Faculty

Full-time faculty must apply to the Office of Graduate Studies and present their credentials for review to qualify for Graduate Faculty status. Graduate Council and the Director of Graduate Studies maintains the criteria [11] used to determine if faculty qualify for Graduate Faculty status.

Full-time faculty members may also be supported with Graduate Assistants (GAs), provided as needed within their respective departments. GAs can also serve as part-time instructors. All GAs must possess the following qualifications to qualify for teaching assignments [12]:

(1) Must be admitted to ASU Graduate Program with “regular” status. Non-degree, provisional students or transient students are not eligible.

(2) GAs with primary responsibility of teaching a course/laboratory section for credit and/or for assigning final grades for such a course/laboratory section must have earned at least 18 graduate semester hours in the teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training and be regularly evaluated.

Faculty workload is an important metric that ASU utilizes in determining the adequate number of full-time faculty. The normal teaching load for a full-time university faculty member is 9-12 semester hours while the teaching load for full-time college faculty is 15 semester hours. In addition, university faculty are expected to maintain research and scholarship output and engage in professional and community service. As stated in the ASU Workload Policy [13], the normal teaching load for Graduate Faculty is 9 credit hours per semester with the remaining time dedicated to research and service.

### Determination of Quality and Adequacy

ASU uses the following measures to determine the quality and adequacy of faculty to support its mission of the university.

- Quality
  - o Hiring of Qualified Full-time Faculty
  - o Performance Expectations of Full-time Faculty
  - o Program Accreditation of each department within colleges
- Adequacy
  - o Full-time Faculty, Student Enrollment and Student-Faculty Ratios
  - o Percentage of Full-time faculty-student ratios across comparable universities
  - o Credit-Hour Generation by Full-time Faculty at ASU.

### Quality of Full-time Faculty to Support the Mission

ASU's mission drives the university hiring policies, recruiting instructors who are not only qualified but also committed to teaching the students we serve. As evidenced in the following position advertisement for full time faculty, ASU seeks qualified individuals with doctoral qualifications with adequate scholarship or potential for scholarship, with an ability to meet and maintain SACSCOC and ACBSP accreditation requirements, for the position of an Assistant Professor in the Department of Accounting, Marketing, and Management Information Systems [14].

### Program Accreditation Reflecting Quality and Adequacy of Faculty

Quality of full-time faculty can also be determined by the accreditations the program holds. All accrediting agencies review the qualifications of the faculty and their levels of contributions. The list of ASU programs that hold additional accreditation is shown in Table 1.

**Table 1: ASU Accredited Educational Programs**

List of Accrediting Organizations			
Dartan College of Health Profession			
Accrediting Agency (Acronym)	Accredited Program	Year of Last Review	Determination of Accreditation Review
Accrediting Commission for Education in Nursing (ACEN)	Associate of Science in Nursing	2018	Reaffirmed
ACEN	Bachelor of Science in Nursing, RN to BSN	2018	Reaffirmed
ACEN	Bachelor of Science with a Major in Nursing	2018	Reaffirmed
ACEN	Master of Science in Nursing	2018	Reaffirmed
ACEN	Post Master's Certification in Nursing	2018	Reaffirmed
Commission on Dental Accreditation (CODA)	Associate of Science in Dental Hygiene	2018	Reaccreditation
Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)	Associate of Science in Diagnostic Medical Sonography	2017	Initial Accreditation
Commission on Accreditation of Allied Health Education Programs (CAAHEP)	Associate of Science in Diagnostic Medical Sonography	2017	Initial Accreditation
Committee on Accreditation for the EMS Professions (CoAEMSP)	Associate of Science in Emergency Medical Services	2018	Reaccreditation
CoAEMSP	Certificate in Emergency Medical Services	2018	Reaccreditation
CoAEMSP	Certificate in Emergency Medical Technician	2018	Reaccreditation
Commission on Accreditation of Allied Health Education Programs (CAAHEP)	Associate of Science in Emergency Medical Services	2018	Reaccreditation
CAAHEP	Certificate in Emergency Medical Services	2018	Reaccreditation
CAAHEP	Certificate in Emergency Medical Technician	2018	Reaccreditation
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)	Associate of Science in Health Information Technology	2005	Reaccreditation

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	Associate of Applied Science in Histologic Technician	2018	Reaccreditation
NAACLS	Certificate in Histologic Technician	2018	Reaccreditation
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	Associate of Science in Medical Laboratory Technology	2018	Reaccreditation
Accreditation Council for Occupational Therapy Education (ACOTE)	Associate of Science in Occupational Therapy Assistant	2018	Reaccreditation
Commission on Accreditation in Physical Therapy Education (CAPTE)	Associate of Science in Physical Therapist Assistant	2011	Reaccreditation
Joint Review Committee on Education in Radiologic Technology (JRCERT)	Associate of Science in Radiologic Science	2016	Reaccreditation
Commission on Accreditation for Respiratory Care (CoARC)	Associate of Science in Respiratory Care	2017	Reaccreditation
<b>College of Arts and Sciences</b>			
Forensic Science Education Programs Accreditation Commission (FEPAC)	Bachelor of Science in Forensic Science	2017	Reaffirmed
American Chemical Society (ACS)	Bachelor of Science in Chemistry	2014	Reaffirmed
Georgia Addiction Counselors Association (GACA)	Addiction Counseling Certificate	2017	Reaffirmed
<b>College of Professional Studies</b>			
Council on Social Work Education (CSWE)	Bachelor of Social Work	2015	Reaffirmed
CSWE	Master of Social Work	2018	Reaffirmed
Accreditation Council for Business Schools and Programs (ACBSP)	Bachelor of Science in Management	2014	Reaffirmed
ACBSP	Bachelor of Applied Science with a Major in Technology Management	2014	Reaffirmed
ACBSP	Bachelor of Science with a Major in Accounting	2014	Reaffirmed
ACBSP	Bachelor of Science with a Major in Business Information Systems	2014	Reaffirmed
ACBSP	Bachelor of Science with a Major in Marketing	2014	Reaffirmed
ACBSP	Bachelor of Science with a Major in Supply Chain & Logistics Management	2014	Reaffirmed
ACBSP	Master of Business Administration	2014	Reaffirmed
Network of Schools of Public Policy, Affairs, and Administration (NASPAA)	Master of Public Administration	2018	Reaffirmed
Council for Accreditation of Educator Preparation NCATE/CAEP*	Master of Education with a Major in English (Teaching Field)	2014	Reaffirmed
NCATE/CAEP*	Bachelor of Music Education	2014	Reaffirmed
NCATE/CAEP*	Master of Education with a Major in Music (Teaching Field)	2014	Reaffirmed
NCATE/CAEP*	Master of Education with a Major in Education Administration and Supervision	2014	Reaffirmed
NCATE/CAEP*	Education Specialist with a Major in Education Administration and Supervision	2014	Reaffirmed
NCATE/CAEP*	Bachelor of Science with a Major in Science (Teaching Field)	2014	Reaffirmed
NCATE/CAEP*	Master of Education with a Major in Science (Teaching Field)	2014	Reaffirmed
NCATE/CAEP*	Master of Education with a Major in Mathematics (Teaching Field)	2014	Reaffirmed
NCATE/CAEP*	Bachelor of Science with a Major in Health and Physical Education (Teaching Field)	2014	Reaffirmed
NCATE/CAEP*	Master of Education with a Major in Health and Physical Education (Teaching Field)	2014	Reaffirmed
NCATE/CAEP*	Bachelor of Science with a Major in Early Childhood Education	2014	Reaffirmed
NCATE/CAEP*	Master of Science with a Major in Early Childhood Education	2014	Reaffirmed
NCATE/CAEP*	Bachelor of Science With a Major in Middle Grades Education	2014	Reaffirmed
NCATE/CAEP*	Master of Education with a Major in Middle Grades Education	2014	Reaffirmed
NCATE/CAEP*	Bachelor of Science With a Major in Special Education	2014	Reaffirmed
NCATE/CAEP*	Master of Education with a Major in Special Education	2014	Reaffirmed
*NCATE and TEAC merged into the new organization referred to as CAEP.			

#### Adequacy of Full-time Faculty to Support Mission

ASU considers factors such as faculty-student ratios, number of faculty and students in each program, and fiscal and financial resources to determine the adequacy of full-time faculty to support the mission of the university. Table 2 lists the number of full-time faculty [15], total student enrollment and the student/faculty ratios that are filed with IPEDS. Factors such as declining student enrollment and the consolidation of Albany State University and Darton State College contributed to the decrease in number of full-time faculty but we have maintained our student/faculty ratio.

**Table 2: Full-time Faculty, Total Enrollment and Study/Faculty Ratio**

	Fall 2017	Fall 2018
Total Full-time Faculty	280	214
Total Student Enrollment	6,615	6,371S
Student/Faculty Ratio	17:1	18:1

**Full-time Student Enrollment and Student-Faculty Ratio Trends**

ASU had 6,371 enrolled students, as per fall 2018 registration data. Of these total students, 4,367 students are full-time students while remaining 2,004 students are part-time students. This portrays a decrease in student numbers by 3.7% from fall 2017's total enrollment of 6615. Table 3 shows the Fall semester enrollments for 2017 and 2018.

**Table 3: Student Enrollment Trend by Registration Status**

	Fall 2017	Fall 2018	% Change
Full Time	4,093	4,367	6.7%
Part-Time	2,522	2,004	-20.5%
<b>Total Headcount</b>	<b>6,615</b>	<b>6,371</b>	<b>-3.7%</b>

Source: Division of Institutional Effectiveness

The faculty and student ratio in fall 2018 at ASU was 18:1 while in fall 2017 it was 17:1 (see Table 4). This student-faculty ratio is on par with other University System of Georgia (USG) State institutions (see Table 5), as Clayton State University has a student-faculty ratio of 18: 1, Columbus State University is 17:1 while Middle Georgia State University is 19:1 and AACSB-accredited Georgia Southwestern State University has a ratio of 17:1.

**Table 4: Student to Faculty Ratio Trend**

Student to Faculty Ratio Trend	
Fall 2017	17 to 1
Fall 2018	18 to 1

Source: Division of Institutional Effectiveness

**Table 5: IPEDS Student to Faculty Ratio for ASU and USG State Universities, Fall 2017**



Institution Name	IPEDS Student to Faculty Ratio
Albany State University	17 to 1
Clayton State University	18 to 1
Columbus State University	17 to 1
Fort Valley State University	17 to 1
Georgia College and State University	17 to 1
Georgia Southwestern State University	17 to 1
Middle Georgia State University	19 to 1
Savannah State University	17 to 1
University of North Georgia	19 to 1

Source: Integrated Post-Secondary Education

#### Credit-Hour Generation by Full-time Faculty Trends

The average number of credit hours taught by full-time faculty in fall 2018 was 3,360 credit hours and part-time faculty taught an average of 813 credit hours. The total sum of student credit hours (SCHs) generated in fall 2018 was 60,516 by full-time faculty (80%) and 15,213 hours (20%) by part-time faculty (see Table 6). By most standards, 80% of the SCH generated by full-time faculty is high and reflective of a strong institutional commitment to the use of full-time faculty in the instructional programs.

**Table 6: Student Credit Hours Generated and Taught**

Faculty	# of Credit hours Taught in Fall 2018	Sum of Student Credit Hours Generated in Fall 2018
Full Time	3,360	60,516
Part Time	813	15,213
<b>Grand Total</b>	<b>4,173</b>	<b>75,729</b>

Source: Division of Institutional Effectiveness

Full-time faculty taught 1,148 courses in fall 2018, with 903 as in class face-to-face (79%) while 245 were taught online (21%). Clearly, full-time faculty were also substantially engaged in teaching online as well as in traditional face-to-face modes. While part-time faculty taught 221 classes face-to-face and 94 classes via online modalities, 79% of the classes at ASU were taught by full-time faculty with part-time faculty teaching the remaining 21% of the classes (see Table 7).

**Table 7: Proportion of Face-to-Face and Online Courses taught by our Full-Time and Part-Time Instructional Faculty in Fall 2018**

Faculty Types and Delivery methods	Number of Courses taught in Fall 2018	% of Courses taught in Fall 2018
<b>Full-Time</b>	<b>1,148</b>	<b>79%</b>
Face-to-Face	903	62%
Online	245	17%
<b>Part-Time</b>	<b>315</b>	<b>21%</b>
Face-to-Face	221	15%
Online	94	6%
<b>Grand Total</b>	<b>1,463</b>	<b>100%</b>

Source: Division of Institutional Effectiveness

#### Full-time faculty using types of non-traditional pedagogies

Traditional faculty functions include teaching, research, community service, and advisement. Faculty members at ASU teach online classes on Georgia Online View. Even in face-to-face classes, all teaching materials are placed online (i.e., hybrid); grades are released online; and one-on-one student contact is maintained via emails, text messages, and phone calls. Faculty also teach classes in the evenings and weekends. Furthermore, in science programs, some classes have a lab (consisting of one credit) which accompanies the lectures (consisting of three credits). Some classes are also offered as independent studies to accommodate students unable to travel and attend face-to-face sessions. ASU also offers classes off campus in Cordele, where faculty travel to teach classes during evenings.

Faculty also advise students via emails, telephone, and text messages. The objective is to advise students who are unable to make it to campus due to work commitments and those who might be residing outside Albany. Faculty use a variety of experiential modalities to teach students like study-abroad programs, undergraduate research projects, and graduate mentoring programs to support students in writing of research papers for the research symposium. A variety of pedagogies like case studies, discussions, videos, and role-plays are integrated by faculty into their classrooms to maximize student learning. ASU teachers are empathetic towards their minority students' financial backgrounds and tend to use low cost textbooks such as OpenStax materials, virtual textbooks, and Flat World textbooks in their classrooms. ASU is a military-friendly campus, providing credits via PLA and ACE techniques, thereby reaching out to veterans and non-traditional adult learners.

#### Sources

-  01\_ASU Mission
-  02\_BOR Policy Section 2.8 (Page 7)
-  03\_BOR Policy Section 2.8\_Workload
-  04\_Faculty\_Handbook (Page 64)
-  04\_Faculty\_Handbook (Page 65)
-  05\_Academic Student Handbook Section 4.2
-  06\_12 Month Appointment
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-  08\_Health Science Programs
-  09\_COB Faculty Evaluation Form
-  10\_Faculty Handbook\_Faculty category (Page 65)
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# Vision, Mission, and Guiding Principles

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## Vision Statement

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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.

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## Mission Statement

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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.

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## Guiding Principles

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### **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.

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#### **ASU East Campus**

504 College Drive  
Albany, GA 31705

#### **ASU West Campus**

2400 Gillionville Rd  
Albany, GA 31707  
Phone: (229) 500-2000 (tel:2295002000)



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- Accreditation (</academic-affairs/accreditation.php>)
- ASU Careers (<https://www.albanystatejobs.com/>)
- Maps (</asu-campus-map/index.php>)
- Students (</student-affairs/index.php>)
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- ASU Foundation (</institutional-advancement/asu-foundation/index.php>)
- Events Calendar (</academic-affairs/calendars/index.php>)
- Flickr Photos (<https://www.flickr.com/photos/albanystateuniversity/>)
- Request a Transcript ([/enrollment-management/office\\_of\\_the\\_registrar/transcript-information.php](/enrollment-management/office_of_the_registrar/transcript-information.php))
- ASU IT Help Desk (</technology/helpdesk/index.php>)
- Equal Employment Opportunity (</human-resources/equal-employment-opportunity.php>)
- Ethics & Compliance Hotline (</internal-audit/hotline-reporting.php>)
- Human Trafficking Notice (<https://gbi.georgia.gov/documents/human-trafficking-notice>)

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# BOARD OF REGENTS POLICY MANUAL

Official Policies of the University System of Georgia

## 2.8 Institutional Mission

The mission of the University System of Georgia (USG) is achieved through the collective missions of our state's public colleges and universities, which drive economic development and produce more educated individuals to contribute to the quality of life in the State. USG institutions are responsible for producing graduates with the requisite skills and knowledge to ensure Georgia's strong future in the knowledge-based and global economy. The individual mission and function of the institutions within the USG must be aligned with the overall USG mission in order to strategically meet the higher education needs of the State.

The function and mission of each USG institution is determined by the Board of Regents and any change in institutional function and mission must be approved by the Board. Institutional function determines the scope of activity of the institution over a considerable period of time and covers the following aspects:

1. The level at which the institution will operate;
2. The types of educational degree programs to be offered;
3. The cost of attending the institution (student tuition and fees);
4. The admissions selectivity of the institution and the extent to which the institution serves as a primary point of access to

higher education for under-represented students in a geographic region of Georgia; and,

5. The extent to which the institution engages in teaching, research, and service

Specific functions and missions for individual institutions and the procedures to request a change in functional sector, functional sector category, and institutional mission can be found in the Academic & Student Affairs Handbook. USG institutions are classified according to the following functional sectors:

**Research Universities**, which offer a broad array of undergraduate, graduate, and professional programs and are characterized as doctoral-granting with a Carnegie Classification of very high or high research activity. Associate degrees are typically not offered at research universities. While teaching is a core focus at all USG institutions, the emphasis on basic and applied research is much heavier at research universities than any other institutional sector. It is expected that institutions operating within this sector will be world-class research institutions with significant commitments to receipt of external funding, philanthropic giving, and fundraising at the highest levels.

Institution	Primary Section/Function	Secondary Sections/Function	Secondary Sections/Function
Georgia Institute of Technology	Research University	n/a	Georgia's technological research institution
Georgia State University	Research University	State College	



University of Georgia	Research University	n/a	Georgia's land-grant institution and agricultural experiment station
Augusta University	Research University	n/a	State's dedicated health/sciences/medical college

**Comprehensive Universities**, which offer a number of undergraduate and master's-level programs with some doctoral programs. Typically, associate-level degrees are not offered at comprehensive universities. Graduate programs at comprehensive universities are characterized as master's-dominant. While teaching is a core focus at all USG institutions, the emphasis on basic and applied research is heavier at comprehensive universities than state universities or state colleges, but not emphasized as heavily as research universities. It is expected that institutions within this sector will be committed to being world-class academic institutions.

Institution	Primary Section/Function	Secondary Sections/Function	Secondary Sections/Function
Georgia Southern University	Comprehensive University	n/a	Approved for doctoral programs
Valdosta State University	Comprehensive University	n/a	Approved for doctoral programs
Kennesaw State University	Comprehensive University	n/a	Approved for doctoral programs

University of West Georgia	Comprehensive University	n/a	Approved for doctoral programs
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**State Universities**, which offer a number of undergraduate and master's-level programs, but very few doctoral programs.

Associate-level degrees can be offered at these universities, but they are also typically limited. While teaching is a core focus at all USG institutions, the emphasis on research activity at these state universities includes some basic research, but is typically more focused on institutional or applied research.

Institution	Primary Section/Function	Secondary Sections/Function	Secondary Sections/Function
Albany State University	State University	n/a	n/a
Clayton State University	State University	n/a	n/a
Columbus State University	State University	n/a	Approved for doctoral programs
Fort Valley State University	State University	n/a	State's 1890 land grant institution
Georgia College & State University	State University	n/a	State's public liberal arts institution; approved for doctoral programs

Georgia Southwestern State University	State University	n/a	n/a
Middle Georgia State University	State University	n/a	n/a
Savannah State University	State University	n/a	n/a
University of North Georgia	State University	n/a	State's military college; approved for doctoral programs

## State Colleges

### Balanced Bachelor's and Associate State Colleges

Institutions included in the balanced bachelor's and associate-level state colleges group offer bachelor's degrees, associate programs, and general education courses, but no graduate programs. These state colleges are characterized as balanced bachelor's and associate-level degrees with bachelor's programs focused on specialized academic and economic development program areas and regional, college-educated workforce needs. The emphasis at these state colleges is on teaching and service with limited focus on basic or applied research activity.

### Associate Dominant-Select Bachelor's State Colleges

Institutions included in the associate dominant state colleges group are characterized as offering associate-dominant programs and general education courses, with very few, select, professionally-oriented bachelor's degree programs. The select bachelor's programs are focused on specialized academic and economic development program areas and regional, college-

educated workforce needs. The emphasis at these state colleges is on teaching and service with limited focus on basic or applied research.

<b>Institution</b>	<b>Primary Section/Function</b>	<b>Secondary Sections/Function</b>	<b>Secondary Sections/Function</b>
Abraham Baldwin Agricultural College	State College - Balanced Bachelor's & Associate Degrees	n/a	State's agricultural state college
Atlanta Metropolitan State College	State College - Balanced Bachelor's & Associate Degrees	n/a	n/a
College of Coastal Georgia	State College - Balanced Bachelor's & Associate Degrees	n/a	n/a
Dalton State College	State College - Balanced Bachelor's & Associate Degrees	n/a	n/a
Georgia Gwinnett College	State College - Balanced Bachelor's & Associate Degrees	n/a	n/a

Gordon State College	State College - Balanced Bachelor's & Associate Degrees	n/a	n/a
East Georgia State College	State College - Associate Dominant, Select Bachelor's	n/a	n/a
Georgia Highlands College	State College - Associate Dominant, Select Bachelor's	n/a	n/a
South Georgia State College	State College - Associate Dominant, Select Bachelor's	n/a	n/a

### **Institutions with a Blended Function**

At times a USG institution may be approved by the Board to advance aspects of a mission from different functional sectors. When this occurs, an institution will have a blended institutional function with a primary sector function and a secondary function sector. While the institution will follow the function of their primary sector, it will also be authorized to function in accordance with aspects of the secondary sector function.

No institution may operate as an institution with a blended function unless approved by the Board of Regents. When the Board approves an institution as having a blended function, the Board will also approve the institution's primary functional sector. The guidelines for obtaining Board approval to operate as an institution

with a blended function and a list of institutions currently approved for a blended function can be found in the Academic & Student Affairs Handbook.

The Chancellor may, from time to time, direct institutions with a blended function on whether and to what extent the institution will implement primary functional sector requirements or secondary functional sector requirements.

# BOARD OF REGENTS POLICY MANUAL

Official Policies of the University System of Georgia

## 2.8 Institutional Mission

The mission of the University System of Georgia (USG) is achieved through the collective missions of our state's public colleges and universities, which drive economic development and produce more educated individuals to contribute to the quality of life in the State. USG institutions are responsible for producing graduates with the requisite skills and knowledge to ensure Georgia's strong future in the knowledge-based and global economy. The individual mission and function of the institutions within the USG must be aligned with the overall USG mission in order to strategically meet the higher education needs of the State.

The function and mission of each USG institution is determined by the Board of Regents and any change in institutional function and mission must be approved by the Board. Institutional function determines the scope of activity of the institution over a considerable period of time and covers the following aspects:

1. The level at which the institution will operate;
2. The types of educational degree programs to be offered;
3. The cost of attending the institution (student tuition and fees);
4. The admissions selectivity of the institution and the extent to which the institution serves as a primary point of access to

higher education for under-represented students in a geographic region of Georgia; and,

5. The extent to which the institution engages in teaching, research, and service

Specific functions and missions for individual institutions and the procedures to request a change in functional sector, functional sector category, and institutional mission can be found in the Academic & Student Affairs Handbook. USG institutions are classified according to the following functional sectors:

**Research Universities**, which offer a broad array of undergraduate, graduate, and professional programs and are characterized as doctoral-granting with a Carnegie Classification of very high or high research activity. Associate degrees are typically not offered at research universities. While teaching is a core focus at all USG institutions, the emphasis on basic and applied research is much heavier at research universities than any other institutional sector. It is expected that institutions operating within this sector will be world-class research institutions with significant commitments to receipt of external funding, philanthropic giving, and fundraising at the highest levels.

Institution	Primary Section/Function	Secondary Sections/Function	Secondary Sections/Function
Georgia Institute of Technology	Research University	n/a	Georgia's technological research institution
Georgia State University	Research University	State College	



University of Georgia	Research University	n/a	Georgia's land-grant institution and agricultural experiment station
Augusta University	Research University	n/a	State's dedicated health/sciences/medical college

**Comprehensive Universities**, which offer a number of undergraduate and master's-level programs with some doctoral programs. Typically, associate-level degrees are not offered at comprehensive universities. Graduate programs at comprehensive universities are characterized as master's-dominant. While teaching is a core focus at all USG institutions, the emphasis on basic and applied research is heavier at comprehensive universities than state universities or state colleges, but not emphasized as heavily as research universities. It is expected that institutions within this sector will be committed to being world-class academic institutions.

Institution	Primary Section/Function	Secondary Sections/Function	Secondary Sections/Function
Georgia Southern University	Comprehensive University	n/a	Approved for doctoral programs
Valdosta State University	Comprehensive University	n/a	Approved for doctoral programs
Kennesaw State University	Comprehensive University	n/a	Approved for doctoral programs

University of West Georgia	Comprehensive University	n/a	Approved for doctoral programs
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**State Universities**, which offer a number of undergraduate and master's-level programs, but very few doctoral programs.

Associate-level degrees can be offered at these universities, but they are also typically limited. While teaching is a core focus at all USG institutions, the emphasis on research activity at these state universities includes some basic research, but is typically more focused on institutional or applied research.

Institution	Primary Section/Function	Secondary Sections/Function	Secondary Sections/Function
Albany State University	State University	n/a	n/a
Clayton State University	State University	n/a	n/a
Columbus State University	State University	n/a	Approved for doctoral programs
Fort Valley State University	State University	n/a	State's 1890 land grant institution
Georgia College & State University	State University	n/a	State's public liberal arts institution; approved for doctoral programs

Georgia Southwestern State University	State University	n/a	n/a
Middle Georgia State University	State University	n/a	n/a
Savannah State University	State University	n/a	n/a
University of North Georgia	State University	n/a	State's military college; approved for doctoral programs

## State Colleges

### Balanced Bachelor's and Associate State Colleges

Institutions included in the balanced bachelor's and associate-level state colleges group offer bachelor's degrees, associate programs, and general education courses, but no graduate programs. These state colleges are characterized as balanced bachelor's and associate-level degrees with bachelor's programs focused on specialized academic and economic development program areas and regional, college-educated workforce needs. The emphasis at these state colleges is on teaching and service with limited focus on basic or applied research activity.

### Associate Dominant-Select Bachelor's State Colleges

Institutions included in the associate dominant state colleges group are characterized as offering associate-dominant programs and general education courses, with very few, select, professionally-oriented bachelor's degree programs. The select bachelor's programs are focused on specialized academic and economic development program areas and regional, college-

educated workforce needs. The emphasis at these state colleges is on teaching and service with limited focus on basic or applied research.

<b>Institution</b>	<b>Primary Section/Function</b>	<b>Secondary Sections/Function</b>	<b>Secondary Sections/Function</b>
Abraham Baldwin Agricultural College	State College - Balanced Bachelor's & Associate Degrees	n/a	State's agricultural state college
Atlanta Metropolitan State College	State College - Balanced Bachelor's & Associate Degrees	n/a	n/a
College of Coastal Georgia	State College - Balanced Bachelor's & Associate Degrees	n/a	n/a
Dalton State College	State College - Balanced Bachelor's & Associate Degrees	n/a	n/a
Georgia Gwinnett College	State College - Balanced Bachelor's & Associate Degrees	n/a	n/a

Gordon State College	State College - Balanced Bachelor's & Associate Degrees	n/a	n/a
East Georgia State College	State College - Associate Dominant, Select Bachelor's	n/a	n/a
Georgia Highlands College	State College - Associate Dominant, Select Bachelor's	n/a	n/a
South Georgia State College	State College - Associate Dominant, Select Bachelor's	n/a	n/a

### **Institutions with a Blended Function**

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The Chancellor may, from time to time, direct institutions with a blended function on whether and to what extent the institution will implement primary functional sector requirements or secondary functional sector requirements.

# **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**

**Albany State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, associate, baccalaureate, masters, and specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany State University.**

**The University is an Equal Opportunity Employer**

**ALBANY STATE UNIVERSITY**

**FACULTY HANDBOOK COMMITTEE**

(June 2017)

**Prof. Bummi Anderson**

**Prof. Edward Bagley**

**Prof. Laura Blackwell**

**Prof. Kelley Castro**

**Dr. Robert Dauphin**

**Prof. Jan Rodd (Chair)**

**Dr. Carolyn Rollins**

**Prof. Charles Williams**



## **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 REGENTS<sup>1</sup>**

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.

<sup>1</sup>Source: *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**

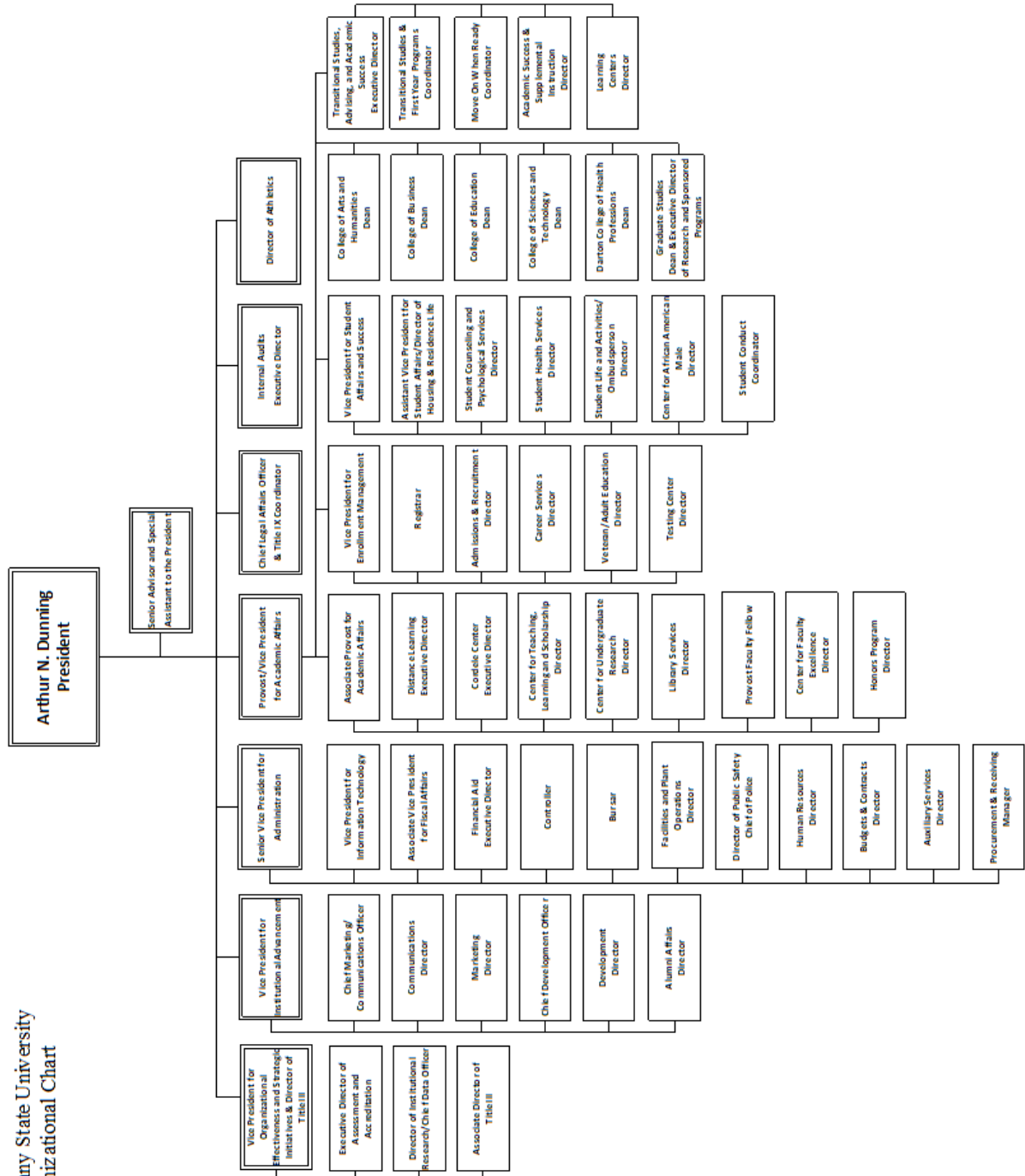
The powers of the President shall be those ordinarily implied by the office and those set forth in the policy manual of the Board of Regents. The President is the chief spokesperson for the University and has the responsibility for defining goals, taking administrative action and facilitating public 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.

## **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.

### **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**

## **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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## **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 31<sup>st</sup> 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.

**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.

## 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

<b>ALBANY STATE UNIVERSITY</b>				
<b><u>GRADUATE FACULTY MEMBERSHIP</u></b>				
<b><u>2017</u></b>				
<b>Name</b>	<b>College</b>	<b>Department</b>	<b>Membership Status</b>	<b>Degree</b>
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, DaShonera	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, Ogbonnaya	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

# **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**

**Albany State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, associate, baccalaureate, masters, and specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany State University.**

**The University is an Equal Opportunity Employer**

**ALBANY STATE UNIVERSITY**

**FACULTY HANDBOOK COMMITTEE**

(June 2017)

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**Prof. Edward Bagley**

**Prof. Laura Blackwell**

**Prof. Kelley Castro**

**Dr. Robert Dauphin**

**Prof. Jan Rodd (Chair)**

**Dr. Carolyn Rollins**

**Prof. Charles Williams**



## **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 REGENTS<sup>1</sup>**

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.

<sup>1</sup>Source: *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**

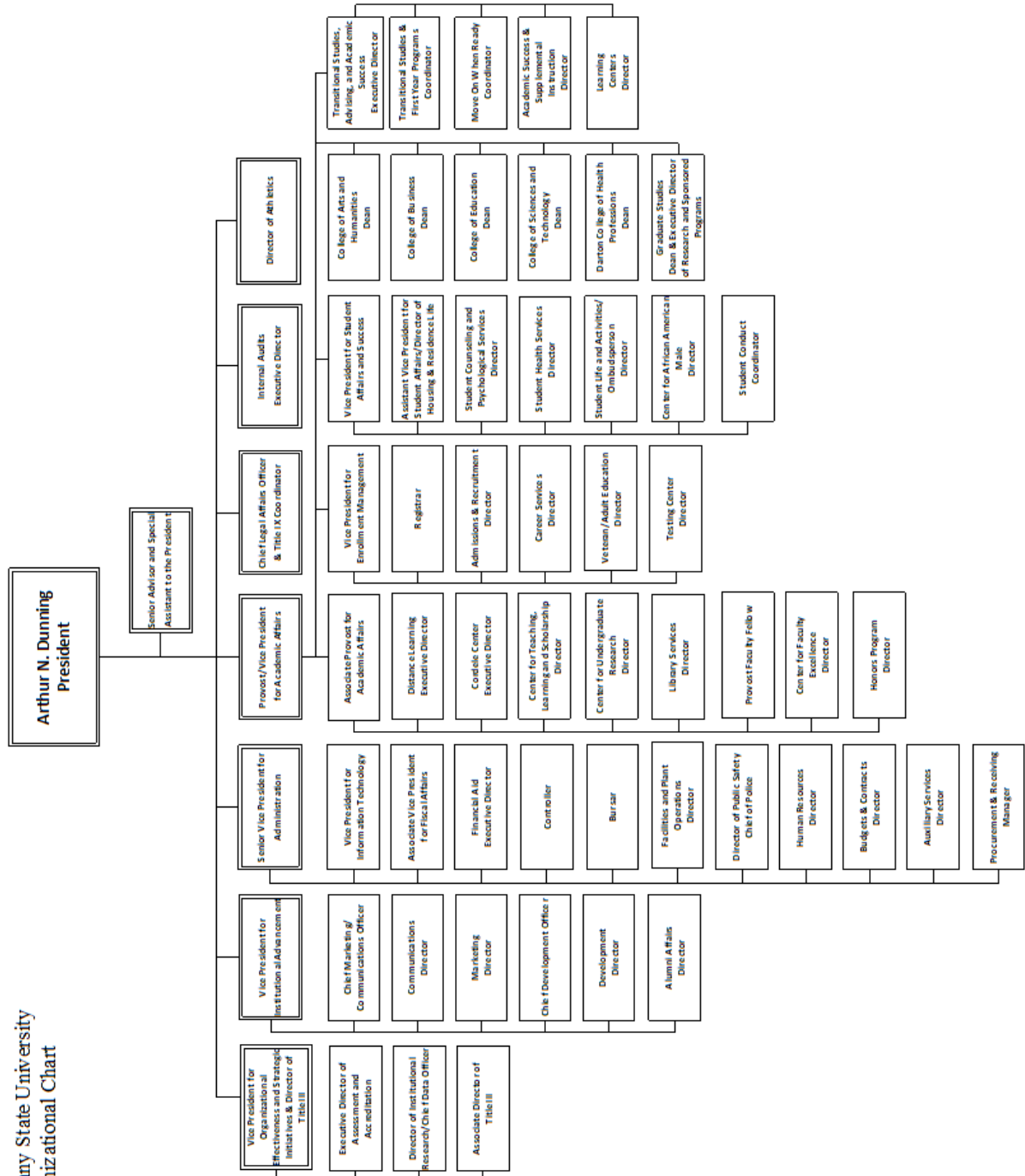
The powers of the President shall be those ordinarily implied by the office and those set forth in the policy manual of the Board of Regents. The President is the chief spokesperson for the University and has the responsibility for defining goals, taking administrative action and facilitating public 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.

## **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.

### **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**

**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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## **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 31<sup>st</sup> 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.

**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.

## 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

<b>ALBANY STATE UNIVERSITY</b>				
<b><u>GRADUATE FACULTY MEMBERSHIP</u></b>				
<b><u>2017</u></b>				
<b>Name</b>	<b>College</b>	<b>Department</b>	<b>Membership Status</b>	<b>Degree</b>
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, DaShonera	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, Ogbonnaya	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

# ACADEMIC & STUDENT AFFAIRS HANDBOOK

Procedural guide for implementing BoR policies related to Academic Affairs

## 4.2 Definition of Part-Time

(Last Modified November 10, 2014) [✖Report a broken link \(/academic\\_affairs\\_handbook/contact\\_information/\)](#)

Part-time faculty are non-tenured faculty employed at a single USG institution or at more than one USG institution and are subject to the following conditions:

1. Are employed as-needed, on a per-course, per semester limited term basis at the discretion of the institution and will receive no compensation unless a part-time assignment is given
2. Are not accruing time toward tenure
3. Are required to sign a letter of agreement for each appointment period and are not issued contracts
4. Are not the same as adjunct (courtesy) faculty appointments

5. Are not eligible for USG benefits, unless the part-time appointment is regular and .5 FTE or greater, in which case the benefits offered will be based on FTE in accordance with the Employees Categories policy in the Human Resources Administrative Practices Manual
6. Are required to work an average of less than 30 hours per week over the academic year. Hours worked per week are based on Contact hours. See conversion chart to determine the number of contact hours that can be assigned to the part-time faculty to meet the less than 30 hours per week condition A faculty member employed at an institution at a .75 FTE or greater, other than in a temporary status based on the definition in the Employee Categories policy in the Human Resources Administrative Practices Manual, [http://www.usg.edu/hr/manual/employee\\_categories](http://www.usg.edu/hr/manual/employee_categories) ([http://www.usg.edu/hr/manual/employee\\_categories](http://www.usg.edu/hr/manual/employee_categories)), must be considered benefits eligible and treated accordingly.

A faculty member employed at an institution at a .75 FTE or greater, other than in a temporary status based on the definition in the Employee Categories policy in the Human Resources Administrative Practices Manual, [http://www.usg.edu/hr/manual/employee\\_categories](http://www.usg.edu/hr/manual/employee_categories) ([http://www.usg.edu/hr/manual/employee\\_categories](http://www.usg.edu/hr/manual/employee_categories)), must be considered benefits eligible and treated accordingly. For additional information about part-time faculty, see the following sections of the BoR Policy Manual:

- 1.2.5, Institution Responsibilities
- 3.2.2, Election of Faculties
- 8.2, General Policies for all Personnel
- 8.3, Additional Policies for Faculty





**BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
CONTRACT FOR FACULTY RANKED ADMINISTRATORS**

**TENURED PERSONNEL**

**2019-2020**

TO:

Chair/Professor

Please be advised that your employment as Chair/Professor is at a salary of \$98,958 (academic rate of \$76,809) from July 1, 2019 to June 30, 2020. Your salary is payable according to the applicable funding sources and the institution's payroll schedule. For fractional portions of a pay period in which service is rendered, payment of salary will be computed as the fraction of the salary for that payroll period.

Your specific job-related duties, responsibilities, and assignments associated with this employment contract are defined elsewhere, are subject to modification as needed, and are determined by the administrative officers of the institution in your reporting line to the President. You are not guaranteed to hold your administrative position for the duration of this contract, because you hold your administrative title and position at the pleasure of the President. Your tenure status applies only to your appointment as a faculty member and not to your appointed position as an administrator. Should your administrative position be vacated and, if you are reassigned, your salary maybe changed. If you choose to resign and not complete the full term of this employment contract, you must provide at least sixty days written notice of your intention to resign to the president of the institution or to his/her authorized representative.

This administrative appointment is made expressly subject to the applicable state and federal laws and to statutes and regulations of this institution and to the Bylaws and Policies of the Board of Regents, which are available for your inspection upon request.

Please signify your acceptance of this employment by signing and returning the enclosed original contract and all but one of the copies to the Office for Academic Affairs – East Campus at this institution within twenty (20) days from this date. Failure to reply within this deadline may void this offer.

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA, BY AND ON BEHALF OF  
ALBANY STATE UNIVERSITY

By: \_\_\_\_\_  
President, Albany State University

May 24, 2019  
Date

**CONTRACT ACCEPTANCE**

I agree to perform the administrative duties referenced above under the terms set forth herein.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Employee Signature \_\_\_\_\_

**BOARD OF REGENTS OF THE  
UNIVERSITY SYSTEM OF GEORGIA  
ACADEMIC YEAR EMPLOYMENT CONTRACT FOR FACULTY**

**NON-TENURED ON TENURE TRACK PERSONNEL**

2019-2020

TO:

Please be advised that the Board of Regents of the University System of Georgia has approved your employment as Associate Professor at Albany State University. The period of your employment is for the academic year beginning on August 5, 2019 and ending on May 11, 2020.

Your salary for the academic year will be \$66,041 and is payable according to the applicable funding sources and the institution's payroll schedule. For fractional portions of a pay period in which service is rendered, payment of salary will be computed as the fraction of the salary for that payroll period. If your services should be needed beyond your full-time academic year commitment, a separate arrangement will be made with you covering your services.

Your specific job-related duties, responsibilities, and assignments associated with this employment contract are defined elsewhere, are subject to modification as needed, and are determined by the administrative officers of the institution in your reporting line to the president. If you choose to resign and not complete the full term of this employment contract, you must provide at least sixty days written notice of your intention to resign to the president of the institution or to his/her authorized representative.

This agreement is made expressly subject to the applicable state and federal laws and to statutes and regulations of this institution and to the Bylaws and Policies of the Board of Regents, which are available for your inspection upon request.

Please signify your acceptance of this employment by signing and returning the enclosed original contract and **all but one of the copies to the Office for Academic Affairs – East Campus within twenty (20) days from this date. Failure to reply within this deadline may void this offer.**

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA, BY AND ON BEHALF OF  
ALBANY STATE UNIVERSITY

By: \_\_\_\_\_  
President, Albany State University

May 24, 2019  
Date

**CONTRACT ACCEPTANCE**

I accept the employment described above under the terms set forth. I understand that at the expiration of the terms of this contract I will not be re-employed unless there is a new and separate offer by the Board of Regents on behalf of Albany State University and acceptance thereof by me.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



Search...



[HOME \(HTTPS://WWW.ASURAMS.EDU/\)](https://www.asurams.edu/) > [ACADEMIC AFFAIRS \(HTTPS://WWW.ASURAMS.EDU/ACADEMIC-AFFAIRS/\)](https://www.asurams.edu/academic-affairs/)  
> [DARTON COLLEGE OF HEALTH PROFESSIONS \(HTTPS://WWW.ASURAMS.EDU/ACADEMIC-AFFAIRS/DCHEALTHPROF/\)](https://www.asurams.edu/academic-affairs/dchealthprof/)  
> HEALTH SCIENCES

## Health Sciences

### Welcome to Albany State University's Division of Health Sciences

As part of the Darton College of Health Professions we provide diverse health care program offerings with a comprehensive commitment to the health care learning needs of our community and surrounding areas. The Division of Health Sciences seeks to serve the community with a high standard of excellence through training and educating today's health care professionals.

### Mission Statement

The Division of Health Sciences supports Albany State University and the Darton College of Health Professions in the goal of providing educational programs for the citizens of southwest Georgia and beyond. In doing so, the division strives to provide diverse program offerings with a comprehensive commitment to the health care learning needs of the area. The Division of Health Sciences seeks to serve the community with a high standard of excellence in teaching and learning while promoting economic development.

#### Chair's Message (</academic-affairs/dchealthprof/health/chairs-message.php>)

▶ [Dean's Message \(/academic-affairs/dchealthprof/deans-message.php\)](/academic-affairs/dchealthprof/deans-message.php)

▶ [Faculty/Staff Directory \(/academic-affairs/dchealthprof/facultystaff-directory.php\)](/academic-affairs/dchealthprof/facultystaff-directory.php)

▶ [Health Sciences Home \(/academic-affairs/dchealthprof/health/index.php\)](/academic-affairs/dchealthprof/health/index.php)

▶ [Associate of Science \(/academic-affairs/dchealthprof/health/associate-degree.php\)](/academic-affairs/dchealthprof/health/associate-degree.php)

▶ [Certificates \(/academic-affairs/dchealthprof/health/certificates/index.php\)](/academic-affairs/dchealthprof/health/certificates/index.php)

▶ [Dental Hygiene \(/academic-affairs/dchealthprof/health/dental-hygiene/index.php\)](/academic-affairs/dchealthprof/health/dental-hygiene/index.php)

▶ [Diagnostic Medical Sonography \(/academic-affairs/dchealthprof/health/dms/index.php\)](/academic-affairs/dchealthprof/health/dms/index.php)

▶ [Emergency Medical Services \(/academic-affairs/dchealthprof/health/ems/index.php\)](/academic-affairs/dchealthprof/health/ems/index.php)

▶ [Health Information Technology \(/academic-affairs/dchealthprof/health/health-info-tech/index.php\)](/academic-affairs/dchealthprof/health/health-info-tech/index.php)

▶ [Histologic Technician \(/academic-affairs/dchealthprof/health/histologic-tech/index.php\)](/academic-affairs/dchealthprof/health/histologic-tech/index.php)

▶ [Medical Laboratory Technology \(/academic-affairs/dchealthprof/health/mlt/index.php\)](/academic-affairs/dchealthprof/health/mlt/index.php)

- 
- › Occupational Therapy Assistant (</academic-affairs/dchealthprof/health/ota/index.php>)
  - › Physical Therapist Assistant (</academic-affairs/dchealthprof/health/pta/index.php>)
  - › Radiologic Science (</academic-affairs/dchealthprof/health/radiologic-science/index.php>)
  - › Respiratory Care (</academic-affairs/dchealthprof/health/respiratory-care/index.php>)
  - › Chairs Message (</academic-affairs/dchealthprof/health/chairs-message.php>)
- 
- › Health and Human Performance Home (</academic-affairs/dchealthprof/hhp/index.php>)
  - › Programs (</academic-affairs/dchealthprof/programs.php>)
  - › Nursing Home (</academic-affairs/dchealthprof/nursing/index.php>)
- 



**ASU East Campus**

504 College Drive  
Albany, GA 31705

**ASU West Campus**

2400 Gillionville Rd  
Albany, GA 31707

Phone: (229) 500-2000 (tel:2295002000)



(<https://www.facebook.com/AlbanyStateUniv/>)

- Accreditation (</academic-affairs/accreditation.php>)
- ASU Careers (<https://www.albanystatejobs.com/>)
- Maps (</asu-campus-map/index.php>)
- Students (</student-affairs/index.php>)
- Campus Safety (</fiscal-affairs/police/index.php>)
- ASU Foundation (</institutional-advancement/asu-foundation/index.php>)
- Events Calendar (</academic-affairs/calendars/index.php>)
- Flickr Photos (<https://www.flickr.com/photos/albanystateuniversity/>)
- Request a Transcript ([/enrollment-management/office\\_of\\_the\\_registrar/transcript-information.php](/enrollment-management/office_of_the_registrar/transcript-information.php))
- ASU IT Help Desk (</technology/helpdesk/index.php>)
- Equal Employment Opportunity (</human-resources/equal-employment-opportunity.php>)
- Ethics & Compliance Hotline (</internal-audit/hotline-reporting.php>)
- Human Trafficking Notice (<https://gbi.georgia.gov/documents/human-trafficking-notice>)

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Albany State University is committed to principles of equal opportunity and affirmative action.

**Albany State University**  
**College of Business**  
**Peer/Department Chair's Faculty Annual Evaluation Score Card**  
**January–December 20\_\_**

Faculty Member's Name: \_\_\_\_\_ Teaching Area(s): \_\_\_\_\_

<b>TEACHING: (40%-55) %</b>		Selected Weight = ____%
	<u>Max. Obtainable Points</u>	<u>Score</u>
Teaching Excellence (Effectiveness & Competence) <sup>1</sup>	35	____
Student Evaluation (Teacher's Performance) <sup>2</sup>	35	____
Work-based Paradigm		
or		
Student Research/Projects Supervised	15	____
Student Assistance (Outside the Classroom)	10	____
Examinations and Assessments	<u>05</u>	____
Total =	100	Total = ____

<b>INTELLECTUAL CONTRIBUTIONS<sup>3</sup>: (25-40) %</b>		Selected Weight = ____%
	<u>Max. Obtainable Points</u>	<u>Score</u>
Academic Qualification (per AACSB Standards) <sup>4</sup>	30	____
In-field, Peer-Reviewed <sup>5</sup>		
Journal Publications	34	
Proceedings Publications		
Papers Submitted for Publication/Presentation		
Papers presented at Professional Meeting(s)		
Book(s)/Chapter Contributions	36	____
New Course(s) Developed and Approved		
Other (specify): <u>Grants and Contracts</u>		
In-field, General Business or Teaching/Learning		
Total=	100	Total = ____

<sup>1</sup> Teaching Effectiveness - degree to which a teacher achieves desired effects with/upon students, such as a teacher's overall influence on the progress a student makes toward achieving the desired outcomes of a course, i.e., knowledge and skills gained by students; Teaching Competence - degree to which a teacher possesses the knowledge, skills and/or talents necessary or desirable to teach effectively, such as credentials in content areas and in-field intellectual contributions.

<sup>2</sup> Teacher's Performance – teacher's behavior in the process of teaching, including classroom performance and management, presentation methods, availability to students, and creating a conducive learning atmosphere that engages students. Applicable evidence would include student evaluation, syllabi, and classroom observation.

<sup>3</sup> See Appendix B for suggested allocation of credits for intellectual contributions, etc.

<sup>4</sup> Each faculty member must submit a record of scholarship productivity over the past five years.

<sup>5</sup> See AACSB Accreditation Standards for Business Accreditation, January 2005, p. 49, footnote #5 for a list of applicable in-field, peer-reviewed items.

**Albany State University**  
**College of Business**  
**Peer/Department Chair's Faculty Annual Evaluation Score Card**  
**January–December 20\_\_**

Faculty Member's Name: \_\_\_\_\_ Teaching Area(s) \_\_\_\_\_

<b>ADVISING (10%)</b>		Selected Weight _____%
	<u>Max. Obtainable Points</u>	<u>Score</u>
Achieve Advising Goals/Objectives	30	_____
Meet Advisor's Responsibilities	30	_____
Advisee Assessments	<u>40</u>	_____
Total =	100	Total = _____

<b>SERVICE: (10-20) %*</b>		Selected Weight = _____%
	<u>Max. Obtainable Points</u>	<u>Score</u>
Institutional Service:		
College/Department Service		
Committee Leadership	10	_____
Committee Work	30	_____
Academic Compliance**	20	_____
University Service	25	_____
Community Services	<u>15</u>	_____
Total =	100	Total = _____

\*New faculty members may allocate (0-20) % to "Service" in their first year of employment at ASU.

\*\*Compliance with rules and regulations of the Academic Affairs, academic department and college, including timely submission and accuracy of academic records, such as attendance verification, students' mid-term and final grades, to appropriate academic officers; attendance at meetings and/or workshops organized by the Office of Academic Affairs, academic department and college; and evidence of enforcement of COB dress code and attendance policies.

\_\_\_\_\_  
 Evaluator's Name

\_\_\_\_\_  
 Evaluator's Signature & Date

**NOTE:** Although professional development is essential for the professional growth of faculty, there is no assignment of a formal weight to this component. This is based on our belief that professional development gains by each faculty member will be reflected in the quality and quantity of their accomplishments under each of the three other categories: teaching, intellectual contributions, and service. Each faculty member does have an obligation to develop professionally. Continuous improvement is a central value of the college.

# **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**

**Albany State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, associate, baccalaureate, masters, and specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany State University.**

**The University is an Equal Opportunity Employer**



**ALBANY STATE UNIVERSITY**

**FACULTY HANDBOOK COMMITTEE**

(June 2017)

**Prof. Bummi Anderson**

**Prof. Edward Bagley**

**Prof. Laura Blackwell**

**Prof. Kelley Castro**

**Dr. Robert Dauphin**

**Prof. Jan Rodd (Chair)**

**Dr. Carolyn Rollins**

**Prof. Charles Williams**

## **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 REGENTS<sup>1</sup>**

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.

<sup>1</sup>Source: *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.

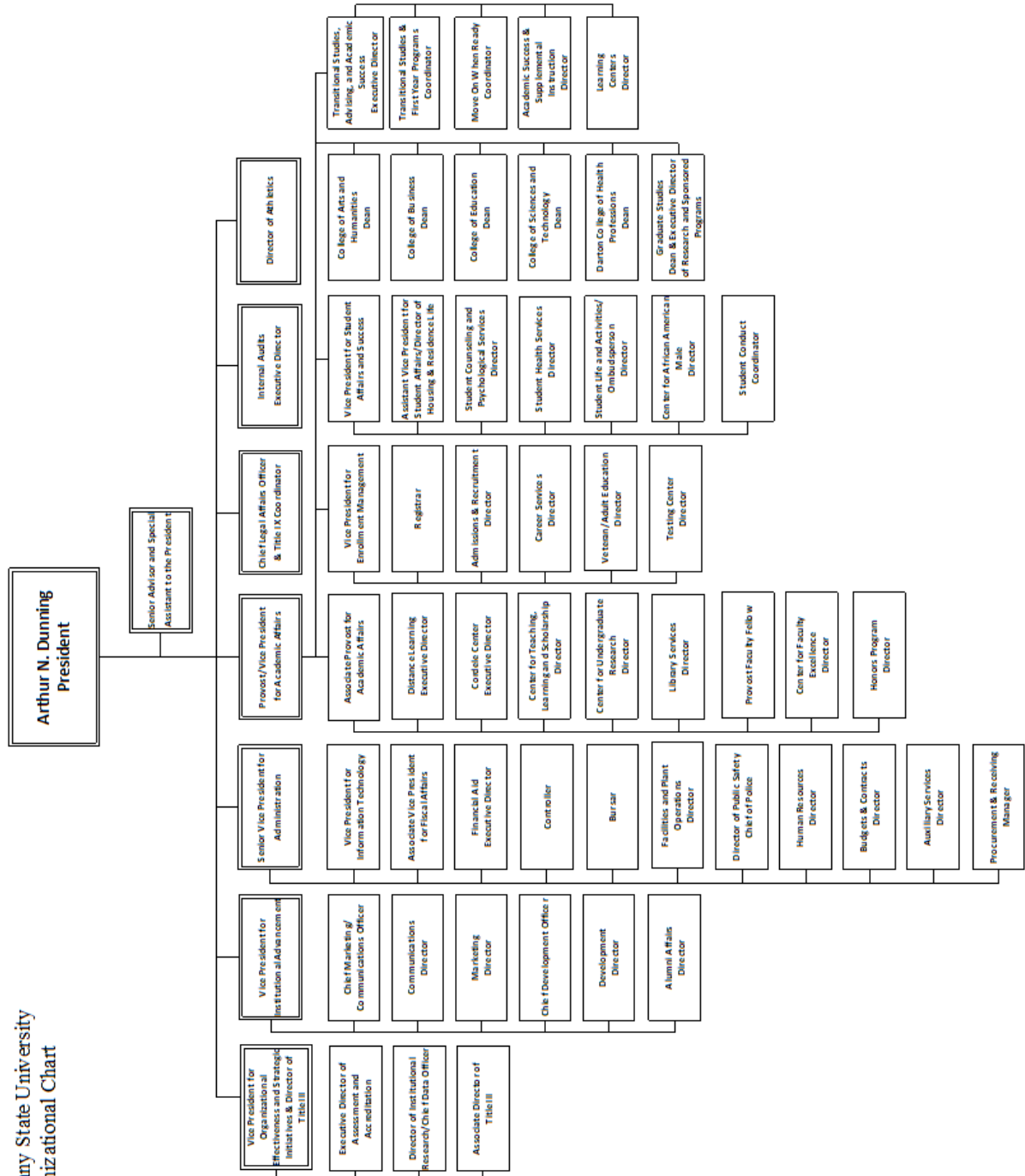
### **SECTION 2.5 - PRESIDENTIAL AUTHORITY AND RESPONSIBILITIES**

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.

## **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.

### **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**

**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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## **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 31<sup>st</sup> 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.

**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.

## 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

<b>ALBANY STATE UNIVERSITY</b>				
<b><u>GRADUATE FACULTY MEMBERSHIP</u></b>				
<b><u>2017</u></b>				
<b>Name</b>	<b>College</b>	<b>Department</b>	<b>Membership Status</b>	<b>Degree</b>
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, Ogbonnaya	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

## **Membership and Categories of the Graduate Faculty**

### **I. Categories of the Graduate Faculty**

1. Albany State University (ASU) recognizes three categories of faculty that teach graduate courses: (1) Full Graduate Faculty, (2) Associate Graduate Faculty, and (3) Temporary Graduate Faculty.
2. Full Members of the Graduate Faculty serve an initial 7-year term and are eligible for reappointment for subsequent 7-year terms.
3. Associate Members serve an initial 5-year term and are eligible for only two re-appointment for a total of 15 years. Ordinarily, Associate Members are new members who have not held membership on a graduate faculty at other institutions or who need some time to develop the credentials which are necessary to qualify for Full membership.
4. Temporary Members of the Graduate Faculty are new full-time faculty or part-time faculty of Albany State University who have no prior college or limited university teaching. [Temporary members can also be faculty who are non-tenure track faculty or do not have the terminal degree in the field, who have the education and experience to teach courses or provide special expertise when full or associate graduate faculty are not available.](#)
5. Temporary Graduate Faculty can be appointed at the request of the chairperson of the department or at the request of the faculty member. [A temporary faculty member's initial appointment shall be for one year, after which temporary faculty status will be granted on a three year basis.](#)
6. Upon recommendation of the chairperson of a department and in consultation with the graduate faculty of the department offering graduate studies, a thesis or dissertation committee may temporarily include one outside member to be appointed to the graduate faculty on an annual basis in order to accommodate student researchers who need someone with special expertise as a member of the committee.
7. The President and Vice President for Academic Affairs of Albany State University are ex-officio members of the Graduate Faculty.

### **II. Appointments and Nominations to the Graduate Faculty**

1. Appointment or nomination to the graduate faculty is a prerequisite for teaching any course in which students earn graduate credit as defined by the university catalog. Appointment as Full Graduate Faculty or Associate Graduate Faculty is a prerequisite for directing a graduate thesis or serving as a dissertation advisor.

*Approved by Graduate Council, April 18, 2018*



2. Applications or nominations for membership to the graduate faculty shall be submitted to the faculty member's immediate academic supervisor: (a) faculty members submit their applications to the chairperson of their department; (b) chairpersons submit their applications to their college dean; (c) deans submit their applications to the Vice President for Academic Affairs.
3. All applications or nominations are based on the criteria and procedures listed below, except that demonstration of superior teaching may be waived for an initial Temporary Graduate Faculty appointment.
4. If a faculty member is assigned to teach courses for more than one academic department, then the chairpersons and deans of all departments involved must concur with the recommendation that the faculty member hold graduate faculty status.
5. In addition, part-time faculty holding a terminal degree within an academic department offering graduate studies at Albany State University or part-time faculty who do not hold the terminal degree are eligible for appointment as Temporary Graduate Faculty if they are fully qualified by experience and/or exceptional, special expertise, as determined by (a) the Chairperson of the Department (in consultation with the graduate faculty of that department), (b) the Dean of the College/ School, (c) the Graduate Council Membership Committee, (d) the Graduate Council, and (e) the Dean of the Graduate School.

### **III. Criteria for Appointment to the Graduate Faculty**

The primary qualitative guidelines to become a member of the Graduate Faculty are:

1. To be involved in scholarly research and/or creative work;
2. To hold full-time tenure track appointment at the rank of Assistant Professor or higher at the University for at least one year;
3. To hold the terminal degree (such as the D.B.A., D.M.A., D.P.E., D.S.N., Ed.D., J.D., M.F.A., Pharm.D., Ph.D., Psych.D., Rh.D.) in the discipline or disciplines of graduate instruction;
4. To have a record of effective / superior teaching at the university level;
5. To have the ability to teach graduate students and to direct the research of graduate students;
6. To demonstrate current knowledge of and involvement with his or her field(s) by presenting documented evidence of scholarly achievement and professional competence for all categories of membership **over the previous five years** (as evidenced in the annual faculty evaluation process of each respective department or college); achievement and competence shall be indicated by activities such as credible research, peer-reviewed journal publications in their discipline areas [approved by the graduate faculty membership committee](#), at least one chapter in an academic press book publication, service as an editor or referee of a

professional periodical, paper presentation, translations, discipline-specific artistic exhibits, poetry or performances, grant applications, consulting, and community service; achievement and competence shall be complemented by service as a presenter, panel chairperson or discussant, attendance at professional meetings, membership and participation in professional societies. Specific requirements based on type of membership are shown below:

## **I. Full Graduate Faculty Membership**

### **I. Full Graduate Faculty Membership**

A. All of the following are required:

1. Doctoral/ Terminal Degree;
2. At least one year in a Tenure Track Position at Albany State University;
3. Evidence of Effective Classroom Teaching Using Students' Evaluations;
4. One Peer-Reviewed Scholarly Publication or Creative Endeavor in one's discipline, and meeting the minimum requirement on scholarship in one's college (if applicable).

B. *At least two* of the following are required:

5. One scholarly Presentation at a Professional Meeting,
6. Professional Involvement/Service; and/or
7. Service to the ASU Graduate Program. (See Attached Graduate Full Faculty Membership Review Form.)

## **II. Associate Graduate Faculty Membership**

A. *All* of the following are required:

1. Doctoral/ Terminal Degree;
2. At Least One Year in a Tenure Track Position at Albany State University,
3. Evidence of Effective Classroom Teaching Using Students' evaluations

B. *At least two* of the following are required:

1. One Peer-Reviewed Scholarly Publication or Creative Endeavor in one's discipline;
2. One Scholarly Presentation at a Professional Meeting,
3. Professional Involvement/Service; and/ or
4. Service to the ASU Graduate Program. (See Attached Graduate Associate Faculty Membership Review Form.)

### **Temporary Graduate Faculty Membership**

Temporary Graduate Faculty membership may be granted to new full-time or part-time faculty who have no prior college or limited university teaching experience.

Temporary Graduate Faculty appointments may also be requested by the Department chairperson or granted to faculty members who do not meet the eligibility requirements for Full or Associate Graduate Faculty membership.

7. An exception to the Criteria for Appointment may be granted for reasons stated in sections I.6 and II.5 of this document.

***Please note: All supporting documentation must be within the previous 5 years of application for all categories of graduate faculty membership.***

### **IV. Application or Nomination Procedure and Line of Transmission**

1. In order to be considered for Full, Associate or Temporary Membership on the Graduate Faculty at Albany State University, a member of the faculty shall submit all required materials to his or her immediate academic supervisor as specified in Section II.2 of this document.
2. When an application for membership to the Graduate Faculty is initiated by a member of the faculty, the process shall be completed in a timely manner and shall not be interrupted or stopped at any level within the line of transmission, unless the faculty member himself or herself withdraws from the process by notifying the Dean of the Graduate School during the process.
3. The immediate supervisor shall evaluate the applicant's credentials based on the criteria for membership to the graduate faculty (Section III of this document), and will forward the application or nomination following the line of transmission listed below.
4. If the immediate academic supervisor (or any other academic supervisor along the line of transmission) does not recommend the faculty member, the supervisor must clearly state in an accompanying letter, which shall be appended to the application, his or her reasons for not recommending the faculty member.
5. A member of the faculty applying for membership to the Graduate faculty may appeal the non-recommendation decision of an academic supervisor by forwarding all appropriate materials using the line of transmission for review.
6. In cases where a discrepancy of opinion is found, final approval or denial of the recommendation rests with the president of the university or his or her appointed designee.

## **V. Timeline and Line of Transmission**

1. Two months prior to the expiration of graduate status, the Graduate School notifies current members of the graduate faculty and requests that they initiate the process for re-appointment; also two months prior to established deadlines, academic supervisors nominate faculty for appointment to the graduate faculty; faculty members must initiate the process to become members of the graduate faculty in a timely manner in order to meet established deadlines.
2. Faculty applicants who complete application materials submit them to their immediate academic supervisor. – i.e., faculty members submit their applications to the chairperson of their department; chairpersons submit their applications to their college dean; deans submit their applications to the Vice President for Academic Affairs who then submits them to the Graduate School.
3. If an application or nomination is submitted by an academic supervisor who is not a chairperson, the chairperson of the department where the faculty member may teach shall receive a copy of the application. The chairperson of a department offering graduate studies is responsible for assigning graduate courses.
4. Applications and recommendations are forwarded along the line of transmission to the appropriate immediate supervisor – i.e., chairperson, dean of the appropriate college, etc.
5. Signed and completed applications are then forwarded by the appropriate academic supervisor to the Dean of the Graduate School.
6. The Dean of the Graduate School submits all completed applications to the Graduate Faculty Membership Committee for its review and recommendation.
7. The Graduate Faculty Membership Committee Chairperson presents the list of approved and non-approved faculty to the Graduate Council for its vote.
8. The Graduate Faculty Membership Committee Chairperson signs all applications and submits all applications to the Dean of the Graduate School who signs them.
9. The Dean of the Graduate School sends written notification, with copies of the recommendations, to the faculty member and to the chairperson of the appropriate department indicating the faculty member's membership status.

## **VI. Graduate Faculty Committee Membership**

1. The Dean of the Graduate School shall serve as ex-officio member of the Graduate Faculty Membership Committee;
2. The Graduate Faculty Membership Committee shall be appointed by the Dean of the Graduate School;

*Approved by Graduate Council, April 18, 2018*

3. The Graduate Faculty Membership Committee shall be composed of one or two Full or Associate members from each of the colleges/schools;
4. Nominations for membership on the graduate faculty are reviewed by the Graduate Faculty Membership Committee, which forwards the recommendations about candidates to the Graduate Council;
5. The Graduate Council submits the recommendations to the Dean of the Graduate School who officially approves or denies each nomination to Full, Associate or Temporary Membership on the Graduate Faculty;
6. The Dean of the Graduate School notifies the faculty member/nominee and the faculty member's immediate academic supervisor and other members along the line of transmission – including the Vice President for Academic Affairs.

## **VII. Termination of Graduate Faculty Status**

1. Any member of the graduate faculty who desires for any reason to withdraw from the graduate faculty may do so by notifying the chairperson of his department, who will then notify the Dean of the College and the Dean of the Graduate School.
2. The department chairperson or college dean may recommend to the Graduate Council that a faculty member's status on the graduate faculty be terminated. This recommendation must be submitted with a cover sheet entitled "Termination of Membership in the Graduate Faculty at Albany State University," and a written explanation of the chairperson's or dean's reasons for termination shall be submitted to the Graduate Council for review.
3. A Full Graduate Faculty member's term expires automatically after 7 years, but by re-applying the member is eligible for reappointment for subsequent 7-year terms. *An Associate Graduate Faculty member's term expires automatically after five years, after which, they can be reappointed for another five year term or apply for full graduate faculty membership. A Temporary Graduate Faculty member, who have been at the institution for at least one year, satisfies the criteria (section I.4) and are ineligible for full or associate membership can be granted appointment as temporary faculty on a 3-year basis.*
4. In cases where a discrepancy of opinion is found, an appeal may be filled with the President of the university (or his or her appointed designee) who shall have the final decision about the disposition of the application or nomination.

## **VIII. Graduate Faculty Teaching**

1. *Your graduate faculty membership will not result in an automatic reduction in course load to engage in research and scholarship. This request must be submitted to and approved by your Dean and Chair.*

### Appendix 1. Full FACULTY MEMBERSHIP REVIEW FORM

FULL MEMBERSHIP (Full Membership requires that items 1-4 be satisfied. In addition, the candidate must satisfy 2 categories from items 5-7)

Category	Faculty Name	Faculty Name	Faculty Name	Faculty Name
1) DOCTORAL/ TERMINAL DEGREE				
2) TENURE TRACK POSITION				
3) EVIDENCE OF EFFECTIVE CLASSROOM TEACHING  (Students' Evaluations)				
4) PUBLISHED SCHOLARSHIP OR CREATIVE ENDEAVORS (in the discipline )				
5) PRESENTED SCHOLARLY PAPERS AT PROFESSIONAL MEETING				
6) PROFESSIONAL INVOLVEMENT/ SERVICE				
7) SERVICE TO GRADUATE PROGRAM				

### Appendix 2. GRADUATE ASSOCIATE FACULTY MEMBERSHIP REVIEW FORM

*Approved by Graduate Council, April 18, 2018*

**ASSOCIATE MEMBERSHIP** (Associate Membership requires that items 1-3 be satisfied. In addition, the candidate must satisfy 2 categories from items 4-7)

Category	Faculty Name	Faculty Name	Faculty Name	Faculty Name
1) DOCTORAL/ TERMINAL DEGREE				
2) TENURE TRACK POSITION				
3) EVIDENCE OF EFFECTIVE CLASSROOM TEACHING  (Students' Evaluations)				
4) PUBLISHED SCHOLARSHIP OR CREATIVE ENDEAVORS (in the discipline )				
5) PRESENTED SCHOLARLY PAPERS AT PROFESSIONAL MEETING				
6) PROFESSIONAL INVOLVEMENT/ SERVICE				
7) SERVICE TO GRADUATE PROGRAM				

## **Graduate Assistantship Information**

Albany State University provides a limited number of graduate assistantships to qualified students. Duties may include teaching, laboratory supervision, research or service related to a student's program of study. Assistantship appointments are at the discretion of the department and subject to approval by the Graduate School. Students should contact **departments** for availability and details of the available positions. Students receiving a graduate assistantship will be notified by the Graduate School.

Graduate Assistantships are awarded to promote research, teaching and service among graduate faculty and students at the institution and to provide graduate students the opportunity for professional development and scholarship to prepare them for leadership roles in their chosen fields.

### **Graduate Assistantship Eligibility Criteria**

- Students must be admitted to an Albany State University Graduate Program with 'regular' status. Non-degree, provisional students or transient students are not eligible for assistantships.
- First year graduate students who do not have graduate level credit, but have been admitted, must have a cumulative undergraduate GPA of 3.0 or above.
- Current graduate students must be in good standing with an overall graduate grade point average of no less than 3.00. Must also have completed at least 6 credits of graduate level course work and be in good standing academically and within the degree program.
- Graduate assistants enrolled in on-line graduate degree programs must reside within commuting distance of the campus in order to be able to perform the duties.

### **Graduate Assistant Responsibilities**

- Must work 19 hours per week, performing duties as described for the assistantship position.
- Must register for and earn credit for 9-12 hours of graduate course work leading to the degree for each semester as a graduate assistant. Graduate assistantships offered during the summer term will require enrollment for a minimum of six semester hours.
- Must maintain an overall GPA of 3.0 to continue as a graduate assistant.
- Must submit a request for reappointment as a graduate assistant annually.
- Graduate Assistants who have the primary responsibility of teaching a course/laboratory section for credit and/or for assigning final grades for such a course/laboratory section must have earned at least 18 graduate semester hours in the teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be regularly evaluated.
- A graduate assistant choosing to resign or terminate employment must submit a letter of resignation to the departmental supervisor and to the graduate school.





## Faculty Workload Policy:

Albany State University is committed to a workload policy that is appropriate for the institution's standing as the premier institution of higher education for Southwest Georgia. Faculty will teach, engage in research, scholarship, and creative activities, and provide service to the institution. Specific expectations are worked out at the college and departmental levels with an effort to balance specific situations with equity across the institution. In all cases, faculty workload must fit the departmental, college, and university mission.

Under the University System of Georgia's guidelines, the workload for full-time faculty members is 30 credit hours per academic year (fall/spring). At Albany State University, for tenured or tenure-track faculty this mandate translates into a) 24 credit hours of teaching duties per academic year, with the remainder work coming in the areas of b) research, scholarship, and creative activities and c) service. For graduate faculty, it translates to 18 credit hours of teaching duties per academic year, plus 12 hours of research/ service. Some full-time faculty may teach 30 credit hours per academic year in lieu of research/creative activities, and certain disciplines may be better served by using contact hours to determine teaching loads at a rate equal to the 9–15 credit hours of teaching each semester set by ASU. Faculty workload must also take into account accreditation requirements, where appropriate, as well as professional guidelines, recommendations, and best practices for certain disciplines.

Twelve-month faculty are considered full-time employees of the university who work throughout the calendar year. The faculty position, title, and/or job qualifications will determine each faculty member's eligibility for tenure/tenure track or non-tenure/non-tenure track. The faculty are responsible for engaging in teaching, clinical instruction, administrative tasks, research, scholarship, creative activities, and/or other assignments that constitute a full-time workload as determined by accreditation standards, department, college, and/or university.

Department Chairs and Deans are expected to manage faculty teaching loads and other assignments to achieve the expected credit hour production each semester. As such, Department Chairs and Deans are empowered to make decisions and provide justifications with regard to teaching load of individual faculty members.

In a normal semester, each faculty member will be limited to two classes above the normal workload. In exceptional circumstances, the chair and/or dean may decide that the needs of the institution necessitate additional overloads to meet the needs of our students. Full-time faculty should be given priority when assigning courses, unless there is a greater expertise available from an adjunct, and the distribution amongst full-time faculty members should be equitable. Faculty members, who teach overloads shall have their workload adjusted to incorporate the additional teaching responsibilities or shall be compensated for the overload based on the Faculty Extra Compensation Policy. All compensation in addition to that specified in one's contract must receive prior approval from the Dean and Provost and be reflected in the USG Contract Addendum.

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## Posting Details

Posting Number: 0600953

Position Category: Assistant Professor

Job Title: Assistant Professor of Finance (Limited Term)

Position Code: 00202X

Position Type: Faculty

Department: College of Business

Nature of Work: Will teach undergraduate and graduate courses in finance. This is a nine (9) month, full-time, tenure track, faculty appointment at the Assistant/Associate rank. The normal teaching course load for this position is six (6) course sections each academic year. Faculty intellectual contributions, advisement, and service to the college, university, and community is expected.

Training and Experience: Minimum Qualifications: PhD. or doctorate degree from an accredited institution in Finance with additional graduate course work in either Accounting and/or Economics required. "All But Dissertation" (ABD) candidates may be considered. Evidence of potential for scholarly/creative work consistent with a teaching university is required and evidence of such scholarship is preferred.  
Preferred Qualifications: PhD. or doctorate in Finance - "All But Dissertation" (ABD) will be considered; Ability and interest in teaching both face-to-face and online courses at the undergraduate and graduate levels; Experience in research and ability to execute an intellectual contributions agenda.

Testing Requirements:

Illustrative Examples of Work: \*Teaches undergraduate course (Foundations of Financial Management) and graduate course (Financial Management) in finance. \*May teach Economics and/or Accounting courses, as well as Healthcare Finance/Insurance courses, depending on graduate courses completed in those disciplines/courses.  
\*Ability to teach these courses in a face-to-face or online delivery mode.  
\*Maintains an active research program to meet academically qualified criteria per SACS, ACBSP, and AACSB accreditation standards.

Posting Date: 02-11-2019

Closing Date: (Screening of applications will begin at date shown and will continue until the position is filled.) Open Until Filled

FTE: .75

Special Instructions to Applicants: Screening of applications will begin March 1, 2019. This position is limited term (two years).

Funding Source: General Operating (State)

Number of Openings: 1

If Other, please denote the Name of a Grant: NA

Fringe Benefits: Yes

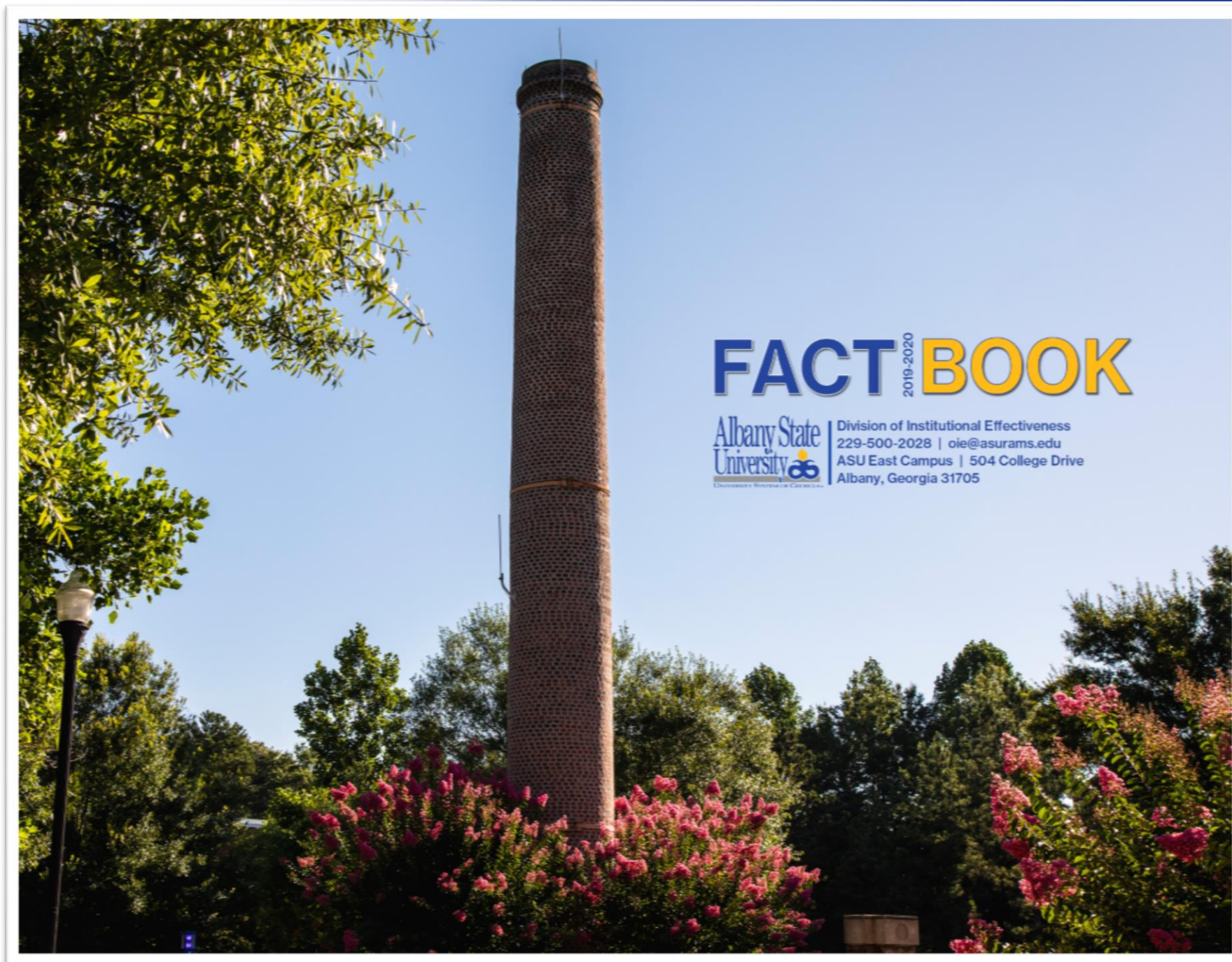
Salary: Commensurate with qualifications & experience

Physical Demands

Facts About the Institution: Albany State University is a fully accredited senior unit of the University System of Georgia. Employees receive benefits provided by the University System of Georgia, including, but not limited to, hospital and major medical insurance, group life insurance, participation in the Georgia Teachers' Retirement System, Optional Retirement Plan (Faculty and exempt employees only), Social Security and Tuition Assistance Program after six months of employment. EEO/AA/Non-Discrimination Statement: Albany State University is an equal employment, equal access, equal educational opportunity and affirmative action institution which adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The University is committed to insuring equal opportunity to all students, employees, and applicants for employment or admission without regard to race, color, religion, sex, national origin, age, veteran status, physical or mental disabilities, or sexual orientation. It is the policy of Albany State University to comply with all federal laws, including the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) of 1990 (Title II), Title IX of the Education Amendments of 1972 (Title IX), Title VI of the Civil Rights Act of

**Albany State University***Potential. Realized.*[Home](#)[Search Postings](#)[Create Application](#)[Login](#)**your application information after you have applied for a position.****APPLY FOR THIS POSTING****Posting Details**

Posting Number:	0600721
Position Category:	Part-Time Instructor
Job Title:	Part-Time Instructor for History & Political Science
Position Code:	00932R
Position Type:	Faculty
Department:	History & Political Science
Nature of Work:	Teach undergraduate History & Political Science courses such as American Government, Survey of American History & Survey of World History.
Training and Experience:	The successful applicant is expected to possess an earned Master's degree and show evidence of successful teaching, and community service. A background in the use of information technology for research and teaching are also desirable.
Testing Requirements:	
Illustrative Examples of Work:	
Posting Date:	09-05-2017
Closing Date: (Screening of applications will begin at date shown and will continue until the position is filled.)	Open Until Filled
FTE:	.475



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## General Information



### 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.*

### 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, Associates, and Certificates 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.*



## **Strategic Plan**

### ***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.*

## University System of Georgia

### The Board of Regents

*The Board of Regents of the University System of Georgia was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The governor appoints members of the Board to a seven year term and regents may be reappointed to subsequent terms by a sitting governor. Regents donate their time and expertise to serve the state through their governance of the University System of Georgia – the position is a voluntary one without financial remuneration. Today the Board of Regents is composed of 19 members, five of whom are appointed from the state-at-large, and one from each of the state's 14 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System. The Board oversees the public colleges and universities that comprise the University System of Georgia and has oversight of the Georgia Archives and the Georgia Public Library Service.*

### The University System

*The University System of Georgia (USG) is a part of the community in each of Georgia's 159 counties and provides services across the state. The USG is composed of 26 higher education institutions including four research universities, four comprehensive universities, nine state universities and nine state colleges. It also includes the Georgia Public Library Service, which encompasses approximately 389 facilities within the 61 library systems throughout the State of Georgia. Additionally, the USG includes the Georgia Archives which identifies, collects, manages, preserves and provides access to records and information about Georgia.*

### Degrees, Majors and Rankings

*The University System of Georgia's institutions conferred a total of 62,545 degrees in fiscal year 2016, including 38,514 bachelor's, 11,044 master's and 1,645 doctorate degrees. The majority of baccalaureate-level degrees awarded within the University System of Georgia are in the fields of business, psychology, education and nursing. Georgia is one of only three states with two or more institutions in the U.S. News 2018 Top 20 Public National Universities. Georgia Tech is ranked No. 7 on the list and the University of Georgia in a tie at No. 16.*

### Enrollment

*The University System of Georgia enrolled 328,712 students for Fall 2018.*

### Economic Impact, Employment and Budget

*The University System of Georgia's economic impact on the state was \$16.8 billion in Fiscal Year 2017 according to the most recent study conducted by the Selig Center for Economic Growth. Of the 163,754 jobs noted in the report, 50,541 or 31 percent are on the campuses while 113,213 or 69 percent, are off campus. For every person employed at the USG or a member institution, 2.2 people have jobs that support the presence of the institution in the local community. The University System has an annual budget of more than \$8.8 billion for fiscal year 2018.*

### Board of Regents of the University System of Georgia – Members of the Board

C. Dean Alford, P. E.	Correspondence Address: 1506 Klondike Road Suite 105 Conyers, GA 30094	District: Fourth Term: 01/01/19 - 01/01/26 Tel.: (770) 860-9416
Chris Cummiskey	Correspondence Address: 241 Ralph McGill Blvd. NE Bin 10240 Atlanta, GA 30308	District: At-Large Term: 04/18/18 - 01/01/20 Tel.: (404) 506-7737
W. Allen Gudenrath	Correspondence Address: Morgan Stanley Wealth Management 5444 Riverside Dr. 2 <sup>nd</sup> Floor Macon, GA 31210	District: Eighth Term: 01/01/18 - 01/01/25 Tel.: (478) 471-2271
Erin Hames	Correspondence Address: ReformEd 3445 Peachtree Rd. NE Suite 175 Atlanta, GA 30305	District: At-Large Term: 01/01/18 - 01/01/23 Tel.: (404) 591-7535
Bárbara Rivera Holmes	Correspondence Address: Albany Area Chamber of Commerce Albany Convention & Visitors Bureau 225 West Broad Avenue Albany, GA 31701	District: Second Term: 01/01/18 - 01/01/25 Tel.: (229) 434-8700
C. Thomas Hopkins, Jr., MD	Correspondence Address: C. Thomas Hopkins, M.D. 717 South 8th St. Griffin, GA 30224	District: Third Term: 01/01/18 - 01/01/25 Tel.: (770) 227-4600
James M. Hull	Correspondence Address: Hull Property Group, LLC P.O. Box 204227 Augusta, GA 30917	District: At-Large Term: 01/08/16 - 01/01/23 Tel.: (706) 863-2222

### Board of Regents of the University System of Georgia – Members of the Board

Donald M. Leebern, Jr.	Correspondence Address: Georgia Crown Distributing Co. P.O. Box 308 McDonough, GA 30253-0308	District: At-Large Term: 01/01/19 - 01/01/26 Tel.: (770) 302-3000
Laura Marsh	Correspondence Address: 1209 Merchants Way Suite 201 Statesboro, GA 30458	District: Twelfth Term: 06/24/16 - 01/01/20 Tel.: (912) 764-9055
Neil L. Pruitt, Jr.	Correspondence Address: PruittHealth 1626 Jergens Court Norcross, GA 30093	District: Eleventh Term: 02/10/17 - 01/01/24 Tel.: (770) 806-6893
Sarah-Elizabeth Reed	Correspondence Address: 1544 Niskey Lake Trail Atlanta, GA 30331	District: Fifth Term: 2/10/17 – 01/01/24 Tel.: (404) 962-3255
Sachin Shailendra	Correspondence Address: SG Contracting, Inc. 1760 Peachtree Street NW Suite 100 Atlanta, GA 30309	District: Thirteenth Term: 04/04/14 - 01/01/21 Tel.: (404) 591-6705
E. Scott Smith	Correspondence Address: 88 Herron Lane Ringgold, GA 30736	District: Fourteenth Term: 01/01/13 - 01/01/20 Tel.: (706) 935-7268
Kessel D. Stelling, Jr.	Correspondence Address: Synovus Financial Corp. 1111 Bay Avenue Columbus, GA 31902	District: Sixth Term: 01/09/15 - 01/01/22 Tel.: (706) 649-2924

### Board of Regents of the University System of Georgia – Members of the Board

Ben J. Tarbutton III	Correspondence Address: Sandersville Railroad 206 North Smith St. Sandersville, GA 31082	District: Tenth Term: 01/01/13 - 01/01/20 Tel.: (478) 552-3141
Richard L. Tucker	Correspondence Address: Arlington Capital, LLC 6224 Sugarloaf Parkway Suite 150 Duluth, GA 30097	District: Seventh Term: 01/01/19 - 01/01/26 Tel.: (404) 962-3255
Thomas Rogers Wade (Vice Chair)	Correspondence Address: Regent Thomas Rogers Wade GA Dept. of Economic Development 75 Fifth Street Suite 1200 Atlanta, GA 30308	District: At-Large Term: 01/01/13 - 01/01/20 Tel.: (404) 962-4178
Don L. Waters (Chair)	Correspondence Address: Waters Capital Partners, LLC 200 E. St. Julian St. Suite 100 Savannah, GA 31401	District: First Term: 01/01/18 - 12/30/24 Tel.: (912) 480-4500 Fax: (912) 480-9600
Philip A. Wilheit, Sr.	Correspondence Address: Wilheit Packaging P.O. Box 111 Gainesville, GA 30503	District: Ninth Term: 01/09/15 - 01/01/22 Tel.: (770) 532-4421

\*Source: Board of Regents of the University System of Georgia Website 1/29/2019

## History of Albany State University

*Founded in 1903, Albany State University continues to provide leadership in academic excellence, social change, and economic impact. A nationally top-ranked HBCU, ASU serves an increasingly diverse student body and community by offering a uniquely comprehensive array of programs, from associate to graduate degrees.*

*Joseph Winthrop Holley, the institution's founder and first president, established the Albany Bible and Manual Training Institute in Albany, Georgia. 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. The school added training in agriculture and was renamed the Georgia Normal and Agricultural College.*

*The institution eventually joined the 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, social sciences, education, and health sciences.*

*After increasing the number of faculty with doctorate degrees by more than fifty percent, Albany State College began offering graduate degrees in 1981. With the growing success of the graduate programs, the Board of Regents, in 1996, approved the renaming of the institution to Albany State University. In the 21st century, the University continued to strengthen its mission, attracting nationally renowned scholars and researchers to its faculty and preparing students for leadership.*

*As ASU continued to grow, so did a newly established junior college in the Albany area. Founded in 1963, Albany Junior College provided students in Southwest Georgia and beyond access to higher education. When doors officially opened in 1966, 620 students enrolled in the institution. In 1987, the USG removed the word junior from all of its two-year institutions and the College became Darton College.*

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

*On November 10, 2015, the Board of Regents of the University System of Georgia voted unanimously to begin the process of consolidating Albany State University and Darton State College. That same day, Dr. Arthur N. Dunning became ASU's permanent president.*

*The newly established university retains the name Albany State University and unifies the distinction, values, and missions of the two institutions. One of Georgia's diverse, educational gems, Albany State University continues a combined legacy of more than 100 years of 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.*



## Accreditation

Albany State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany State University.

Date of Last Reaffirmation Visit: 2008

Next Reaffirmation Visit: 2020

List of Accrediting Organizations		
Accrediting Agency (Acronym)	Accredited Program	Year of Last Review
<b>Darton College of Health Profession</b>		
Accrediting Commission for Education in Nursing (ACEN)	Associate of Science in Nursing	2018
ACEN	Bachelor of Science in Nursing, RN to BSN	2018
ACEN	Bachelor of Science with a Major in Nursing	2018
ACEN	Master of Science in Nursing	2018
ACEN	Post Master's Certification in Nursing	2018
Commission on Dental Accreditation (CODA)	Associate of Science in Dental Hygiene	2018
Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)	Associate of Science in Diagnostic Medical Sonography	2017
Commission on Accreditation of Allied Health Education Programs (CAAHEP)	Associate of Science in Diagnostic Medical Sonography	2017
Committee on Accreditation for the EMS Professions (CoAEMSP)	Associate of Science in Emergency Medical Services	2018
CoAEMSP	Certificate in Emergency Medical Services	2018
CoAEMSP	Certificate in Emergency Medical Technician	2018



### List of Accrediting Organizations

Accrediting Agency (Acronym)	Accredited Program	Year of Last Review
Commission on Accreditation of Allied Health Education Programs (CAAHEP)	Associate of Science in Emergency Medical Services	2018
CAAHEP	Certificate in Emergency Medical Services	2018
CAAHEP	Certificate in Emergency Medical Technician	2018
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)	Associate of Science in Health Information Technology	2005
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	Associate of Applied Science in Histologic Technician	2018
NAACLS	Certificate in Histologic Technician	2018
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	Associate of Science in Medical Laboratory Technology	2018
Accreditation Council for Occupational Therapy Education (ACOTE)	Associate of Science in Occupational Therapy Assistant	2018
Commission on Accreditation in Physical Therapy Education (CAPTE)	Associate of Science in Physical Therapist Assistant	2011
Joint Review Committee on Education in Radiologic Technology (JRCERT)	Associate of Science in Radiologic Science	2016
Commission on Accreditation for Respiratory Care (CoARC)	Associate of Science in Respiratory Care	2017
<b>College of Arts and Sciences</b>		
Forensic Science Education Programs Accreditation Commission (FEPAC)	Bachelor of Science in Forensic Science	2014
American Chemical Society (ACS)	Bachelor of Science in Chemistry	2017
Georgia Addiction Counselors Association (GACA)	Addiction Counseling Certificate	2017



### List of Accrediting Organizations

Accrediting Agency (Acronym)	Accredited Program	Year of Last Review
<b>College of Professional Studies</b>		
Council on Social Work Education (CSWE)	Bachelor of Social Work	2015
CSWE	Master of Social Work	2018
Accreditation Council for Business Schools and Programs (ACBSP)	Bachelor of Science in Management	2014
ACBSP	Bachelor of Applied Science with a Major in Technology Management	2014
ACBSP	Bachelor of Science with a Major in Accounting	2014
ACBSP	Bachelor of Science with a Major in Business Information Systems	2014
ACBSP	Bachelor of Science with a Major in Marketing	2014
ACBSP	Bachelor of Science with a Major in Supply Chain & Logistics Management	2014
ACBSP	Master of Business Administration	2014
Network of Schools of Public Policy, Affairs, and Administration (NASPAA)	Master of Public Administration	2018
Council for Accreditation of Educator Preparation NCATE/CAEP*	Master of Education with a Major in English (Teaching Field)	2014
NCATE/CAEP*	Bachelor of Music Education	2014
NCATE/CAEP*	Master of Education with a Major in Music (Teaching Field)	2014

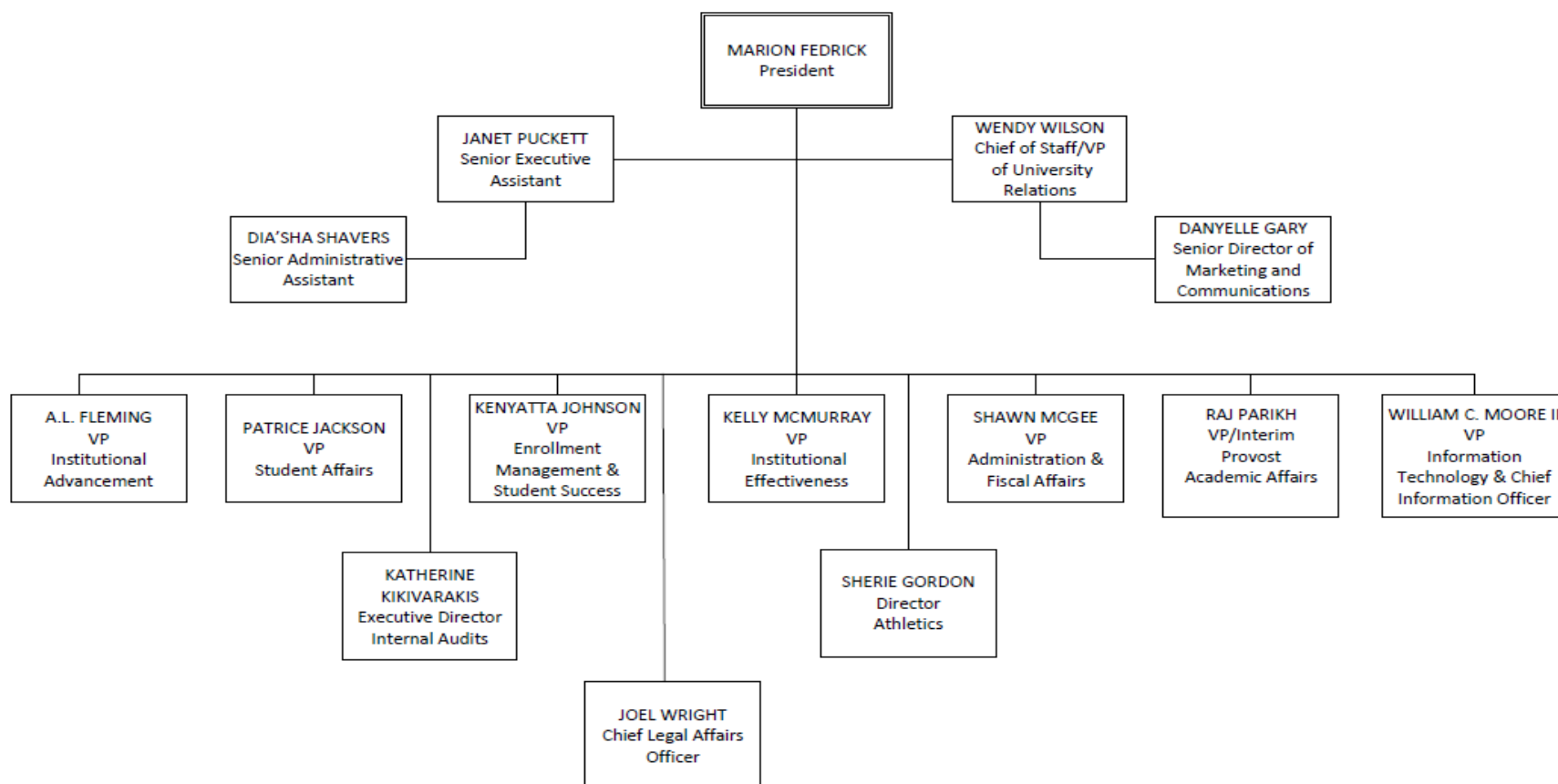
### List of Accrediting Organizations

Accrediting Agency (Acronym)	Accredited Program	Year of Last Review
NCATE/CAEP*	Master of Education with a Major in Education Administration and Supervision	2014
NCATE/CAEP*	Education Specialist with a Major in Education Administration and Supervision	2014
NCATE/CAEP*	Bachelor of Science with a Major in Science (Teaching Field)	2014
NCATE/CAEP*	Master of Education with a Major in Science (Teaching Field)	2014
NCATE/CAEP*	Master of Education with a Major in Mathematics (Teaching Field)	2014
NCATE/CAEP*	Bachelor of Science with a Major in Health and Physical Education (Teaching Field)	2014
NCATE/CAEP*	Master of Education with a Major in Health and Physical Education (Teaching Field)	2014
NCATE/CAEP*	Bachelor of Science with a Major in Early Childhood Education	2014
NCATE/CAEP*	Master of Science with a Major in Early Childhood Education	2014
NCATE/CAEP*	Bachelor of Science With a Major in Middle Grades Education	2014
NCATE/CAEP*	Master of Education with a Major in Middle Grades	2014
NCATE/CAEP*	Bachelor of Science With a Major in Special Education	2014
NCATE/CAEP*	Master of Education with a Major in Special Education	2014

\*NCATE and TEAC merged into the new organization referred to as CAEP.

## President's Extended Leadership Team Organizational Chart

Albany State University Cabinet  
Organizational Chart  
as of 06.30.19



Prepared By:  
Division of Institutional Effectiveness

## Degree Programs

### EDUCATION SPECIALIST DEGREE

Education Specialist with a Major in Education Administration and Supervision

### MASTERS DEGREES

Master of Business Administration

Master of Education with a Major in Early Childhood Education

Master of Education with a Major in Educational Administration and Supervision

Master of Education with a Major in Middle Grades Education

Master of Education with a Major in Counselor Education

Master of Education with a Major in Secondary Education

Master of Education with a Major in Special Education

Master of Public Administration

Master of Science in Criminal Justice

Master of Science in Nursing

Master of Social Work

### BACCALAUREATE DEGREES

Bachelor of Applied Science with a Major in Technology Management

Bachelor of Arts with a Major in English

Bachelor of Arts with a Major in History

Bachelor of Arts with a Major in Mass Communication

Bachelor of Arts with a Major in Political Science

Bachelor of Arts with a Major in Psychology

Bachelor of Arts with a Major in Sociology

## Degree Programs

Bachelor of Arts with a Major in Visual & Performing Arts

Bachelor of Interdisciplinary Studies

Bachelor of Science in Nursing

Bachelor of Science in Nursing, RN to BSN

Bachelor of Science with a Major in Accounting

Bachelor of Science with a Major in Biology

Bachelor of Science with a Major in Information Management Systems

Bachelor of Science with a Major in Chemistry

Bachelor of Science with a Major in Computer Science

Bachelor of Science with a Major in Criminal Justice

Bachelor of Science with a Major in Early Childhood Education

Bachelor of Science with a Major in Forensic Science

Bachelor of Science with a Major in Health and Human Performance

Bachelor of Science with a Major in Health Information Management

Bachelor of Science with a Major in Management

Bachelor of Science with a Major in Marketing

Bachelor of Science with a Major in Mathematics

Bachelor of Science with a Major in Middle Grades Education

Bachelor of Science with a Major in Organizational Leadership (e-major collaborative partner)

Bachelor of Science with a Major in Secondary Education

Bachelor of Science with a Major in Supply Chain and Logistics Management

Bachelor of Social Work

Degree Programs
ASSOCIATE DEGREES
Associate of Arts in Core Curriculum
Associate of Science in Core Curriculum
Associate of Applied Science in Histologic Technician
Associate of Applied Science in Legal Assistant/Paralegal
Associate of Science in Dental Hygiene
Associate of Science in Diagnostic Medical Sonography
Associate of Science in Emergency Medical Services
Associate of Science in Health Information Technology
Associate of Science in Medical Laboratory Technology
Associate of Science in Nursing
Associate of Science in Occupational Therapy Assistant
Associate of Science in Physical Therapy Assistant
Associate of Science in Radiologic Science
Associate of Science in Respiratory Therapy
CERTIFICATE LESS THAN 1 YEAR
Certificate of Less than One Year In Addiction Counseling
Certificate of Less than One Year In Church Music
Certificate of Less than One Year In Computed Tomography
Certificate of Less than One Year In Emergency Medical Technician
Certificate of Less than One Year In Graphic Arts
Certificate of Less than One Year In Histology

Degree Programs
Certificate of Less than One Year In Instructional Technology
Certificate of Less than One Year In Legal Assistant/Paralegal
Certificate of Less than One Year In Medical Coding
Certificate of Less than One Year In Phlebotomy Technician
<b>ONE YEAR CERTIFICATE</b>
One-Year Certificate In Computer Technology
One-Year Certificate In Criminal Justice Management
One-Year Certificate In Emergency Medical Service
<b>ADVANCE CERTIFICATE</b>
Post-Baccalaureate Certificate In School Counseling



## **Student Enrollment**

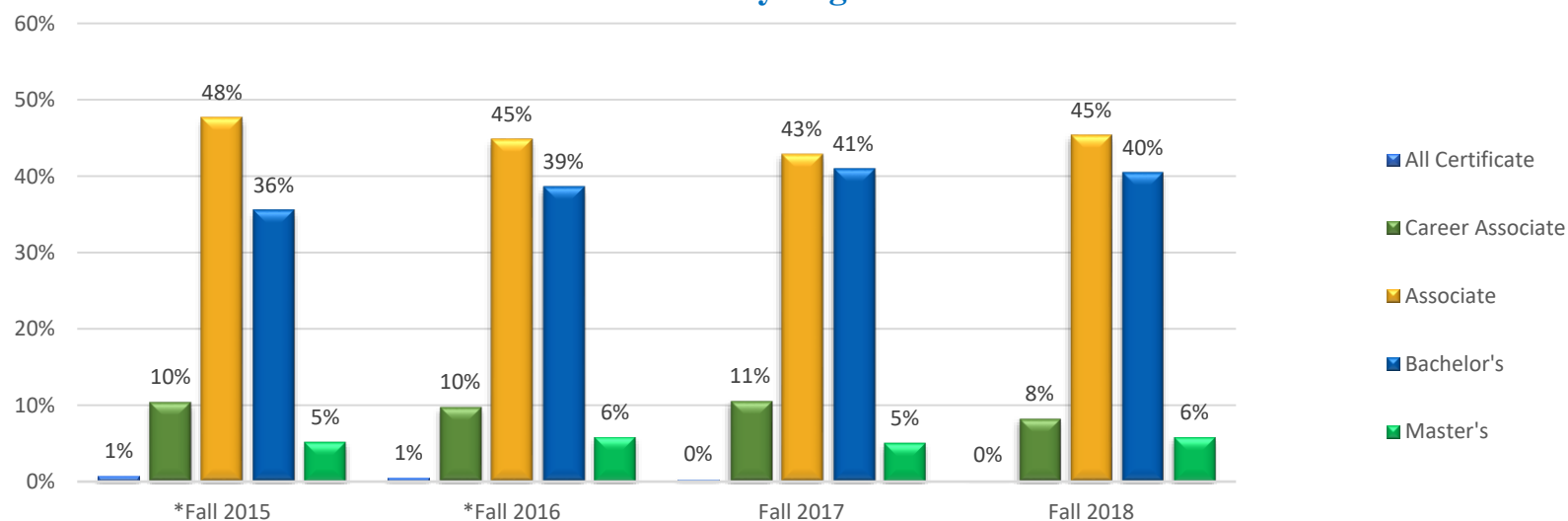




### Enrollment by Degree Level

	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Certificate Less Than 1 Year	60	34	20	10
Certificate	7	5	1	1
Career Associate Degree	935	700	698	524
Associate Degree	4,273	3,211	2,834	2,889
Bachelor Degree	3,187	2,764	2,709	2,577
Master Degree	460	414	330	366
Specialist Degree	41	33	23	4
<b>Total</b>	<b>8,963</b>	<b>7,161</b>	<b>6,615</b>	<b>6,371</b>

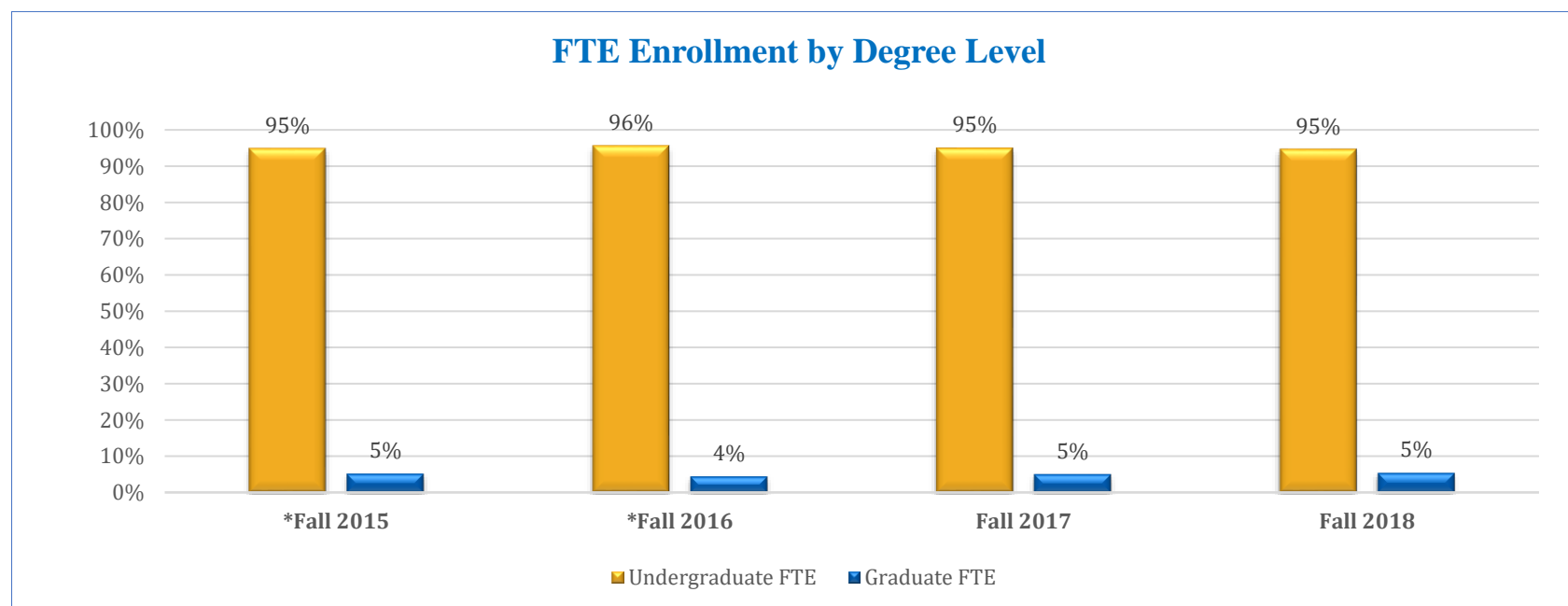
### Enrollment by Degree Level



Source: USG Fall Semester Enrollment Report and Banner SIS

\*Data provided for Fall 2015 and Fall 2016 are consolidated data from Albany State University and Darton State College. These institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

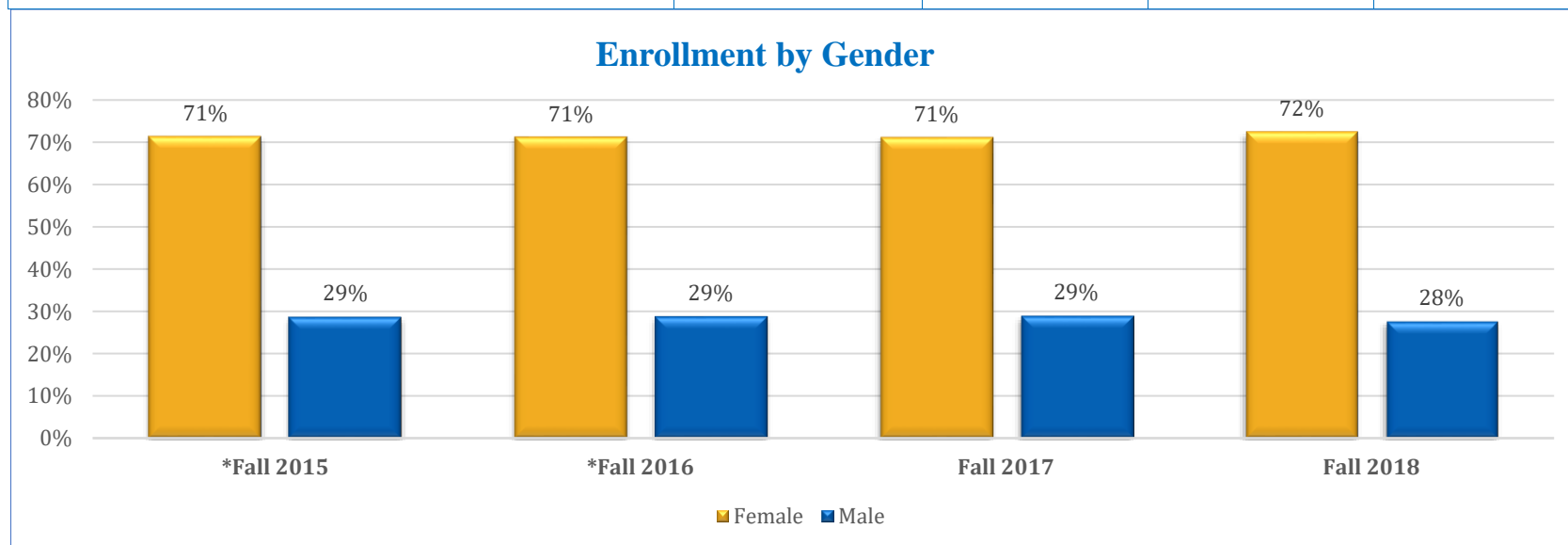
FTE Enrollment by Degree Level				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Undergraduate FTE	7,114	5,598	5,368	5,297
Graduate FTE	387	259	285	300
<b>Total FTE</b>	<b>7,501</b>	<b>5,857</b>	<b>5,653</b>	<b>5,597</b>



Source: USG Fall Semester Enrollment Report and Banner SIS

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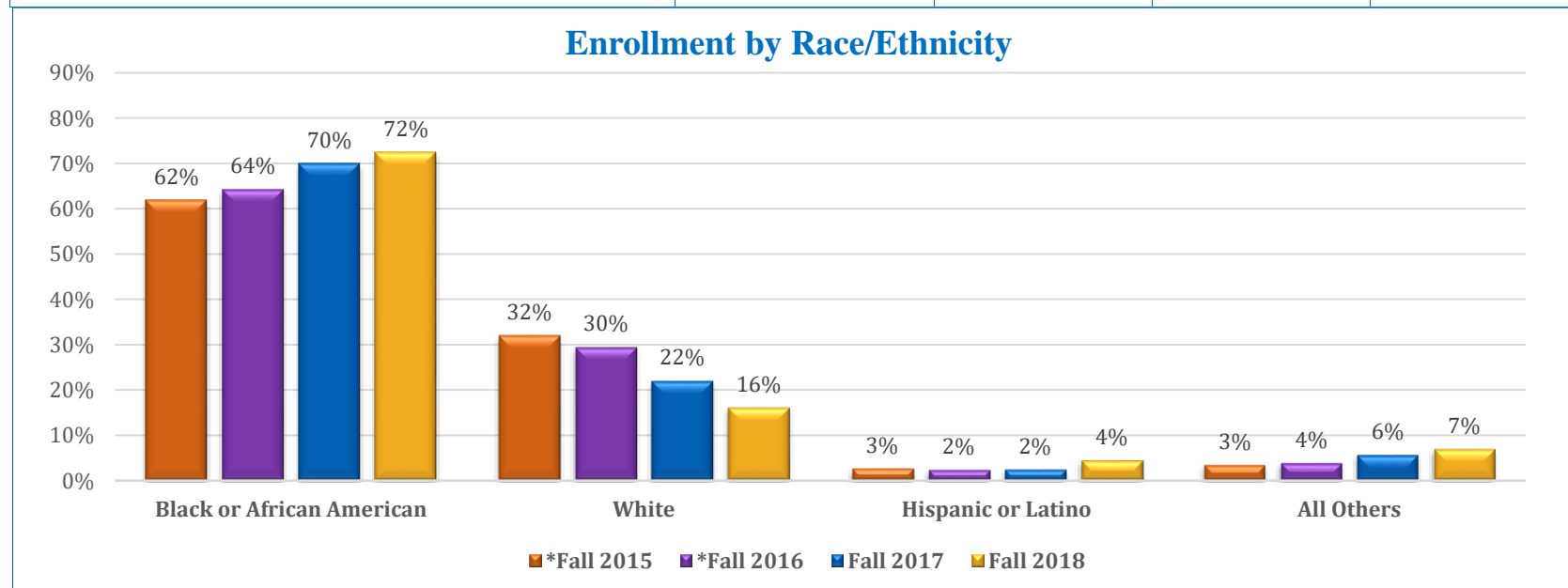
Enrollment by Gender				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Female	6,392	5,097	4,702	4,614
Male	2,571	2,064	1,913	1,757
<b>Total</b>	<b>8,963</b>	<b>7,161</b>	<b>6,615</b>	<b>6,371</b>



**Source:** USG Fall Semester Enrollment Report and Banner SIS

*\*Data provided for Fall 2015 and Fall 2016 are consolidated data from Albany State University and Darton State College. These Institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.*

Enrollment by Race/Ethnicity				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
American Indian or Alaskan Native	21	24	17	15
Asian or Pacific Islander	95	86	60	57
Black or African American	5,548	4,603	4,625	4,618
Hispanic or Latino	238	169	161	285
Native Hawaiian or Other Pacific Islander	7	5	5	2
Two or More Races	102	96	94	92
Race and Ethnicity Unknown	82	65	197	277
White	2,870	2,113	1,456	1,025
<b>Total</b>	<b>8,963</b>	<b>7,161</b>	<b>6,615</b>	<b>6,371</b>



Source: USG Fall Semester Enrollment Report and Banner SIS

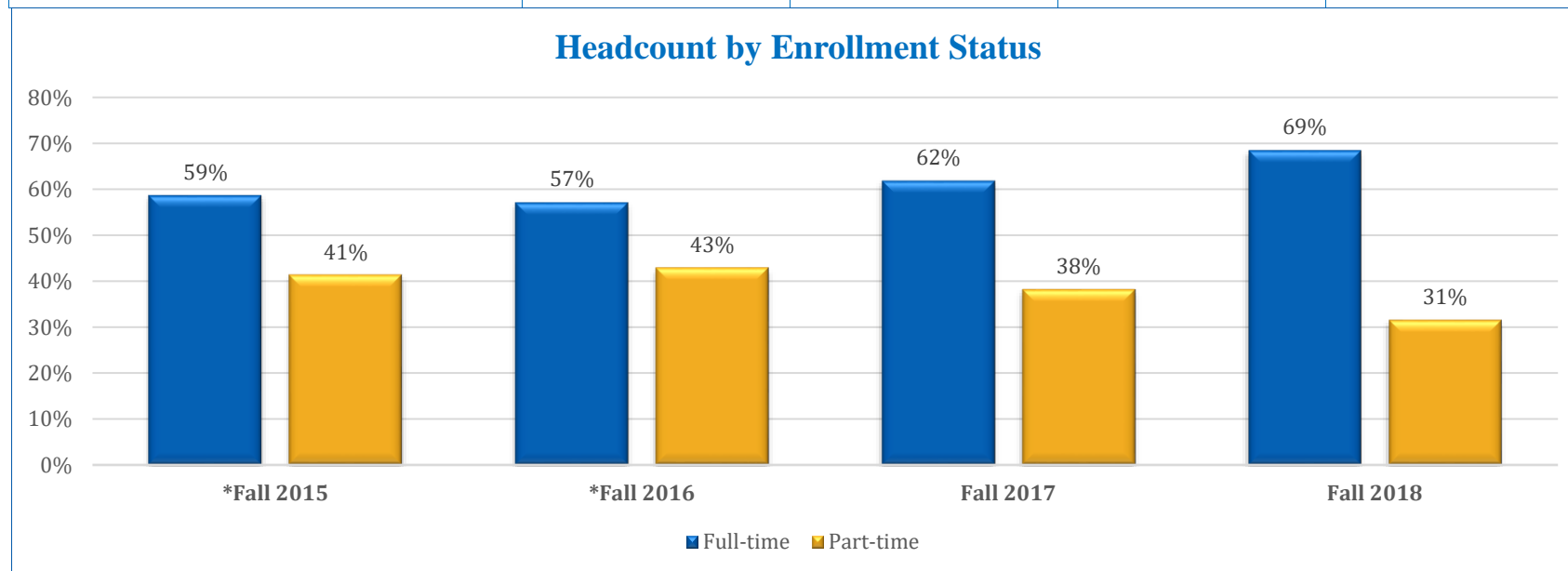
\*Data provided for Fall 2015 and Fall 2016 are consolidated data from Albany State University and Darton State College. These institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

Enrollment by Gender and Race/Ethnicity								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Female</b>								
American Indian or Alaskan Native	11	0.2%	15	0.3%	11	0.2%	10	0.2%
Asian or Pacific Islander	59	0.9%	46	0.9%	35	0.7%	34	0.7%
Black or African American	3,994	62.5%	3,310	64.9%	3,332	70.9%	3,384	73.3%
Hispanic or Latino	152	2.4%	116	2.3%	102	2.2%	205	4.4%
Native Hawaiian or Other Pacific Islander	6	0.1%	4	0.1%	4	0.1%	2	0.0%
Two or More Races	63	1.0%	68	1.3%	67	1.4%	69	1.5%
Race and Ethnicity Unknown	59	0.9%	46	0.9%	103	2.2%	168	3.6%
White	2,048	32.0%	1,492	29.3%	1,048	22.3%	742	16.1%
<b>Total Female</b>	<b>6,392</b>	<b>100.0%</b>	<b>5,097</b>	<b>100.0%</b>	<b>4,702</b>	<b>100.0%</b>	<b>4,614</b>	<b>100.0%</b>
<b>Male</b>								
American Indian or Alaskan Native	10	0.4%	9	0.4%	6	0.3%	5	0.3%
Asian or Pacific Islander	36	1.4%	40	1.9%	25	1.3%	23	1.3%
Black or African American	1,554	60.4%	1,293	62.6%	1,293	67.6%	1,234	70.2%
Hispanic or Latino	86	3.3%	53	2.6%	59	3.1%	80	4.6%
Native Hawaiian or Other Pacific Islander	1	0.0%	1	0.0%	1	0.1%	0	0.0%
Two or More Races	39	1.5%	28	1.4%	27	1.4%	23	1.3%
Race and Ethnicity Unknown	23	0.9%	19	0.9%	94	4.9%	109	6.2%
White	822	32.0%	621	30.1%	408	21.3%	283	16.1%
<b>Total Male</b>	<b>2,571</b>	<b>100.0%</b>	<b>2,064</b>	<b>100.0%</b>	<b>1,913</b>	<b>100.0%</b>	<b>1,757</b>	<b>100.0%</b>
<b>Total</b>	<b>8,963</b>		<b>7,161</b>		<b>6,615</b>		<b>6,371</b>	

Source: USG Fall Semester Enrollment Report and Banner SIS

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Headcount by Enrollment Status				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Full-Time	5,262	4,093	4,093	4,367
Part-Time	3,701	3,068	2,522	2,004
<b>Total</b>	<b>8,963</b>	<b>7,161</b>	<b>6,615</b>	<b>6,371</b>



Source: USG Fall Semester Enrollment Report and Banner SIS

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Enrollment Status by Degree Level								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Certificate Less Than 1 Year</b>								
Full-Time	6	10.0%	2	5.9%	5	25.0%	0	0.0%
Part-Time	54	90.0%	32	94.1%	15	75.0%	10	100.0%
<b>Total Certificate Less Than 1 Year</b>	<b>60</b>	<b>100.0%</b>	<b>34</b>	<b>100.0%</b>	<b>20</b>	<b>100.0%</b>	<b>10</b>	<b>100.0%</b>
<b>Certificates</b>								
Full-Time	7	100.0%	4	80.0%	1	100.0%	1	100.0%
Part-Time	0	0.0%	1	20.0%	0	0.0%	0	0.0%
<b>Total Certificates</b>	<b>7</b>	<b>100.0%</b>	<b>5</b>	<b>100.0%</b>	<b>1</b>	<b>100.0%</b>	<b>1</b>	<b>100.0%</b>
<b>Career Associate Degree</b>								
Full-Time	249	26.6%	200	28.6%	153	21.9%	155	29.6%
Part-Time	686	73.4%	500	71.4%	545	78.1%	369	70.4%
<b>Total Career Associate Degree</b>	<b>935</b>	<b>100.0%</b>	<b>700</b>	<b>100.0%</b>	<b>698</b>	<b>100.0%</b>	<b>524</b>	<b>100.0%</b>
<b>Associate Degree</b>								
Full-Time	2,216	51.9%	1,434	44.7%	1,575	55.6%	1,956	67.7%
Part-Time	2,057	48.1%	1,777	55.3%	1,259	44.4%	933	32.3%
<b>Total Associate Degree</b>	<b>4,273</b>	<b>100.0%</b>	<b>3,211</b>	<b>100.0%</b>	<b>2,834</b>	<b>100.0%</b>	<b>2,889</b>	<b>100.0%</b>

Enrollment Status by Degree Level								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Bachelor Degree</b>								
Full-Time	2,593	81.4%	2,238	81.0%	2,193	81.0%	2,078	80.6%
Part-Time	594	18.6%	526	19.0%	516	19.0%	499	19.4%
<b>Total Bachelor Degree</b>	<b>3,187</b>	<b>100.0%</b>	<b>2,764</b>	<b>100.0%</b>	<b>2,709</b>	<b>100.0%</b>	<b>2,577</b>	<b>100.0%</b>
<b>Master Degree</b>								
Full-Time	170	37.0%	190	45.9%	148	44.8%	176	48.1%
Part-Time	290	63.0%	224	54.1%	182	55.2%	190	51.9%
<b>Total Master Degree</b>	<b>460</b>	<b>100.0%</b>	<b>414</b>	<b>100.0%</b>	<b>330</b>	<b>100.0%</b>	<b>366</b>	<b>100.0%</b>
<b>Specialist Degree</b>								
Full-Time	21	51.2%	25	75.8%	18	78.3%	1	25.0%
Part-Time	20	48.8%	8	24.2%	5	21.7%	3	75.0%
<b>Total Specialist Degree</b>	<b>41</b>	<b>100.0%</b>	<b>33</b>	<b>100.0%</b>	<b>23</b>	<b>100.0%</b>	<b>4</b>	<b>100.0%</b>
<b>Total</b>	<b>8,963</b>		<b>7,161</b>		<b>6,615</b>		<b>6,371</b>	

Source: USG Fall Semester Enrollment Report and Banner SIS

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Enrollment by Student Classification					
		*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Dual Enrollment	Count	222	255	429	419
	% Total	2.5%	3.6%	6.5%	6.6%
Freshmen	Count	3,165	2,236	2,433	2,515
	% Total	35.3%	31.2%	36.8%	39.5%
Sophomore	Count	3,320	2,768	1,393	1,182
	% Total	37.0%	38.7%	21.1%	18.6%
Junior	Count	611	541	1,045	974
	% Total	6.8%	7.6%	15.8%	15.3%
Senior	Count	985	797	884	864
	% Total	11.0%	11.1%	13.4%	13.6%
Graduate	Count	501	447	353	370
	% Total	5.6%	6.2%	5.3%	5.8%
Transient	Count	126	91	71	37
	% Total	1.4%	1.3%	1.1%	0.6%
All Others	Count	33	26	7	10
	% Total	0.4%	0.4%	0.1%	0.2%
Total	Count	8,963	7,161	6,615	6,371
	% Total	100.0%	100.0%	100.0%	100.0%

Source: USG Fall Semester Enrollment Report and Banner SIS

All Others: Post-Baccalaureate non-degree seeking, Auditors and who join for non-degree.

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Average Age by Student Classification				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Dual Enrollment	17	17	17	17
Freshmen	23	22	21	19
Sophomore	29	28	26	25
Junior	25	25	27	27
Senior	27	27	28	28
Graduate	35	34	34	35
Transient	27	28	25	30
All Others	44	30	35	34
<b>Overall Mean</b>	<b>26</b>	<b>26</b>	<b>24</b>	<b>24</b>

Source: USG Fall Semester Enrollment Report and Banner SIS

All Others: Post-Baccalaureate non-degree seeking, Auditors and who join for non-degree.

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Enrollment by Major								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Certificate Less Than 1 Year</b>								
Addiction Counseling	13	21.7%	11	32.4%	4	20.0%	1	10.0%
Art	2	3.3%	0	0.0%	0	0.0%	0	0.0%
Computed Tomography	2	3.3%	2	5.9%	0	0.0%	0	0.0%
Computer and Information Sciences	2	3.3%	0	0.0%	0	0.0%	0	0.0%
Emergency Medical Technician	3	5.0%	5	14.7%	5	25.0%	1	10.0%
Histology	19	31.7%	10	29.4%	10	50.0%	7	70.0%
Medical Coding	9	15.0%	4	11.8%	1	5.0%	1	10.0%
Phlebotomy	4	6.7%	2	5.9%	0	0.0%	0	0.0%
Spanish for Health Care Professionals	2	3.3%	0	0.0%	0	0.0%	0	0.0%
Visual Communication	4	6.7%	0	0.0%	0	0.0%	0	0.0%
<b>Total Certificate Less Than 1 Year</b>	<b>60</b>	<b>100.0%</b>	<b>34</b>	<b>100.0%</b>	<b>20</b>	<b>100.0%</b>	<b>10</b>	<b>100.0%</b>
<b>Certificate</b>								
Criminal Justice	2	28.6%	0	0.0%	0	0.0%	0	0.0%
Emergency Medical Services	4	57.1%	4	80.0%	1	100.0%	1	100.0%
Legal Assistant/Paralegal	1	14.3%	1	20.0%	0	0.0%	0	0.0%
<b>Total Certificate</b>	<b>7</b>	<b>100.0%</b>	<b>5</b>	<b>100.0%</b>	<b>1</b>	<b>100.0%</b>	<b>1</b>	<b>100.0%</b>

Enrollment by Major								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
Associate of Arts, Core Curriculum	534	100.0%	338	100.0%	199	100.0%	137	100.0%
Associate of Science, Core Curriculum	3,739	100.0%	2,873	100.0%	2,634	100.0%	2,752	100.0%
<b>Career Associate Degree</b>								
Cardiovascular Technology	9	1.0%	0	0.0%	0	0.0%	0	0.0%
Dental Hygiene	45	4.8%	35	5.0%	30	4.3%	30	5.7%
Diagnostic Medical Sonography	30	3.2%	27	3.9%	29	4.1%	22	4.2%
Emergency Medical Services	10	1.1%	7	1.0%	21	3.0%	20	3.8%
Health Information Management	0	0.0%	0	0.0%	1	0.1%	0	0.0%
Health Information Technology	79	8.4%	74	10.6%	40	5.7%	26	5.0%
Histology	12	1.3%	3	0.4%	5	0.7%	7	1.3%
Human Services Technology	2	0.2%	0	0.0%	0	0.0%	0	0.0%
Medical Laboratory Technology	41	4.4%	31	4.4%	36	5.2%	31	5.9%
Nursing	537	57.4%	356	50.9%	406	58.1%	258	49.2%
Occupational Therapy Assistant	49	5.2%	46	6.6%	36	5.2%	34	6.5%
Paralegal Studies	32	3.4%	21	3.0%	15	2.1%	8	1.5%
Physical Therapist Assistant	25	2.7%	48	6.9%	41	5.9%	45	8.6%
Radiologic Science	14	1.5%	16	2.3%	19	2.7%	22	4.2%
Respiratory Care	50	5.3%	36	5.1%	20	2.9%	21	4.0%
<b>Total Career Associate Degree</b>	<b>935</b>	<b>100.0%</b>	<b>700</b>	<b>100.0%</b>	<b>699</b>	<b>100.0%</b>	<b>524</b>	<b>100.0%</b>

Enrollment by Major								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Bachelor Degree</b>								
Accounting	86	2.7%	66	2.4%	65	2.4%	53	2.1%
Administrative Assistant and Secretarial Science, General	19	0.6%	0	0.0%	0	0.0%	0	0.0%
Art	32	1.0%	26	0.9%	18	0.7%	3	0.1%
Legal Assistant Studies	7	0.2%	3	0.1%	0	0.0%	0	0.0%
Biology	267	8.4%	238	8.6%	261	9.6%	236	9.2%
Organizational Leadership	40	1.3%	74	2.7%	53	2.0%	40	1.6%
Nursing (RN to BSN)	89	2.8%	75	2.7%	67	2.5%	91	3.5%
Business Information Systems	95	3.0%	95	3.4%	80	3.0%	67	2.6%
Chemistry	43	1.3%	45	1.6%	33	1.2%	45	1.7%
Computer Information System	5	0.2%	1	0.0%	0	0.0%	2	0.1%
Computer Science	101	3.2%	93	3.4%	83	3.1%	74	2.9%
Criminal Justice	300	9.4%	253	9.2%	221	8.2%	188	7.3%
Early Childhood Education	186	5.8%	169	6.1%	175	6.5%	186	7.2%
English	33	1.0%	34	1.2%	29	1.1%	25	1.0%
Fire Services Administration	9	0.3%	6	0.2%	2	0.1%	1	0.0%
Forensic Science	120	3.8%	116	4.2%	120	4.4%	101	3.9%
Health and Physical Education	68	2.1%	53	1.9%	20	0.7%	9	0.3%
Health and Human Performance	377	11.8%	382	13.8%	465	17.2%	542	21.0%

Enrollment by Major								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Bachelor Degree</b>								
History	23	0.7%	18	0.7%	17	0.6%	14	0.5%
Interdisciplinary Studies	0	0.0%	1	0.0%	6	0.2%	10	0.4%
Management	296	9.3%	229	8.3%	204	7.5%	204	7.9%
Marketing	70	2.2%	76	2.7%	87	3.2%	65	2.5%
Mass Communication	128	4.0%	106	3.8%	104	3.8%	83	3.2%
Mathematics	36	1.1%	26	0.9%	22	0.8%	21	0.8%
Middle Grades Education	60	1.9%	45	1.6%	49	1.8%	45	1.7%
Music	22	0.7%	18	0.7%	13	0.5%	7	0.3%
Music Education	33	1.0%	29	1.0%	23	0.8%	0	0.0%
Nursing	125	3.9%	57	2.1%	54	2.0%	37	1.4%
Political Science	52	1.6%	42	1.5%	43	1.6%	38	1.5%
Psychology	179	5.6%	165	6.0%	155	5.7%	145	5.6%
Science Education	6	0.2%	7	0.3%	2	0.1%	1	0.0%
Secondary Education	0	0.0%	0	0.0%	19	0.7%	13	0.5%
Social Work	105	3.3%	77	2.8%	83	3.1%	76	2.9%
Sociology	71	2.2%	33	1.2%	38	1.4%	36	1.4%
Spanish	5	0.2%	2	0.1%	1	0.0%	0	0.0%
Special Education	13	0.4%	13	0.5%	5	0.2%	8	0.3%
Speech and Theatre	10	0.3%	13	0.5%	6	0.2%	0	0.0%

Enrollment by Major								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Bachelor Degree</b>								
Supply Chain and Logistics Management	58	1.8%	55	2.0%	46	1.7%	36	1.4%
Technology Management	18	0.6%	23	0.8%	21	0.8%	17	0.7%
Visual and Performing Arts	0	0.0%	0	0.0%	19	0.7%	58	2.3%
<b>Total Bachelor Degree</b>	<b>3,187</b>	<b>100.0%</b>	<b>2,764</b>	<b>100.0%</b>	<b>2,709</b>	<b>100.0%</b>	<b>2,577</b>	<b>100.0%</b>
<b>Master Degree</b>								
Business Administration	84	18.3%	78	18.8%	73	22.1%	70	19.1%
Criminal Justice	52	11.3%	44	10.6%	35	10.6%	45	12.3%
Early Childhood Education	53	11.5%	47	11.4%	25	7.6%	32	8.7%
Educational Administration and Supervision	0	0.0%	3	0.7%	5	1.5%	17	4.6%
English Education	8	1.7%	3	0.7%	1	0.3%	0	0.0%
Health and Physical Education	1	0.2%	0	0.0%	0	0.0%	0	0.0%
Mathematics Education	6	1.3%	6	1.4%	3	0.9%	0	0.0%
Middle Grades Education	27	5.9%	21	5.1%	12	3.6%	11	3.0%
Nursing	47	10.2%	48	11.6%	45	13.6%	56	15.3%
Public Administration	66	14.3%	62	15.0%	57	17.3%	40	10.9%
School Counseling	24	5.2%	21	5.1%	16	4.8%	33	9.0%
Science Education	7	1.5%	4	1.0%	0	0.0%	1	0.3%
Secondary Education	0	0.0%	0	0.0%	2	0.6%	3	0.8%
Social Work	49	10.7%	50	12.1%	40	12.1%	40	10.9%
Special Education	36	7.8%	27	6.5%	16	4.8%	18	4.9%
<b>Total Master Degree</b>	<b>460</b>	<b>100.0%</b>	<b>414</b>	<b>100.0%</b>	<b>330</b>	<b>100.0%</b>	<b>366</b>	<b>100.0%</b>

Enrollment by Major								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Specialist Degree</b>								
Educational Administration and Supervision	41	100.0%	33	100.0%	23	100.0%	4	100.0%
<b>Total Specialist Degree</b>	<b>41</b>	<b>100.0%</b>	<b>33</b>	<b>100.0%</b>	<b>23</b>	<b>100.0%</b>	<b>4</b>	<b>100.0%</b>
<b>Total</b>	<b>8,963</b>		<b>7,161</b>		<b>6,615</b>		<b>6,371</b>	

Source: USG Fall Semester Enrollment Report.

Note: Only Major 1 are counted in this report

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New Student Enrollment by Student Types					
		*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Dual Enrollment	Count	134	155	261	203
	% Total	5.3%	8.6%	11.9%	9.2%
First-Time Freshmen	Count	1,296	863	1,430	1,605
	% Total	51.0%	47.6%	65.1%	72.6%
Transfer Freshman	Count	456	294	160	71
	% Total	18.0%	16.2%	7.3%	3.2%
Transfer Sophomore	Count	397	281	170	125
	% Total	15.6%	15.5%	7.7%	5.7%
Transfer Juniors	Count	54	28	39	42
	% Total	2.1%	1.5%	1.8%	1.9%
Transfer Seniors	Count	2	2	6	5
	% Total	0.1%	0.1%	0.3%	0.2%
Graduate	Count	133	119	93	138
	% Total	5.2%	6.6%	4.2%	6.2%
Transients	Count	60	61	38	19
	% Total	2.4%	3.4%	1.7%	0.9%
All Others	Count	8	9	1	4
	% Total	0.3%	0.5%	0.0%	0.2%
<b>Total New Student Enrolled</b>	<b>Count</b>	<b>2,540</b>	<b>1,812</b>	<b>2,198</b>	<b>2,212</b>
	<b>% Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Source: USG Fall Semester Enrollment Report

All Others: Post-Baccalaureate non-degree seeking, Auditors and who join for non-degree.

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Enrollment by College and Gender								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>College of Arts and Sciences</b>								
Female	1,604	61.1%	1,412	62.8%	1,534	64.8%	1,448	65.8%
Male	1,021	38.9%	837	37.2%	832	35.2%	754	34.2%
<b>Total College of Arts and Sciences</b>	<b>2,625</b>	<b>100.0%</b>	<b>2,249</b>	<b>100.0%</b>	<b>2,366</b>	<b>100.0%</b>	<b>2,202</b>	<b>100.0%</b>
<b>College of Professional Studies</b>								
Female	1,820	69.8%	1,475	69.3%	1,241	67.7%	1,244	68.6%
Male	786	30.2%	652	30.7%	593	32.3%	570	31.4%
<b>Total College of Professional Studies</b>	<b>2,606</b>	<b>100.0%</b>	<b>2,127</b>	<b>100.0%</b>	<b>1,834</b>	<b>100.0%</b>	<b>1,814</b>	<b>100.0%</b>
<b>Darton College of Health Professions</b>								
Female	2,968	79.5%	2,210	79.4%	1,927	79.8%	1,922	81.6%
Male	764	20.5%	575	20.6%	488	20.2%	433	6.8%
<b>Total Darton College of Health Professions</b>	<b>3,732</b>	<b>100.0%</b>	<b>2,785</b>	<b>100.0%</b>	<b>2,415</b>	<b>100.0%</b>	<b>2,355</b>	<b>88.4%</b>
<b>Total</b>	<b>8,963</b>		<b>7,161</b>		<b>6,615</b>		<b>6,371</b>	

Source: USG Fall Semester Enrollment Report and Banner SIS

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Enrollment by College and Race/Ethnicity								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>College of Arts and Sciences</b>								
American Indian or Alaskan Native	7	0.3%	11	0.5%	4	0.2%	5	0.2%
Asian or Pacific Islander	33	1.3%	35	1.6%	28	1.2%	31	1.4%
Black or African American	1,712	65.2%	1,472	65.5%	1,722	72.8%	1,620	73.6%
Hispanic or Latino	70	2.7%	42	1.9%	61	2.6%	105	4.8%
Two or More Races	36	1.4%	44	2.0%	32	1.4%	31	1.4%
Native Hawaiian or Other Pacific Islander	2	0.1%	2	0.1%	1	0.0%	1	0.0%
Race and Ethnicity Unknown	30	1.1%	17	0.8%	72	3.0%	95	4.3%
White	735	28.0%	626	27.8%	446	18.9%	314	14.3%
<b>Total College of Arts and Sciences</b>	<b>2,625</b>	<b>100.0%</b>	<b>2,249</b>	<b>100.0%</b>	<b>2,366</b>	<b>100.0%</b>	<b>2,202</b>	<b>100.0%</b>
<b>College of Professional Studies</b>								
American Indian or Alaskan Native	5	0.2%	5	0.2%	5	0.3%	4	0.2%
Asian or Pacific Islander	17	0.7%	11	0.5%	3	0.2%	4	0.2%
Black or African American	1,937	74.3%	1,642	77.2%	1,443	78.7%	1,429	78.8%
Hispanic or Latino	58	2.2%	48	2.3%	39	2.1%	73	4.0%
Two or More Races	26	1.0%	23	1.1%	22	1.2%	26	1.4%
Native Hawaiian or Other Pacific Islander	3	0.1%	1	0.0%	2	0.1%	0	0.0%
Race and Ethnicity Unknown	34	1.3%	23	1.1%	58	3.2%	78	4.3%
White	526	20.2%	374	17.6%	262	14.3%	200	11.0%
<b>Total College of Professional Studies</b>	<b>2,606</b>	<b>100.0%</b>	<b>2,127</b>	<b>100.0%</b>	<b>1,834</b>	<b>100.0%</b>	<b>1,814</b>	<b>100.0%</b>

Enrollment by College and Race/Ethnicity								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Darton College of Health Professions</b>								
American Indian or Alaskan Native	9	0.2%	8	0.3%	8	0.3%	6	0.3%
Asian or Pacific Islander	43	1.2%	40	1.4%	29	1.2%	22	0.9%
Black or African American	1,899	50.9%	1,481	53.2%	1,460	60.5%	1,569	66.6%
Hispanic or Latino	110	2.9%	79	2.8%	61	2.5%	107	4.5%
Two or More Races	40	1.1%	45	1.6%	40	1.7%	35	1.5%
Native Hawaiian or Other Pacific Islander	4	0.1%	2	0.1%	2	0.1%	1	0.0%
Race and Ethnicity Unknown	18	0.5%	17	0.6%	67	2.8%	104	4.4%
White	1,609	43.1%	1,113	40.0%	748	31.0%	511	21.7%
<b>Total Darton College of Health Professions</b>	<b>3,732</b>	<b>100.0%</b>	<b>2,785</b>	<b>100.0%</b>	<b>2,415</b>	<b>100.0%</b>	<b>2,355</b>	<b>100.0%</b>
<b>Total</b>	<b>8,963</b>		<b>7,161</b>		<b>6,615</b>		<b>6,371</b>	

Source: USG Fall Semester Enrollment Report and Banner SIS

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Enrollment Status by College								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>College of Arts and Sciences</b>								
Full-Time	1,849	70.4%	1,476	65.6%	1,618	68.4%	1,623	73.7%
Part-Time	776	29.6%	773	34.4%	748	31.6%	579	26.3%
<b>Total College of Arts and Sciences</b>	<b>2,625</b>	<b>100.0%</b>	<b>2,249</b>	<b>100.0%</b>	<b>2,366</b>	<b>100.0%</b>	<b>2,202</b>	<b>100.0%</b>
<b>College of Professional Studies</b>								
Full-Time	1,729	66.3%	1,426	67.0%	1,241	67.7%	1,336	73.6%
Part-Time	877	33.7%	701	33.0%	593	32.3%	478	26.4%
<b>Total College of Professional Studies</b>	<b>2,606</b>	<b>100.0%</b>	<b>2,127</b>	<b>100.0%</b>	<b>1,834</b>	<b>100.0%</b>	<b>1,814</b>	<b>100.0%</b>
<b>Darton College of Health Professions</b>								
Full-Time	1,684	45.1%	1,191	42.8%	1,234	104.5%	1,408	59.8%
Part-Time	2,048	54.9%	1,594	57.2%	1,181	48.9%	947	40.2%
<b>Total Darton College of Health Professions</b>	<b>3,732</b>	<b>100.0%</b>	<b>2,785</b>	<b>100.0%</b>	<b>2,415</b>	<b>153.4%</b>	<b>2,355</b>	<b>100.0%</b>
<b>Total</b>	<b>8,963</b>		<b>7,161</b>		<b>6,615</b>		<b>6,371</b>	

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Enrollment by College and Student Classification								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>College of Arts and Sciences</b>								
Dual Enrollment	201	7.7%	247	11.0%	418	17.7%	415	18.9%
Freshmen	1,015	38.7%	775	34.5%	964	40.7%	960	43.6%
Sophomore	672	25.6%	620	27.6%	347	14.7%	284	12.9%
Junior	241	9.2%	187	8.3%	269	11.4%	245	11.1%
Senior	344	13.1%	307	13.7%	307	13.0%	273	12.4%
Transient	122	4.6%	89	4.0%	55	2.3%	21	1.0%
All Others	30	1.1%	24	1.1%	6	0.3%	4	0.2%
<b>Total College of Arts and Sciences</b>	<b>2,625</b>	<b>100.0%</b>	<b>2,249</b>	<b>100.0%</b>	<b>2,366</b>	<b>100.0%</b>	<b>2,202</b>	<b>100.0%</b>
<b>College of Professional Studies</b>								
Dual Enrollment	15	0.6%	3	0.1%	4	0.2%	3	0.2%
Freshmen	686	26.3%	521	24.5%	561	30.6%	617	34.0%
Sophomore	706	27.1%	539	25.3%	339	18.5%	278	15.3%
Junior	282	10.8%	274	12.9%	275	15.0%	278	15.3%
Senior	458	17.6%	389	18.3%	339	18.5%	313	17.3%
Graduate	454	17.4%	399	18.8%	308	16.8%	314	17.3%
Transient	2	0.1%	2	0.1%	8	0.4%	9	0.5%
All Others	3	0.1%	0	0.0%	0	0.0%	2	0.1%
<b>Total College of Professional Studies</b>	<b>2,606</b>	<b>100.0%</b>	<b>2,127</b>	<b>100.0%</b>	<b>1,834</b>	<b>100.0%</b>	<b>1,814</b>	<b>100.0%</b>

Enrollment by College and Student Classification								
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Darton College of Health Professions</b>								
Dual Enrollment	6	0.2%	5	0.2%	7	0.3%	1	0.0%
Freshmen	1,464	39.2%	940	33.8%	908	37.6%	938	39.8%
Sophomore	1,942	52.0%	1,609	57.8%	707	29.3%	620	26.4%
Junior	88	2.4%	80	2.9%	501	20.7%	451	19.1%
Senior	183	4.9%	101	3.6%	238	9.9%	278	11.8%
Graduate	47	1.3%	48	1.7%	45	1.9%	56	2.4%
Transient	2	0.1%	0	0.0%	8	0.3%	7	0.3%
All Others	0	0.0%	2	0.1%	1	0.0%	4	0.2%
<b>Total Darton College of Health Professions</b>	<b>3,732</b>	<b>100.0%</b>	<b>2,785</b>	<b>100.0%</b>	<b>2,415</b>	<b>100.0%</b>	<b>2,355</b>	<b>100.0%</b>
<b>Total</b>	<b>8,963</b>		<b>7,161</b>		<b>6,615</b>		<b>6,371</b>	

Source: USG Fall Semester Enrollment Report and Banner SIS

All Others: Post-Baccalaureate non-degree seeking, Auditors and who join for non-degree.

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Average Age by College and Degree Level				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
<b>College of Arts and Sciences</b>				
Undergraduate	23	23	21	21
<b>Average Age of Student at College of Arts and Sciences</b>	<b>23</b>	<b>23</b>	<b>21</b>	<b>21</b>
<b>College of Professional Studies</b>				
Undergraduate	26	26	24	23
Graduate	35	34	33	34
<b>Average Age of Student at College of Professional Studies</b>	<b>27</b>	<b>27</b>	<b>26</b>	<b>25</b>
<b>Darton College of Health Professions</b>				
Undergraduate	27	28	26	25
Graduate	38	39	42	43
<b>Average Age of Student at Darton College of Health Professions</b>	<b>28</b>	<b>28</b>	<b>26</b>	<b>25</b>
<b>Overall Mean</b>	<b>26</b>	<b>26</b>	<b>24</b>	<b>24</b>

Source: USG Fall Semester Enrollment Report and Banner SIS

All Others: Post-Baccalaureate non-degree seeking, Auditors and who join for non-degree.

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Fall 2018 Top 10 Georgia Counties		
Rank	County	Fall 2018
1	Dougherty	1,261
2	Fulton	428
3	DeKalb	375
4	Lee	344
5	Clayton	249
6	Gwinnett	185
7	Henry	178
8	Cobb	165
9	Bibb	150
10	Muscogee	145
Total		3,480

Source: USG Fall Semester Enrollment Report and Banner SIS

Enrollment by Georgia Counties				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Appling	10	7	4	8
Atkinson	9	8	7	9
Bacon	5	3	3	3
Baker	45	37	28	22
Baldwin	35	26	11	20
Banks	2	0	0	1
Barrow	11	7	5	3
Bartow	7	3	5	6
Ben Hill	38	38	24	26
Berrien	8	8	4	4
Bibb	138	99	157	150
Bleckley	3	5	5	5
Brantley	3	3	3	1
Brooks	8	8	5	8
Bryan	7	8	5	6
Bulloch	40	30	24	9
Burke	24	16	22	14
Butts	4	7	12	15
Calhoun	65	56	40	32

Enrollment by Georgia Counties				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Camden	23	28	21	14
Candler	3	3	0	0
Carroll	25	21	20	23
Catoosa	1	1	1	3
Charlton	3	3	1	0
Chatham	76	57	66	95
Chattahoochee	7	5	3	4
Chattooga	3	2	0	0
Cherokee	13	25	17	17
Clarke	33	30	26	31
Clay	13	10	4	5
Clayton	200	158	209	249
Clinch	1	2	1	0
Cobb	162	155	159	165
Coffee	21	21	17	18
Colquitt	142	112	77	69
Columbia	43	41	24	24
Cook	21	15	13	10
Coweta	28	27	24	30
Crawford	2	1	4	3

Enrollment by Georgia Counties				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Crisp	241	192	158	123
Dade	0	1	1	0
Dawson	1	1	1	1
Decatur	80	55	57	51
DeKalb	309	289	292	375
Dodge	16	9	4	4
Dooly	51	43	43	28
Dougherty	2,392	1,789	1,519	1,261
Douglas	74	65	62	86
Early	41	32	42	39
Effingham	8	4	5	5
Elbert	0	0	2	0
Emanuel	10	9	2	5
Evans	6	3	5	2
Fanning	1	0	0	0
Fayette	37	38	35	39
Forsyth	12	9	5	6
Floyd	10	4	4	0
Franklin	3	1	0	1
Fulton	276	275	346	428

Enrollment by Georgia Counties				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Gilmer	1	1	2	0
Glascock	2	2	1	1
Glynn	32	23	23	22
Gordon	5	2	1	2
Grady	68	51	45	43
Greene	5	2	2	7
Gwinnett	182	151	172	185
Habersham	1	0	2	3
Hall	13	8	5	8
Haralson	0	0	1	0
Hancock	5	4	9	11
Harris	13	7	9	7
Hart	2	2	1	2
Heard	3	2	3	2
Henry	154	142	179	178
Houston	101	93	80	72
Irwin	21	14	15	13
Jackson	7	6	2	3
Jasper	1	1	1	7
Jeff Davis	13	11	7	5

Enrollment by Georgia Counties				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Jefferson	8	4	8	7
Jenkins	3	6	6	6
Johnson	5	5	1	9
Jones	26	11	5	12
Lamar	7	10	12	10
Lanier	4	0	1	2
Laurens	71	56	39	36
Lee	701	522	399	344
Liberty	42	45	33	39
Lincoln	1	1	1	3
Long	6	4	1	3
Lowndes	56	53	48	37
Lumpkin	2	2	0	0
Macon	33	30	24	19
Madison	3	4	4	3
Marion	17	10	7	5
McDuffie	21	13	13	19
McIntosh	8	6	8	3
Meriwether	15	14	11	18
Miller	22	18	18	18

Enrollment by Georgia Counties				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Mitchell	208	157	146	119
Monroe	16	11	6	19
Montgomery	6	3	7	3
Morgan	3	2	1	1
Murray	0	0	1	1
Muscogee	177	159	148	145
Newton	46	36	38	60
Oconee	3	3	4	2
Oglethorpe	4	4	2	2
Paulding	32	26	25	29
Peach	36	27	22	21
Pickens	2	2	0	1
Pierce	18	15	6	7
Pike	6	3	6	4
Polk	1	1	0	2
Pulaski	12	15	10	6
Putnam	10	6	9	3
Quitman	8	5	4	4
Rabun	3	2	1	0
Randolph	67	57	54	44

Enrollment by Georgia Counties				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Richmond	90	75	82	77
Rockdale	51	42	44	84
Schley	29	24	9	7
Screven	11	7	4	1
Seminole	26	15	16	21
Spalding	27	26	36	34
Stephens	3	4	2	1
Stewart	27	23	14	12
Sumter	165	134	116	96
Talbot	6	4	6	7
Taliaferro	2	1	0	0
Tattnall	6	5	3	3
Taylor	10	10	7	5
Telfair	11	12	8	8
Terrell	125	97	93	82
Thomas	105	78	65	60
Tift	130	96	79	63
Toombs	28	16	14	20
Treutlen	7	6	6	4
Troup	23	16	17	30

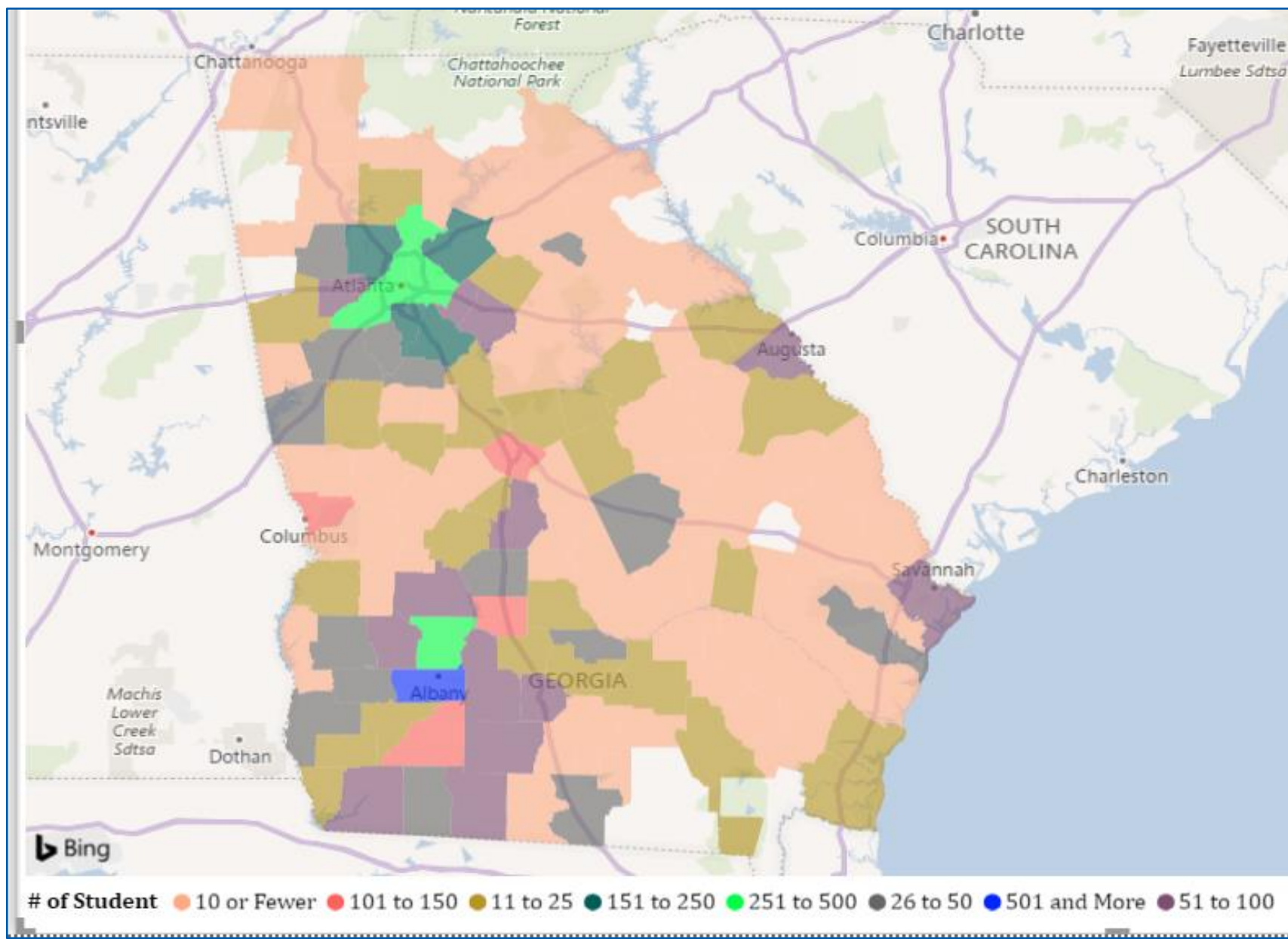


Enrollment by Georgia Counties				
	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Turner	57	55	42	23
Twiggs	5	6	6	4
Upson	13	12	17	14
Walker	1	0	2	1
Walton	18	14	18	18
Ware	45	31	30	13
Warren	12	7	4	9
Washington	17	11	8	7
Wayne	4	8	7	8
Webster	6	8	8	5
Wheeler	1	2	2	2
White	1	1	0	0
Whitfield	1	0	0	2
Wilcox	61	40	33	18
Wilkes	2	1	1	3
Wilkinson	16	11	10	11
Worth	243	162	143	87
<b>Total</b>	<b>8,573</b>	<b>6,835</b>	<b>6,275</b>	<b>6,033</b>

Source: USG Fall Semester Enrollment Report and Banner SIS

Note: All the state and county information is based on student current address.

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Enrollment by State				
States	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
Alaska	0	0	0	0
Alabama	48	36	39	44
Arkansas	1	1	2	3
Arizona	2	0	1	1
California	16	10	5	6
Colorado	1	3	1	0
Connecticut	1	0	2	1
Washington DC*	2	4	1	2
Delaware	1	0	0	0
Florida	101	94	154	183
Georgia	8,573	6,835	6,275	6,033
Hawaii	1	2	0	0
Idaho	1	1	1	0
Iowa	0	0	1	0
Illinois	8	9	10	12
Indiana	2	0	1	0
Kansas	0	0	0	1
Kentucky	2	1	1	2
Louisiana	2	2	1	3
Massachusetts	1	2	1	0
Maryland	5	5	5	6
Michigan	8	7	3	3
Minnesota	4	0	1	1
Missouri	2	0	1	0
Mississippi	7	4	2	2

Enrollment by State				
States	*Fall 2015	*Fall 2016	Fall 2017	Fall 2018
North Carolina	6	8	3	5
Nebraska	0	0	0	0
New Jersey	4	3	4	7
Nevada	1	1	0	0
New Mexico	0	0	0	1
New York	8	12	8	7
Ohio	5	5	3	4
Oklahoma	1	0	3	3
Oregon	0	2	0	0
Rhode Island	0	0	1	0
Pennsylvania	4	2	0	2
South Carolina	14	20	10	13
Tennessee	6	6	4	4
Texas	9	6	4	4
Virginia	12	10	7	9
Virgin Islands	0	1	1	2
Vermont	0	0	0	0
Washington	0	1	1	1
West Virginia	1	1	2	1
Wisconsin	1	1	0	0
International	93	62	49	3
Not Specified	9	4	7	2
<b>Total</b>	<b>8,963</b>	<b>7,161</b>	<b>6,615</b>	<b>6,371</b>

*Note: State information is pulled from student current address. \*Washing DC is not a State*

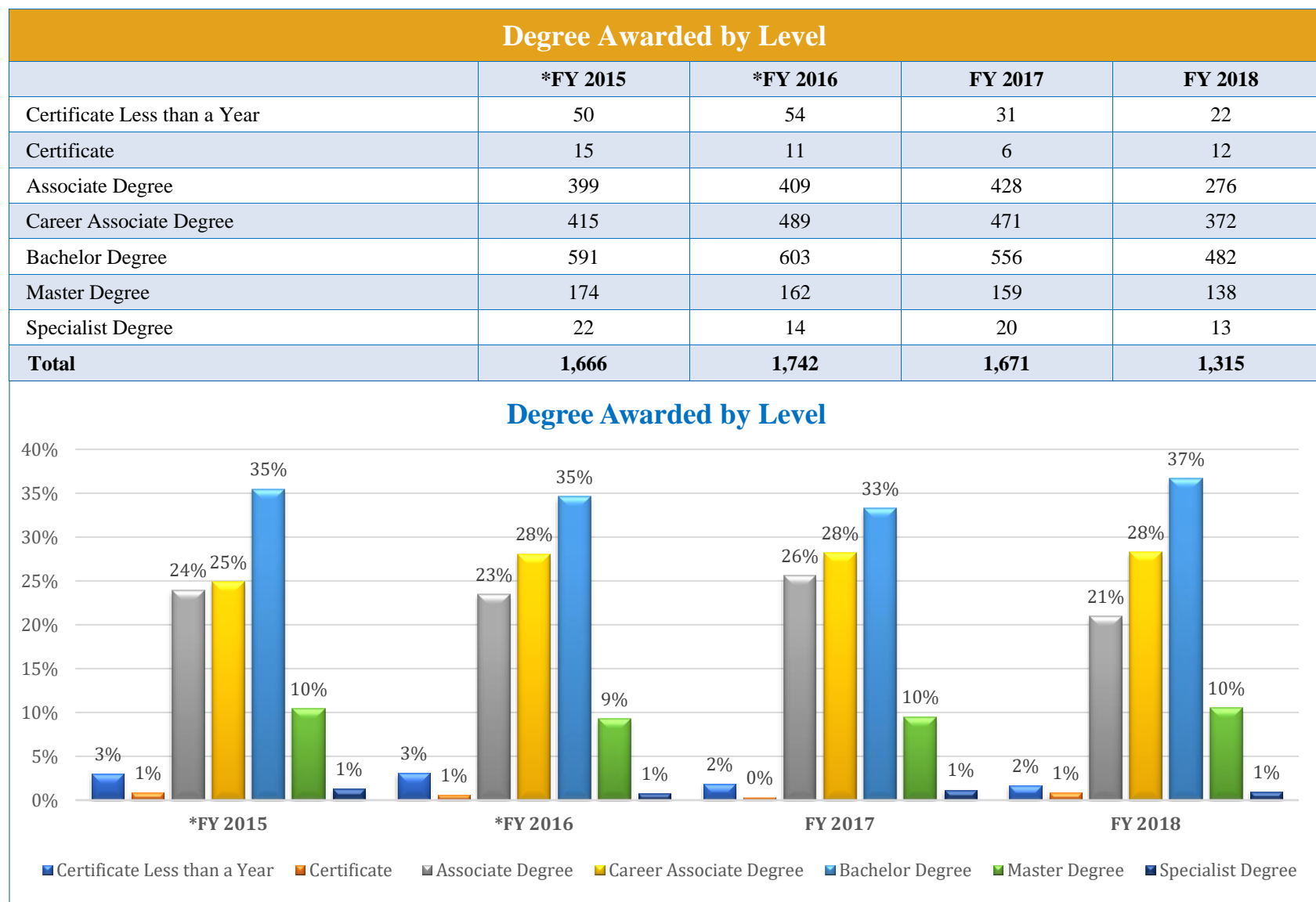
*Source: USG Fall Semester Enrollment Report and Banner SIS*

*\*Data provided for Fall 2015 and Fall 2016 are consolidated data from Albany State University and Darton State College. These Institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.*

## Degrees Awarded



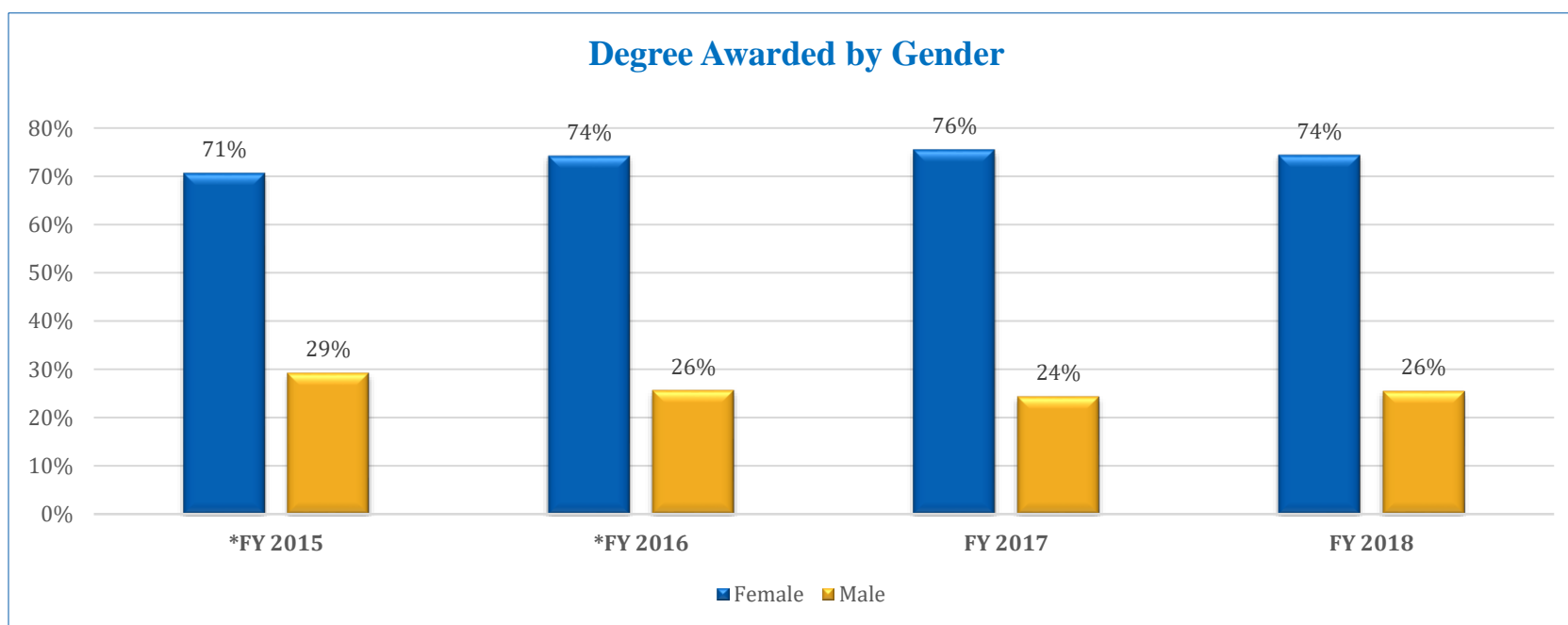




Source: USG Degree Awarded Report and Banner SIS

\*Data provided for Fall 2015 and Fall 2016 are consolidated data from Albany State University and Darton State College. These Institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

Degree Awarded by Gender				
	*FY 2015	*FY 2016	FY 2017	FY 2018
Female	1,178	1,294	1,263	979
Male	488	448	408	336
<b>Total</b>	<b>1,666</b>	<b>1,742</b>	<b>1,671</b>	<b>1,315</b>



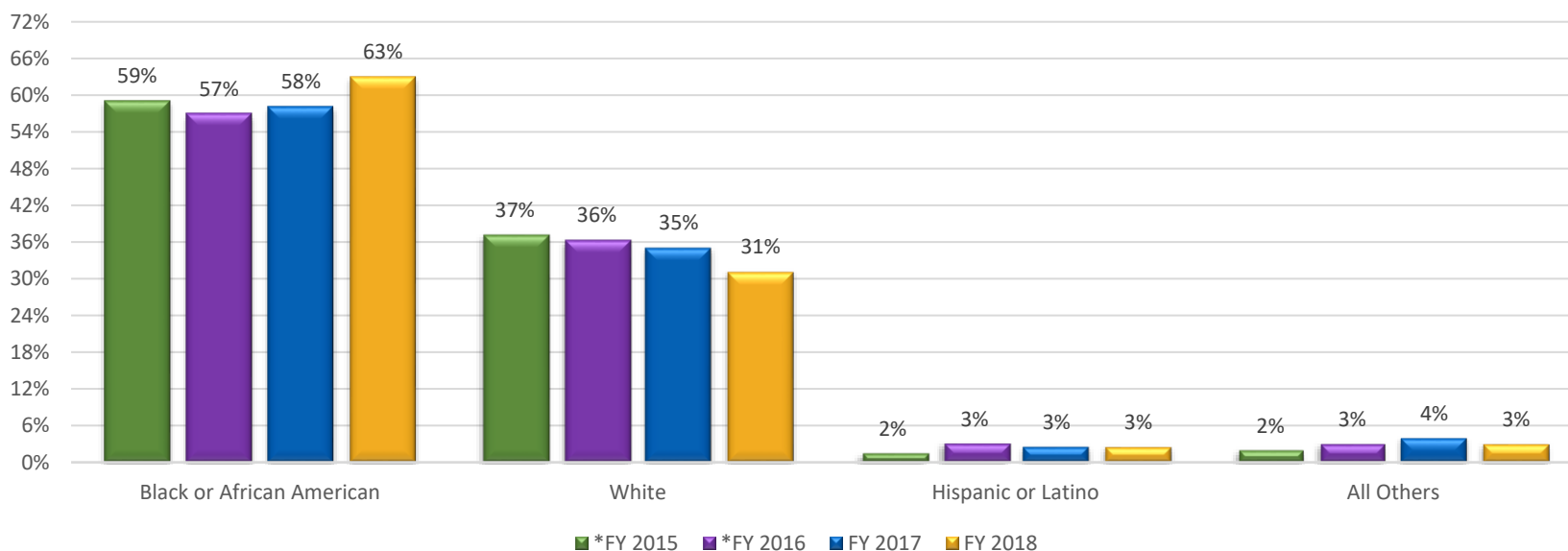
Source: USG Degree Awarded Report and Banner SIS

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### Degrees Awarded by Race/Ethnicity

	*FY 2015	*FY 2016	FY 2017	FY 2018
American Indian or Alaskan Native	4	1	5	1
Asian or Pacific Islander	12	21	26	14
Black or African American	986	994	973	830
Hispanic or Latino	25	54	43	33
Two or More Races	5	16	17	13
Race and Ethnicity Unknown	13	22	19	13
White	621	634	588	411
<b>Total</b>	<b>1,666</b>	<b>1,742</b>	<b>1,671</b>	<b>1,315</b>

### Degree Awarded by Race/Ethnicity



Source: USG Degree Awarded Report and Banner SIS

\*Data provided for Fall 2015 and Fall 2016 are consolidated data from Albany State University and Darton State College. These Institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.



Degrees Awarded by Gender and Race/Ethnicity								
	*FY 2015		*FY 2016		*FY 2017		*FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Female</b>								
American Indian or Alaskan Native	2	0.2%	0	0.0%	4	0.3%	1	0.1%
Asian or Pacific Islander	5	0.4%	17	1.3%	13	1.0%	12	1.2%
Black or African American	722	61.3%	746	57.7%	739	58.5%	623	63.6%
Hispanic or Latino	12	1.0%	36	2.8%	34	2.7%	25	2.6%
Two or More Races	4	0.3%	14	1.1%	13	1.0%	8	0.8%
Race and Ethnicity Unknown	11	0.9%	19	1.5%	15	1.2%	8	0.8%
White	422	35.8%	462	35.7%	445	35.2%	302	30.8%
<b>Total Female</b>	<b>1,178</b>	<b>100.0%</b>	<b>1,294</b>	<b>100.0%</b>	<b>1,263</b>	<b>100.0%</b>	<b>979</b>	<b>100.0%</b>
<b>Male</b>								
American Indian or Alaskan Native	2	0.4%	1	0.2%	1	0.2%	0	0.0%
Asian or Pacific Islander	7	1.4%	4	0.9%	13	3.2%	2	0.6%
Black or African American	264	54.1%	248	55.4%	234	57.4%	207	61.6%
Hispanic or Latino	13	2.7%	18	4.0%	9	2.2%	8	2.4%
Two or More Races	1	0.2%	2	0.4%	4	1.0%	5	1.5%
Race and Ethnicity Unknown	2	0.4%	3	0.7%	4	1.0%	5	1.5%
White	199	40.8%	172	38.4%	143	35.0%	109	32.4%
<b>Total Male</b>	<b>488</b>	<b>100.0%</b>	<b>448</b>	<b>100.0%</b>	<b>408</b>	<b>100.0%</b>	<b>336</b>	<b>100.0%</b>
<b>Total</b>	<b>1,666</b>		<b>1,742</b>		<b>1,671</b>		<b>1,315</b>	

Source: USG Degree Awarded Report and Banner SIS.

Degrees Awarded by Level and Gender								
	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Certificate Less than a Year</b>								
Female	35	70.0%	39	72.2%	22	71.0%	20	90.9%
Male	15	30.0%	15	27.8%	9	29.0%	2	9.1%
<b>Total Certificate Less than a Year</b>	<b>50</b>	<b>100.0%</b>	<b>54</b>	<b>100.0%</b>	<b>31</b>	<b>100.0%</b>	<b>22</b>	<b>100.0%</b>
<b>Certificate</b>								
Female	8	53.3%	4	36.4%	4	66.7%	6	50.0%
Male	7	46.7%	7	63.6%	2	33.3%	6	50.0%
<b>Total Certificate</b>	<b>15</b>	<b>100.0%</b>	<b>11</b>	<b>100.0%</b>	<b>6</b>	<b>100.0%</b>	<b>12</b>	<b>100.0%</b>
<b>Associate Degree</b>								
Female	253	63.4%	265	64.8%	321	75.0%	208	75.4%
Male	146	36.6%	144	35.2%	107	25.0%	68	24.6%
<b>Total Associates Degree</b>	<b>399</b>	<b>100.0%</b>	<b>409</b>	<b>100.0%</b>	<b>428</b>	<b>100.0%</b>	<b>276</b>	<b>100.0%</b>
<b>Career Associate Degree</b>								
Female	325	78.3%	410	83.8%	384	81.5%	292	78.5%
Male	90	21.7%	79	16.2%	87	18.5%	80	21.5%
<b>Total Career Associate Degree</b>	<b>415</b>	<b>100.0%</b>	<b>489</b>	<b>100.0%</b>	<b>471</b>	<b>100.0%</b>	<b>372</b>	<b>100.0%</b>

Degrees Awarded by Level and Gender								
	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Bachelor Degree</b>								
Female	418	70.7%	426	70.6%	381	68.5%	345	71.6%
Male	173	29.3%	177	29.4%	175	31.5%	137	28.4%
<b>Total Bachelor Degree</b>	<b>591</b>	<b>100.0%</b>	<b>603</b>	<b>100.0%</b>	<b>556</b>	<b>100.0%</b>	<b>482</b>	<b>100.0%</b>
<b>Master Degree</b>								
Female	129	74.1%	139	85.8%	134	84.3%	99	71.7%
Male	45	25.9%	23	14.2%	25	15.7%	39	28.3%
<b>Total Master Degree</b>	<b>174</b>	<b>100.0%</b>	<b>162</b>	<b>100.0%</b>	<b>159</b>	<b>100.0%</b>	<b>138</b>	<b>100.0%</b>
<b>Specialist Degree</b>								
Female	10	45.5%	11	78.6%	17	85.0%	9	69.2%
Male	12	54.5%	3	21.4%	3	15.0%	4	30.8%
<b>Total Specialist Degree</b>	<b>22</b>	<b>100.0%</b>	<b>14</b>	<b>100.0%</b>	<b>20</b>	<b>100.0%</b>	<b>13</b>	<b>100.0%</b>
<b>Total</b>	<b>1,666</b>		<b>1,742</b>		<b>1,671</b>		<b>1,315</b>	

Source: USG Degree Awarded Report and Banner SIS

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Degrees Awarded by Level and Race/Ethnicity								
	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Certificate Less Than 1 Year</b>								
American Indian or Alaskan Native	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Asian or Pacific Islander	1	2.0%	3	5.6%	2	6.5%	2	9.1%
Black or African American	21	42.0%	18	33.3%	10	32.3%	8	36.4%
Hispanic or Latino	3	6.0%	7	13.0%	1	3.2%	2	9.1%
Two or More Races	0	0.0%	2	3.7%	0	0.0%	0	0.0%
Race and Ethnicity Unknown	0	0.0%	0	0.0%	0	0.0%	1	4.5%
White	25	50.0%	24	44.4%	18	58.1%	9	40.9%
<b>Total Certificate Less Than 1 Year</b>	<b>50</b>	<b>100.0%</b>	<b>54</b>	<b>100.0%</b>	<b>31</b>	<b>100.0%</b>	<b>22</b>	<b>100.0%</b>
<b>Certificate</b>								
American Indian or Alaskan Native	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Asian or Pacific Islander	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Black or African American	5	33.3%	3	27.3%	1	16.7%	2	16.7%
Hispanic or Latino	0	0.0%	0	0.0%	1	16.7%	0	0.0%
Two or More Races	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Race and Ethnicity Unknown	0	0.0%	0	0.0%	0	0.0%	0	0.0%
White	10	66.7%	8	72.7%	4	66.7%	10	83.3%
<b>Total Certificate</b>	<b>15</b>	<b>100.0%</b>	<b>11</b>	<b>100.0%</b>	<b>6</b>	<b>100.0%</b>	<b>12</b>	<b>100.0%</b>

### Degrees Awarded by Level and Race/Ethnicity

	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Associate Degree</b>								
American Indian or Alaskan Native	0	0.0%	1	0.2%	2	0.5%	1	0.4%
Asian or Pacific Islander	3	0.8%	10	2.4%	12	2.8%	2	0.7%
Black or African American	156	39.1%	166	40.6%	200	46.7%	163	59.1%
Hispanic or Latino	11	2.8%	14	3.4%	16	3.7%	9	3.3%
Two or More Races	2	0.5%	7	1.7%	2	0.5%	2	0.7%
Race and Ethnicity Unknown	8	2.0%	4	1.0%	1	0.2%	0	0.0%
White	219	54.9%	207	50.6%	195	45.6%	99	35.9%
<b>Total Associate Degree</b>	<b>399</b>	<b>100.0%</b>	<b>409</b>	<b>100.0%</b>	<b>428</b>	<b>100.0%</b>	<b>276</b>	<b>100.0%</b>
<b>Career Associate degree</b>								
American Indian or Alaskan Native	3	0.7%	0	0.0%	1	0.2%	7	1.9%
Asian or Pacific Islander	4	1.0%	5	1.0%	9	1.9%	0	0.0%
Black or African American	140	33.7%	143	29.2%	153	32.5%	115	30.9%
Hispanic or Latino	6	1.4%	18	3.7%	15	3.2%	12	3.2%
Two or More Races	1	0.2%	2	0.4%	8	1.7%	6	1.6%
Race and Ethnicity Unknown	1	0.2%	4	0.8%	4	0.8%	3	0.8%
White	260	62.7%	317	64.8%	281	59.7%	229	61.6%
<b>Total Career Associate degree</b>	<b>415</b>	<b>100.0%</b>	<b>489</b>	<b>100.0%</b>	<b>471</b>	<b>100.0%</b>	<b>372</b>	<b>100.0%</b>

### Degrees Awarded by Level and Race/Ethnicity

	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Bachelor Degree</b>								
American Indian or Alaskan Native	1	0.2%	0	0.0%	1	0.2%	0	0.0%
Asian or Pacific Islander	2	0.3%	2	0.3%	0	0.0%	3	0.6%
Black or African American	509	86.1%	525	87.1%	464	83.5%	406	84.2%
Hispanic or Latino	5	0.8%	15	2.5%	10	1.8%	10	2.1%
Two or More Races	1	0.2%	4	0.7%	7	1.3%	5	1.0%
Race and Ethnicity Unknown	2	0.3%	11	1.8%	11	2.0%	6	1.2%
White	71	12.0%	46	7.6%	63	11.3%	52	10.8%
<b>Total Bachelor Degree</b>	<b>591</b>	<b>100.0%</b>	<b>603</b>	<b>100.0%</b>	<b>556</b>	<b>100.0%</b>	<b>482</b>	<b>100.0%</b>
<b>Master Degree</b>								
American Indian or Alaskan Native	0	0.0%	0	0.0%	1	0.6%	0	0.0%
Asian or Pacific Islander	2	1.1%	1	0.6%	3	1.9%	0	0.0%
Black or African American	141	81.0%	129	79.6%	126	79.2%	124	89.9%
Hispanic or Latino	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Two or More Races	1	0.6%	1	0.6%	0	0.0%	0	0.0%
Race and Ethnicity Unknown	1	0.6%	3	1.9%	3	1.9%	3	2.2%
White	29	16.7%	28	17.3%	26	16.4%	11	8.0%
<b>Total Master Degree</b>	<b>174</b>	<b>100.0%</b>	<b>162</b>	<b>100.0%</b>	<b>159</b>	<b>100.0%</b>	<b>138</b>	<b>100.0%</b>

Degrees Awarded by Level and Race/Ethnicity								
	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Specialist Degree</b>								
American Indian or Alaskan Native	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Asian or Pacific Islander	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Black or African American	14	63.6%	10	71.4%	19	95.0%	12	92.3%
Hispanic or Latino	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Two or More Races	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Race and Ethnicity Unknown	1	4.5%	0	0.0%	0	0.0%	0	0.0%
White	7	31.8%	4	28.6%	1	5.0%	1	7.7%
<b>Total Specialist Degree</b>	<b>22</b>	<b>100.0%</b>	<b>14</b>	<b>100.0%</b>	<b>20</b>	<b>100.0%</b>	<b>13</b>	<b>100.0%</b>
<b>Total</b>	<b>1,666</b>		<b>1,742</b>		<b>1,671</b>		<b>1,315</b>	

Source: USG Degree Awarded Report and Banner SIS

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Degrees Awarded by College and Level								
	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>College of Arts and Sciences</b>								
Certificate Less Than 1 year	16	4.4%	4	1.0%	13	3.4%	3	1.0%
Associate Degree	158	43.8%	177	42.4%	180	46.4%	118	39.7%
Bachelor Degree	187	51.8%	236	56.6%	195	50.3%	176	59.3%
<b>Total College of Arts and Sciences</b>	<b>361</b>	<b>100.0%</b>	<b>417</b>	<b>100.0%</b>	<b>388</b>	<b>100.0%</b>	<b>297</b>	<b>100.0%</b>
<b>College of Professional Studies</b>								
Certificate Less Than 1 year	2	0.3%	7	1.2%	0	0.0%	1	0.2%
Certificate	7	1.1%	3	0.5%	2	0.4%	0	0.0%
Associate Degree	164	25.0%	152	26.3%	146	25.9%	80	19.5%
Career Associate Degree	11	1.7%	4	0.7%	5	0.9%	2	0.5%
Bachelor Degree	294	44.9%	253	43.8%	251	44.5%	191	46.6%
Master Degree	155	23.7%	145	25.1%	140	24.8%	123	30.0%
Education Specialist Degree	22	3.4%	14	2.4%	20	3.5%	13	3.2%
<b>Total College of Professional Studies</b>	<b>655</b>	<b>100.0%</b>	<b>578</b>	<b>100.0%</b>	<b>564</b>	<b>100.0%</b>	<b>410</b>	<b>100.0%</b>



Degrees Awarded by College and Level								
	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Darton College of Health Professions</b>								
Certificate Less Than 1 year	32	4.9%	43	5.8%	18	2.5%	18	3.0%
Certificate	8	1.2%	8	1.1%	4	0.6%	12	2.0%
Associate Degree	77	11.8%	80	10.7%	102	14.2%	78	12.8%
Career Associate Degree	404	62.2%	485	64.9%	466	64.8%	370	60.9%
Bachelor Degree	110	16.9%	114	15.3%	110	15.3%	115	18.9%
Master Degree	19	2.9%	17	2.3%	19	2.6%	15	2.5%
<b>Total Darton College of Health Professions</b>	<b>650</b>	<b>100.0%</b>	<b>747</b>	<b>100.0%</b>	<b>719</b>	<b>100.0%</b>	<b>608</b>	<b>100.0%</b>
<b>Total</b>	<b>1,666</b>		<b>1,742</b>		<b>1,671</b>		<b>1,315</b>	

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Degrees Awarded by College and Gender								
	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>College of Arts and Sciences</b>								
Female	217	60.1%	277	66.4%	255	65.7%	204	68.7%
Male	144	39.9%	140	33.6%	133	34.3%	93	31.3%
<b>Total College of Arts and Sciences</b>	<b>361</b>	<b>100.0%</b>	<b>417</b>	<b>100.0%</b>	<b>388</b>	<b>100.0%</b>	<b>297</b>	<b>100.0%</b>
<b>College of Professional Studies</b>								
Female	472	72.1%	424	73.4%	422	74.8%	297	72.4%
Male	183	27.9%	154	26.6%	142	25.2%	113	27.6%
<b>Total College of Professional Studies</b>	<b>655</b>	<b>100.0%</b>	<b>578</b>	<b>100.0%</b>	<b>564</b>	<b>100.0%</b>	<b>410</b>	<b>100.0%</b>
<b>Darton College of Health Professions</b>								
Female	489	75.2%	593	79.4%	586	81.5%	478	78.6%
Male	161	24.8%	154	20.6%	133	18.5%	130	21.4%
<b>Total Darton College of Health Professions</b>	<b>650</b>	<b>100.0%</b>	<b>747</b>	<b>100.0%</b>	<b>719</b>	<b>100.0%</b>	<b>608</b>	<b>100.0%</b>
<b>Total</b>	<b>1,666</b>		<b>1,742</b>		<b>1,671</b>		<b>1,315</b>	

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Degrees Awarded by College and Race/Ethnicity								
	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>College of Arts and Sciences</b>								
American Indian or Alaskan Native	0	0.0%	1	0.2%	1	0.3%	1	0.3%
Asian or Pacific Islander	4	1.1%	8	1.9%	6	1.5%	1	0.3%
Black or African American	239	66.2%	280	67.1%	271	69.8%	229	77.1%
Hispanic or Latino	11	3.0%	15	3.6%	5	1.3%	6	2.0%
Two or More Races	0	0.0%	5	1.2%	1	0.3%	5	1.7%
Race and Ethnicity Unknown	3	0.8%	6	1.4%	4	1.0%	3	1.0%
White	104	28.8%	102	24.5%	100	25.8%	52	17.5%
<b>Total College of Arts and Sciences</b>	<b>361</b>	<b>100.0%</b>	<b>417</b>	<b>100.0%</b>	<b>388</b>	<b>100.0%</b>	<b>297</b>	<b>100.0%</b>
<b>College of Professional Studies</b>								
American Indian or Alaskan Native	1	0.2%	0	0.0%	2	0.4%	0	0.0%
Asian or Pacific Islander	3	0.5%	4	0.7%	7	1.2%	1	0.2%
Black or African American	470	71.8%	420	72.7%	410	72.7%	334	81.5%
Hispanic or Latino	5	0.8%	10	1.7%	13	2.3%	8	2.0%
Two or More Races	3	0.5%	5	0.9%	1	0.2%	2	0.5%
Race and Ethnicity Unknown	5	0.8%	10	1.7%	8	1.4%	5	1.2%
White	168	25.6%	129	22.3%	123	21.8%	60	14.6%
<b>Total College of Professional Studies</b>	<b>655</b>	<b>100.0%</b>	<b>578</b>	<b>100.0%</b>	<b>564</b>	<b>100.0%</b>	<b>410</b>	<b>100.0%</b>

Degrees Awarded by College and Race/Ethnicity								
	*FY 2015		*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Darton College of Health Professions</b>								
American Indian or Alaskan Native	3	0.5%	0	0.0%	2	0.3%	0	0.0%
Asian or Pacific Islander	5	0.8%	9	1.2%	14	1.9%	12	2.0%
Black or African American	277	42.6%	294	39.4%	293	40.8%	267	43.9%
Hispanic or Latino	9	1.4%	29	3.9%	25	3.5%	19	3.1%
Two or More Races	2	0.3%	6	0.8%	10	1.4%	6	1.0%
Race and Ethnicity Unknown	5	0.8%	6	0.8%	10	1.4%	5	0.8%
White	349	53.7%	403	53.9%	365	50.8%	299	49.2%
<b>Total Darton College of Health Professions</b>	<b>650</b>	<b>100.0%</b>	<b>747</b>	<b>100.0%</b>	<b>719</b>	<b>100.0%</b>	<b>608</b>	<b>100.0%</b>
<b>Total</b>	<b>1,666</b>		<b>1,742</b>		<b>1,671</b>		<b>1,315</b>	

Source: USG Degree Awarded Report and Banner SIS

\*Data provided for Fall 2015 and Fall 2016 are consolidated data from Albany State University and Darton State College. These Institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

Degrees Awarded by Level and Major						
	*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%
<b>Certificate Less Than 1 year</b>						
Addiction Counseling	7	13.0%	7	22.6%	3	13.6%
Emergency Medical Technology	6	11.1%	3	9.7%	3	13.6%
Graphic Design	1	1.9%	3	9.7%	0	0.0%
Histotechnician	24	44.4%	10	32.3%	14	63.6%
Instructional Technology	1	1.9%	0	0.0%	1	4.5%
Medical Coding	1	1.9%	1	3.2%	1	4.5%
Phlebotomy	7	13.0%	4	12.9%	0	0.0%
Seminars in Church Music	0	0.0%	3	9.7%	0	0.0%
Spanish for Health Care Professionals	5	9.3%	0	0.0%	0	0.0%
Visual Communication	2	3.7%	0	0.0%	0	0.0%
<b>Total Certificate Less Than 1 year</b>	<b>54</b>	<b>100.0%</b>	<b>31</b>	<b>100.0%</b>	<b>22</b>	<b>100.0%</b>
<b>Certificate</b>						
Business Computer Systems	1	9.1%	0	0.0%	0	0.0%
Emergency Medical Services	8	72.7%	4	66.7%	12	100.0%
Criminal Justice Management	0	0.0%	1	16.7%	0	0.0%
Legal Assistant/Paralegal	2	18.2%	1	16.7%	0	0.0%
<b>Total Certificate</b>	<b>11</b>	<b>100.0%</b>	<b>6</b>	<b>100.0%</b>	<b>12</b>	<b>100.0%</b>
<b>Associate Degree</b>						
Associate of Arts, Core Curriculum	43	10.5%	43	10.0%	7	2.5%
Associate of Sciences, Core Curriculum	366	89.5%	385	90.0%	269	97.5%
<b>Total Associate Degree</b>	<b>409</b>	<b>100.0%</b>	<b>428</b>	<b>100.0%</b>	<b>276</b>	<b>100.0%</b>

Degrees Awarded by Level and Major						
	*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%
<b>Career Associate Degree</b>						
Cancer Registry Management	2	0.4%	0	0.0%	0	0.0%
Cardiovascular Technology	9	1.8%	0	0.0%	0	0.0%
Dental Hygiene	15	3.1%	12	2.5%	8	2.2%
Diagnostic Medical Sonography	14	2.9%	13	2.8%	12	3.2%
Emergency Medical Services	6	1.2%	5	1.1%	11	3.0%
Health Information Technology	22	4.5%	23	4.9%	19	5.1%
Histology	5	1.0%	12	2.5%	4	1.1%
Human Services Technology	1	0.2%	0	0.0%	0	0.0%
Medical Laboratory Technology	14	2.9%	19	4.0%	15	4.0%
Nursing	322	65.8%	314	66.7%	239	64.2%
Occupational Therapy Assistant	22	4.5%	23	4.9%	19	5.1%
Paralegal Studies	4	0.8%	5	1.1%	2	0.5%
Physical Therapist Assistant	20	4.1%	20	4.2%	22	5.9%
Polysonography	3	0.6%	0	0.0%	0	0.0%
Radiologic Science	7	1.4%	7	1.5%	10	2.7%
Respiratory Care	23	4.7%	18	3.8%	11	3.0%
<b>Total Career Associate Degree</b>	<b>489</b>	<b>100.0%</b>	<b>471</b>	<b>100.0%</b>	<b>372</b>	<b>100.0%</b>
<b>Bachelor Degree</b>						
Accounting	17	2.8%	13	2.3%	13	2.7%
Art	6	1.0%	9	1.6%	0	0.0%
Biology	40	6.6%	34	6.1%	33	6.8%
Organizational Leadership	0	0.0%	7	1.3%	14	2.9%

Degrees Awarded by Level and Major						
	*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%
<b>Bachelor Degree</b>						
Business Information Systems	17	2.8%	9	1.6%	11	2.3%
Chemistry	4	0.7%	2	0.4%	4	0.8%
Computer Science	8	1.3%	21	3.8%	19	3.9%
Criminal Justice	67	11.1%	61	11.0%	53	11.0%
Early Childhood Education	34	5.6%	41	7.4%	22	4.6%
English	3	0.5%	6	1.1%	3	0.6%
Fire Services Administration	1	0.2%	1	0.2%	2	0.4%
Forensic Science	9	1.5%	19	3.4%	16	3.3%
Health and Human Performance	40	6.6%	35	6.3%	46	9.5%
History	7	1.2%	10	1.8%	0	0.0%
Interdisciplinary Studies	0	0.0%	1	0.2%	4	0.8%
Management	76	12.6%	55	9.9%	31	6.4%
Marketing	10	1.7%	16	2.9%	13	2.7%
Mass Communication	28	4.6%	14	2.5%	21	4.4%
Mathematics	12	2.0%	11	2.0%	9	1.9%
Middle Grades Education	9	1.5%	12	2.2%	9	1.9%
Music	2	0.3%	1	0.2%	0	0.0%
Nursing	22	3.6%	13	2.3%	8	1.7%
Nursing, RN to BSN	50	8.3%	57	10.3%	61	12.7%
Political Science	19	3.2%	8	1.4%	8	1.7%
Psychology	35	5.8%	33	5.9%	26	5.4%
Secondary Education	0	0.0%	0	0.0%	2	0.4%

Degrees Awarded by Level and Major						
	*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%
<b>Bachelor Degree</b>						
Social Work	29	4.8%	25	4.5%	13	2.7%
Sociology	28	4.6%	11	2.0%	7	1.5%
Spanish Language and Literature	2	0.3%	1	0.2%	0	0.0%
Special Education	6	1.0%	2	0.4%	0	0.0%
Speech/Theatre	1	0.2%	3	0.5%	0	0.0%
Supply Chain and Logistics Management	16	2.7%	13	2.3%	12	2.5%
Health and Physical Education	2	0.3%	5	0.9%	0	0.0%
Music Education	2	0.3%	3	0.5%	0	0.0%
Science Education	1	0.2%	1	0.2%	0	0.0%
Technology Management	0	0.0%	3	0.5%	6	1.2%
Visual and Performing Arts	0	0.0%	0	0.0%	16	3.3%
<b>Total Bachelor Degree</b>	<b>603</b>	<b>100.0%</b>	<b>556</b>	<b>100.0%</b>	<b>482</b>	<b>100.0%</b>
<b>Master Degree</b>						
Early Childhood Education	20	12.3%	21	13.2%	13	9.4%
Educational Administration and Supervision	2	1.2%	0	0.0%	3	2.2%
Master of Business Administration	38	23.5%	24	15.1%	27	19.6%
Master of Public Administration	21	13.0%	18	11.3%	24	17.4%
Master of Science in Criminal Justice	26	16.0%	12	7.5%	17	12.3%
Middle Grades Education	6	3.7%	10	6.3%	8	5.8%
Nursing	17	10.5%	19	11.9%	15	10.9%
School Counseling	2	1.2%	8	5.0%	5	3.6%
Social Work	18	11.1%	26	16.4%	17	12.3%



Degrees Awarded by Level and Major						
	*FY 2016		FY 2017		FY 2018	
	Count	%	Count	%	Count	%
<b>Master Degree</b>						
Special Education	9	5.6%	11	6.9%	8	5.8%
Secondary Education	0	0.0%	3	1.9%	1	0.7%
English Education	0	0.0%	4	2.5%	0	0.0%
Health and Physical Education	1	0.6%	0	0.0%	0	0.0%
Mathematics Education	2	1.2%	3	1.9%	0	0.0%
<b>Total Master Degree</b>	<b>162</b>	<b>100.0%</b>	<b>159</b>	<b>100.0%</b>	<b>138</b>	<b>100.0%</b>
<b>Specialist Degree</b>						
Educational Administration and Supervision	14	100.0%	20	100.0%	13	100.0%
<b>Total Specialist Degree</b>	<b>14</b>	<b>100.0%</b>	<b>20</b>	<b>100.0%</b>	<b>13</b>	<b>100.0%</b>
<b>Total Degree Awarded</b>	<b>1,742</b>		<b>1,671</b>		<b>1,315</b>	

Source: USG Degree Awarded Report and Banner SIS

\*Data provided for Fall 2015 and Fall 2016 are consolidated data from Albany State University and Darton State College. These Institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

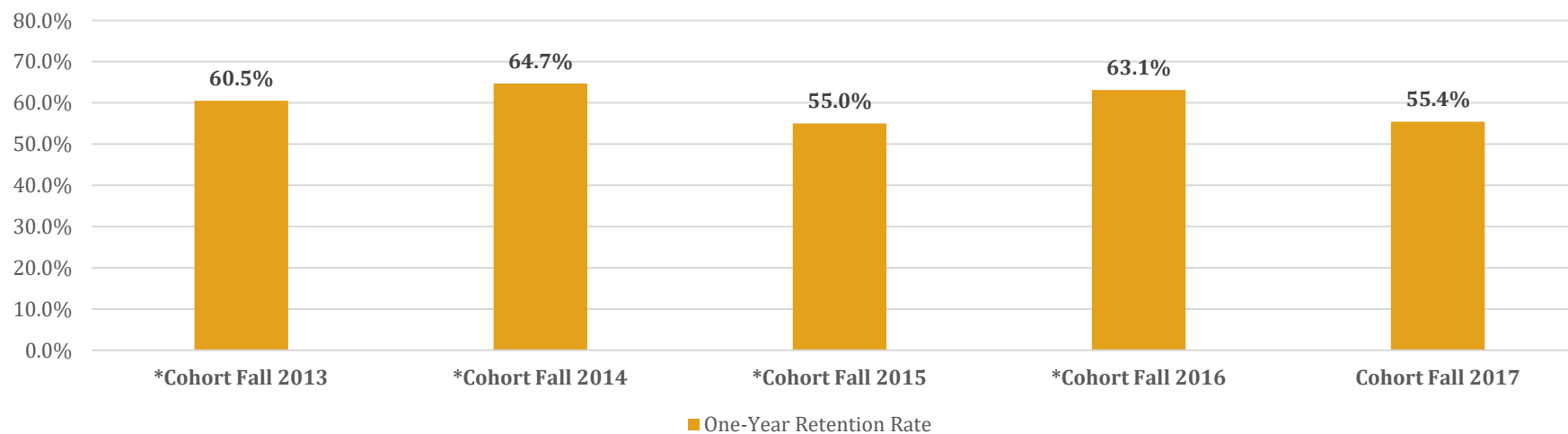
## Retention and Graduation



### First-Time Full-Time Freshmen Retention Rate

	*Cohort Fall 2013	*Cohort Fall 2014	*Cohort Fall 2015	*Cohort Fall 2016	Cohort Fall 2017
<b>First-Time Full-Time Student</b>	<b>1,416</b>	<b>1,213</b>	<b>1,193</b>	<b>791</b>	<b>1,386</b>
Number of Student Retained	856	785	656	499	768
<b>One-Year Retention Rate</b>	<b>60.5%</b>	<b>64.7%</b>	<b>55.0%</b>	<b>63.1%</b>	<b>55.4%</b>
Number of Student Retained	600	529	447	351	
<b>Two-Year Retention Rate</b>	<b>42.4%</b>	<b>43.6%</b>	<b>37.5%</b>	<b>44.4%</b>	
Number of Student Retained	494	430	387		
<b>Three-Year Retention Rate</b>	<b>34.9%</b>	<b>35.4%</b>	<b>32.4%</b>		

### One-Year Retention Rate of First-Time Full-Time



Source: USG Retention Report (USG by Numbers)

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First-Time Full-Time Freshmen One-Year Retention Rate by Gender						
Gender		Cohort Fall 2013	Cohort Fall 2014	Cohort Fall 2015	Cohort Fall 2016	Cohort Fall 2017
Male	Number of First-Time Full-Time	527	419	499	273	456
	Number of Student Retained	274	237	210	152	214
	One-Year Male Retention Rate	52.0%	56.6%	46.8%	55.7%	46.9%
Female	Number of First-Time Full-Time	889	794	744	518	930
	Number of Student Retained	582	548	446	347	554
	One-Year Female Retention Rate	65.5%	69.0%	59.9%	67.0%	59.6%
Overall One-Year Retention Rate		60.5%	64.7%	55.0%	63.1%	55.4%

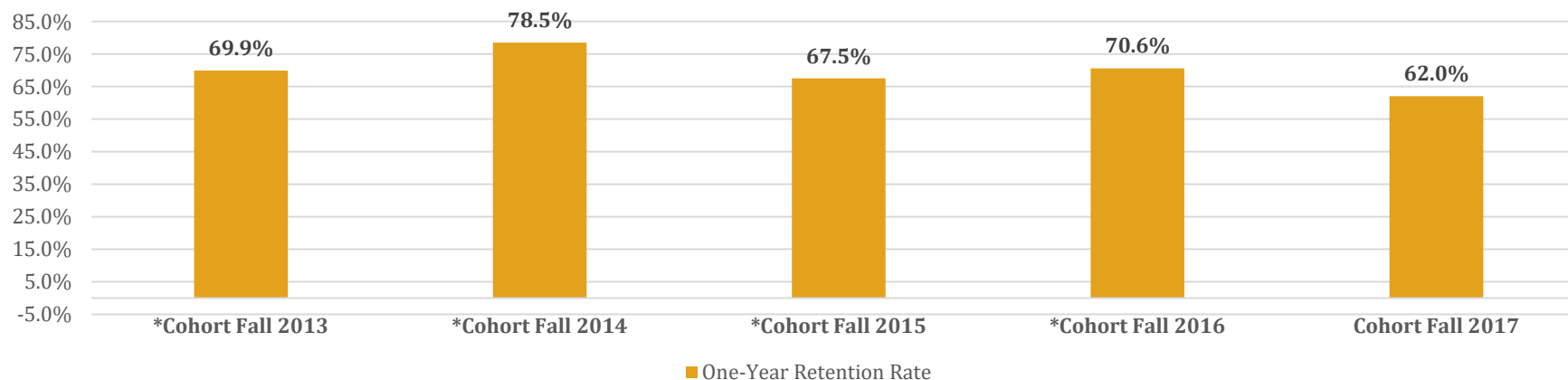
Source: USG Retention Report (USG by Numbers)

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### Bachelor Degree Seeking First-Time Full-Time Freshmen Retention Rate

	*Cohort Fall 2013	*Cohort Fall 2014	*Cohort Fall 2015	*Cohort Fall 2016	Cohort Fall 2017
<b>Number of First-Time Full-Time Students</b>	<b>508</b>	<b>428</b>	<b>477</b>	<b>436</b>	<b>603</b>
Number of Student Retained	355	336	322	308	374
<b>One-Year Retention Rate</b>	<b>69.9%</b>	<b>78.5%</b>	<b>67.5%</b>	<b>70.6%</b>	<b>62.0%</b>
Number of Student Retained	284	260	235	235	
<b>Two-Year Retention Rate</b>	<b>55.9%</b>	<b>60.7%</b>	<b>49.3%</b>	<b>53.9%</b>	
Number of Student Retained	251	221	209		
<b>Three-Year Retention Rate</b>	<b>49.4%</b>	<b>51.6%</b>	<b>43.8%</b>		

### One-Year Retention Rate of Bachelor Degree Seeking First-Time Full-Time



Source: USG Retention Report (USG by Numbers)

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### Bachelor Degree Seeking First-Time Full-Time Freshmen One-Year Retention Rate by Gender

Gender		*Cohort Fall 2013	*Cohort Fall 2014	*Cohort Fall 2015	*Cohort Fall 2016	Cohort Fall 2017
Male	Number of First-Time Full-Time	167	134	181	149	220
	Number of Student Retained	92	94	105	92	109
	One-Year Male Retention Rate	55.1%	70.1%	58.0%	61.7%	49.5%
Female	Number of First-Time Full-Time	341	294	296	287	383
	Number of Student Retained	263	242	217	216	265
	One-Year Female Retention Rate	77.1%	82.3%	73.3%	75.3%	69.2%
Overall One-Year Retention Rate		69.9%	78.5%	67.5%	70.6%	62.0%

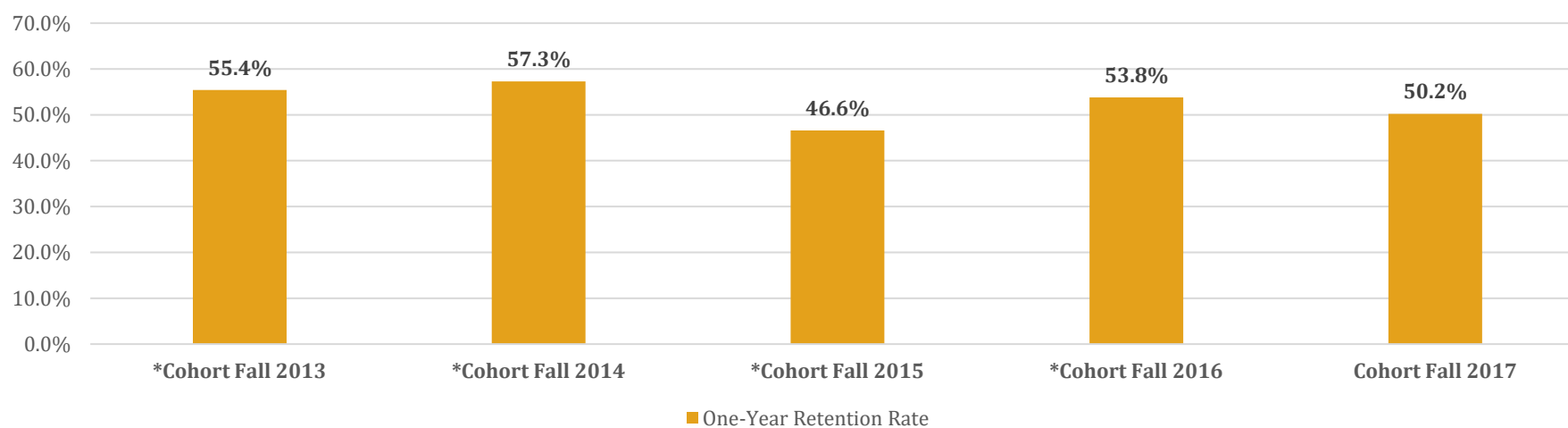
Source: USG Retention Report (USG by Numbers)

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### Associate Degree Seeking First-Time Full-Time Freshmen Retention Rate

	<b>*Cohort Fall 2013</b>	<b>*Cohort Fall 2014</b>	<b>*Cohort Fall 2015</b>	<b>*Cohort Fall 2016</b>	<b>Cohort Fall 2017</b>
<b>Number of First-Time Full-Time Students</b>	<b>901</b>	<b>776</b>	<b>713</b>	<b>355</b>	<b>781</b>
Number of Student Retained	499	445	332	191	392
<b>One-Year Retention Rate</b>	<b>55.4%</b>	<b>57.3%</b>	<b>46.6%</b>	<b>53.8%</b>	<b>50.2%</b>
Number of Student Retained	315	268	211	116	
<b>Two-Year Retention Rate</b>	<b>35.0%</b>	<b>34.5%</b>	<b>29.6%</b>	<b>32.7%</b>	
Number of Student Retained	243	207	177		
<b>Three-Year Retention Rate</b>	<b>27.0%</b>	<b>26.7%</b>	<b>24.8%</b>		

### One-Year Retention Rate of Associate Degree Seeking First-Time Full-Time



Source: USG Retention Report (USG by Numbers)

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### Associate Degree Seeking First-Time Full-Time Freshmen One-Year Retention Rate by Gender

Gender		*Cohort Fall 2013	*Cohort Fall 2014	*Cohort Fall 2015	*Cohort Fall 2016	Cohort Fall 2017
Male	Number of First-Time Full-Time	354	282	266	124	235
	Number of Student Retained	180	143	103	60	104
	<b>One-Year Male Retention Rate</b>	<b>50.8%</b>	<b>50.7%</b>	<b>38.7%</b>	<b>48.4%</b>	<b>44.3%</b>
Female	Number of First-Time Full-Time	547	494	447	231	546
	Number of Student Retained	319	302	229	131	288
	<b>One-Year Female Retention Rate</b>	<b>58.3%</b>	<b>61.1%</b>	<b>51.2%</b>	<b>56.7%</b>	<b>52.7%</b>
<b>Overall One-Year Retention Rate</b>		<b>55.4%</b>	<b>57.3%</b>	<b>46.6%</b>	<b>53.8%</b>	<b>50.2%</b>

Source: USG Retention Report (USG by Numbers)

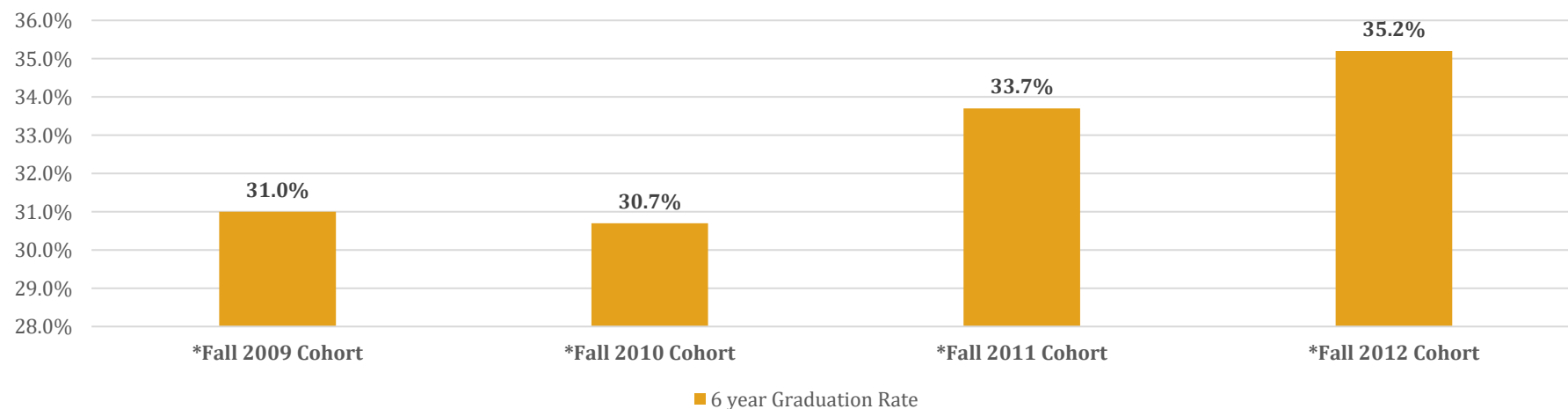
\*Data provided for Cohort 2013, Cohort 2014, Cohort 2015 and Cohort 2016 are consolidated data from Albany State University and Darton State College. These institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia



### Six-Year Graduation Rate of First-Time Full-Time Bachelor Degree Seeking Cohort

Fall Cohort	Number of Students in Cohort	# Graduated within 4-years	4-year Graduation Rate	# Graduated within 5-years	5-year Graduation Rate	# Graduated within 6-years	6-year Graduation Rate
*Fall 2009 Cohort	745	66	8.9%	183	24.6%	231	31.0%
*Fall 2010 Cohort	883	47	5.3%	207	23.4%	271	30.7%
*Fall 2011 Cohort	1,028	84	8.2%	276	26.8%	346	33.7%
*Fall 2012 Cohort	495	41	8.3%	148	29.9%	174	35.2%

### Six-Year Graduation Rate of First-Time Full-Time Bachelor Degree Seeking Cohort



Source: USG Graduation Report (USG by Numbers)

\*Data provided for Cohort 2009, Cohort 2010, Cohort 2011 and Cohort 2012 are consolidated data from Albany State University and Darton State College. These institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

### Six-Year Graduation Rate of First-Time Full-Time Bachelor Degree Seeking by Gender

Gender		*Fall 2008 Cohort	*Fall 2009 Cohort	*Fall 2010 Cohort	*Fall 2011 Cohort	*Fall 2012 Cohort
Male	Number of First-Time Full-Time	234	277	341	359	192
	Number of Student Graduated within Six Years	62	66	78	86	46
	<b>Six-Year Male Graduation Rate</b>	<b>26.5%</b>	<b>23.8%</b>	<b>22.9%</b>	<b>24.0%</b>	<b>24.0%</b>
Female	Number of First-Time Full-Time	392	468	542	669	303
	Number of Student Graduated within Six Years	186	165	193	260	128
	<b>Six-Year Female Graduation Rate</b>	<b>47.4%</b>	<b>35.3%</b>	<b>35.6%</b>	<b>38.9%</b>	<b>42.2%</b>
<b>Overall Six-Year Graduation Rate of Bachelor Degree Seeking Students</b>		<b>39.6%</b>	<b>31.0%</b>	<b>30.7%</b>	<b>33.7%</b>	<b>35.2%</b>

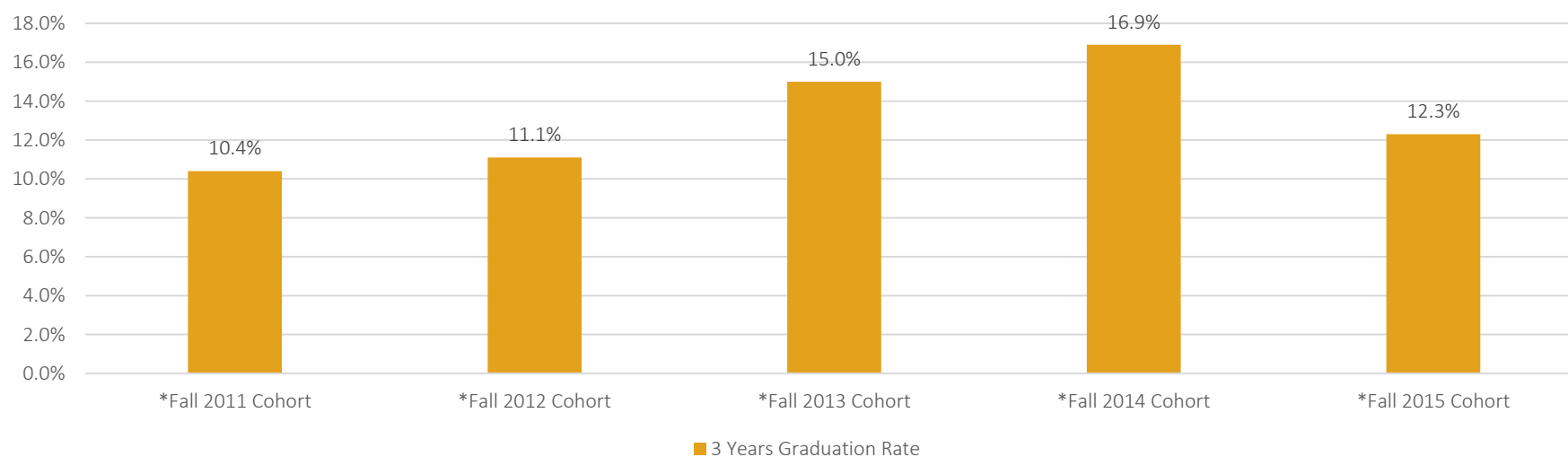
Source: USG Graduation Report (USG by Numbers)

\*Data provided for Cohort 2008, Cohort 2009, Cohort 2010, Cohort 2011 and Cohort 2012 are consolidated data from Albany State University and Darton State College. These institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

### Three-Year Graduation Rate of First-Time Full-Time Associate Degree Seeking Cohort

Fall Cohort	Number of Students in Cohort	# Graduated within 2-years	2-Year Graduation Rate	# Graduated within 3-years	3-Years Graduation Rate
*Fall 2011 Cohort	1,048	45	4.3%	109	10.4%
*Fall 2012 Cohort	1,008	61	6.1%	112	11.1%
*Fall 2013 Cohort	901	49	5.4%	135	15.0%
*Fall 2014 Cohort	776	60	7.7%	131	16.9%
*Fall 2015 Cohort	713	42	5.9%	88	12.3%

### Three-Years Graduation Rate of First-Time Full-Time Associate Degree Seeking Cohort



Source: USG Graduation Report (USG by Numbers)

\*Data provided for Cohort 2009, Cohort 2010, Cohort 2011, Cohort 2012, Cohort 2013, Cohort 2014, Cohort 2015 and Cohort 2016 are consolidated data from Albany State University and Darton State College. These institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

Three-Year Graduation Rate of First-Time Full Time Associate Degree Seeking by Gender						
Gender		* Fall 2011 Cohort	*Fall 2012 Cohort	*Fall 2013 Cohort	*Fall 2014 Cohort	*Fall 2015 Cohort
Male	Number of First-Time Full-Time	445	432	354	282	266
	Number of Student Graduated within Three Years	47	46	52	44	23
	<b>Three-Year Male Graduation Rate</b>	<b>10.6%</b>	<b>10.6%</b>	<b>14.7%</b>	<b>15.6%</b>	<b>8.6%</b>
Female	Number of First-Time Full-Time	603	576	547	494	447
	Number of Student Graduated within Three Years	62	66	83	87	65
	<b>Three-Year Female Graduation Rate</b>	<b>10.3%</b>	<b>11.5%</b>	<b>15.2%</b>	<b>17.6%</b>	<b>14.5%</b>
<b>Overall Three-Year Graduation Rate of Associate Degree Seeking Students</b>		<b>10.4%</b>	<b>11.1%</b>	<b>15.0%</b>	<b>16.9%</b>	<b>12.3%</b>

Source: USG Graduation Report (USG by Numbers)

\*Data provided for Cohort 2011, Cohort 2012, Cohort 2013, Cohort 2014, Cohort 2015 and Cohort 2016 are consolidated data from Albany State University and Darton State College. These institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

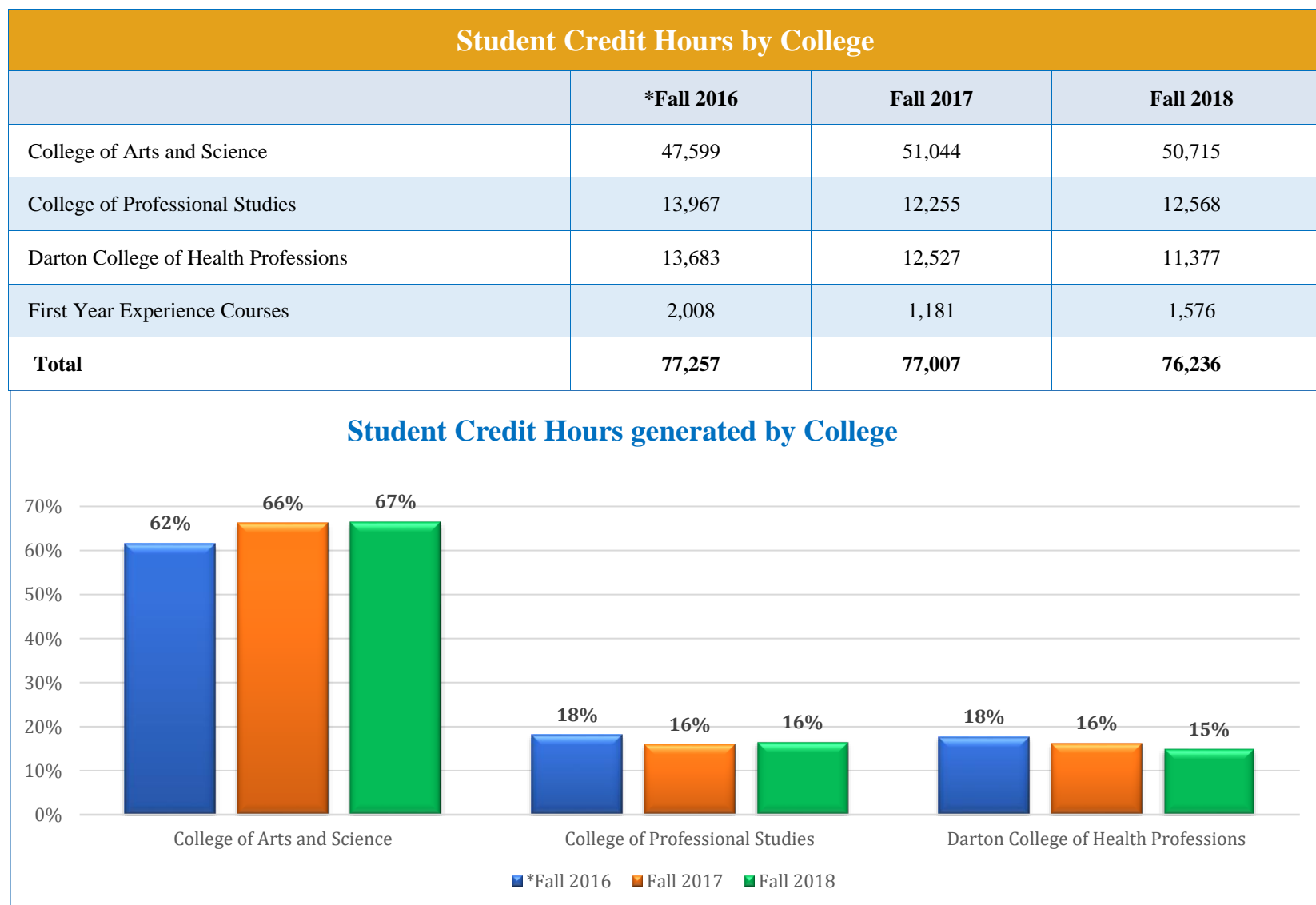
## Credit Hours



Student Course Load by Enrollment Status								
Credit Hours by Full-/ Part-Time Status	Number of Student Registered							
	*Fall 2015		*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%	Count	%
<b>Full-Time</b>								
12-15 Credit Hours	4,038	76.7%	3,162	77.3%	3,172	77.5%	3,396	77.8%
16 and Above Credit Hours	1,033	19.6%	716	17.5%	755	18.4%	794	18.2%
Graduate 9 Hours and Above	191	3.6%	215	5.3%	166	4.1%	177	4.1%
<b>Total Full-Time</b>	<b>5,262</b>	<b>100.0%</b>	<b>4,093</b>	<b>100.0%</b>	<b>4,093</b>	<b>100.0%</b>	<b>4,367</b>	<b>100.0%</b>
<b>Part-Time</b>								
1-5 Credit Hours	595	16.1%	581	18.9%	410	16.3%	312	15.6%
6-11 Credit Hours	2,796	75.5%	2,255	73.5%	1,925	76.3%	193	9.6%
Graduate Less Than 9 Hours	310	8.4%	232	7.6%	187	7.4%	1,499	74.8%
<b>Total Part-Time</b>	<b>3,701</b>	<b>100.0%</b>	<b>3,068</b>	<b>100.0%</b>	<b>2,522</b>	<b>100.0%</b>	<b>2,004</b>	<b>100.0%</b>
<b>Total</b>	<b>8,963</b>		<b>7,161</b>		<b>6,615</b>		<b>6,371</b>	

Source: Banner SIS

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Source: Banner SIS

Credit hours are calculated by multiplying the course credit by the number of students enrolled in the course

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Student Credit Hours by College and Level of Instruction			
	*Fall 2016	Fall 2017	Fall 2018
<b>College of Arts and Sciences</b>			
Developmental	1,764	2,391	1,848
Lower Level	41,345	44,491	44,498
Upper Level	4,379	4,132	4,351
Graduate Level	111	30	18
<b>Total College of Arts and Sciences</b>	<b>47,599</b>	<b>51,044</b>	<b>50,715</b>
<b>College of Professional Studies</b>			
Lower Level	4,610	4,583	4,968
Upper Level	6,438	5,370	5,155
Graduate Level	2,919	2,302	2,445
<b>Total College of Professional Studies</b>	<b>13,967</b>	<b>12,255</b>	<b>12,568</b>
<b>Darton College of Health Professions</b>			
Lower Level	11,649	10,251	8,884
Upper Level	1,668	1,884	2,057
Graduate Level	366	392	436
<b>Total Darton College of Health Professions</b>	<b>13,683</b>	<b>12,527</b>	<b>11,377</b>
<b>First Year Experiences Courses</b>			
Lower	2,008	1,181	1,576
<b>Total First Year Experiences Courses</b>	<b>2,008</b>	<b>1,181</b>	<b>1,576</b>
<b>Total</b>	<b>77,257</b>	<b>77,007</b>	<b>76,236</b>

Source: Banner SIS

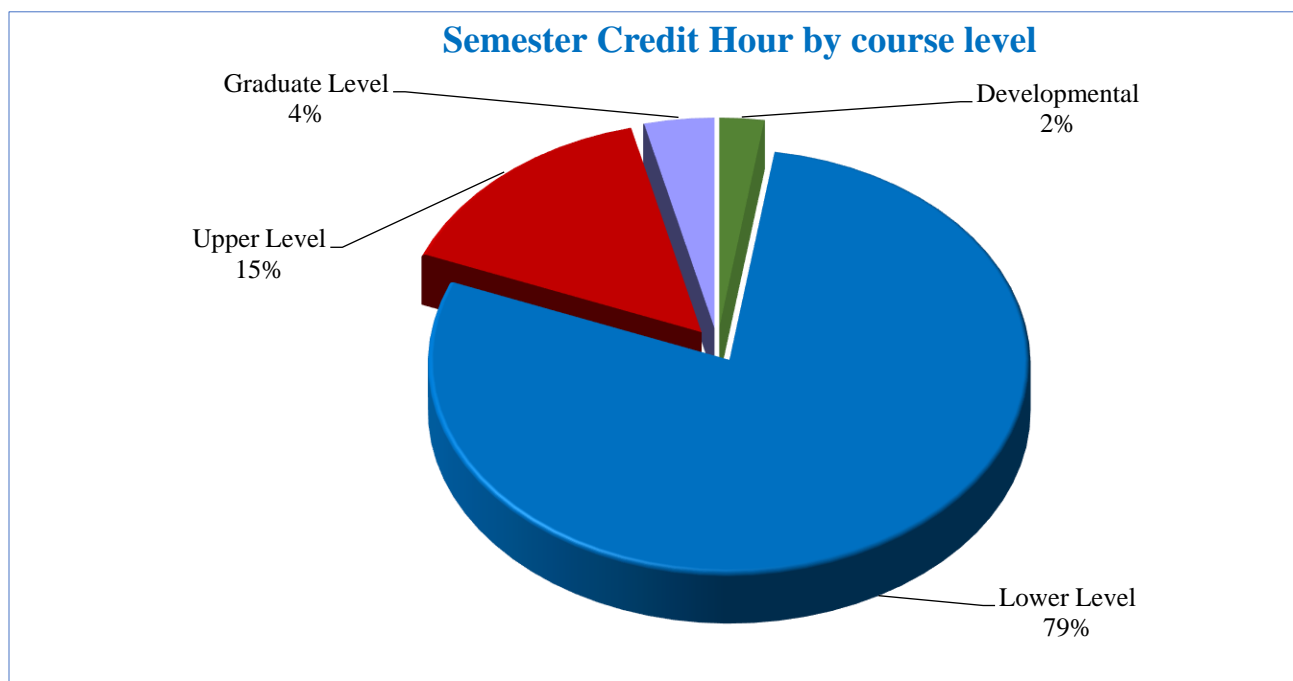
1. Credit hours are calculated by multiplying the course credit by the number of students enrolled in the course.

2. Undergraduate student credits, generated in courses for which the course number is below 5000, may be classified as developmental (below 1000) lower (e.g., 1000- and 2000-level) or upper (e.g., 3000- and 4000-level) division. Graduate student credits are categorized (e.g., the course number is 5000 and above).

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Total Student Credit Hours by Course Level	
Level	Fall 2018
Developmental	1,848
Lower Level	59,926
Upper Level	11,563
Graduate Level	2,899
<b>Total</b>	<b>76,236</b>



Source: Banner SIS

## Employees



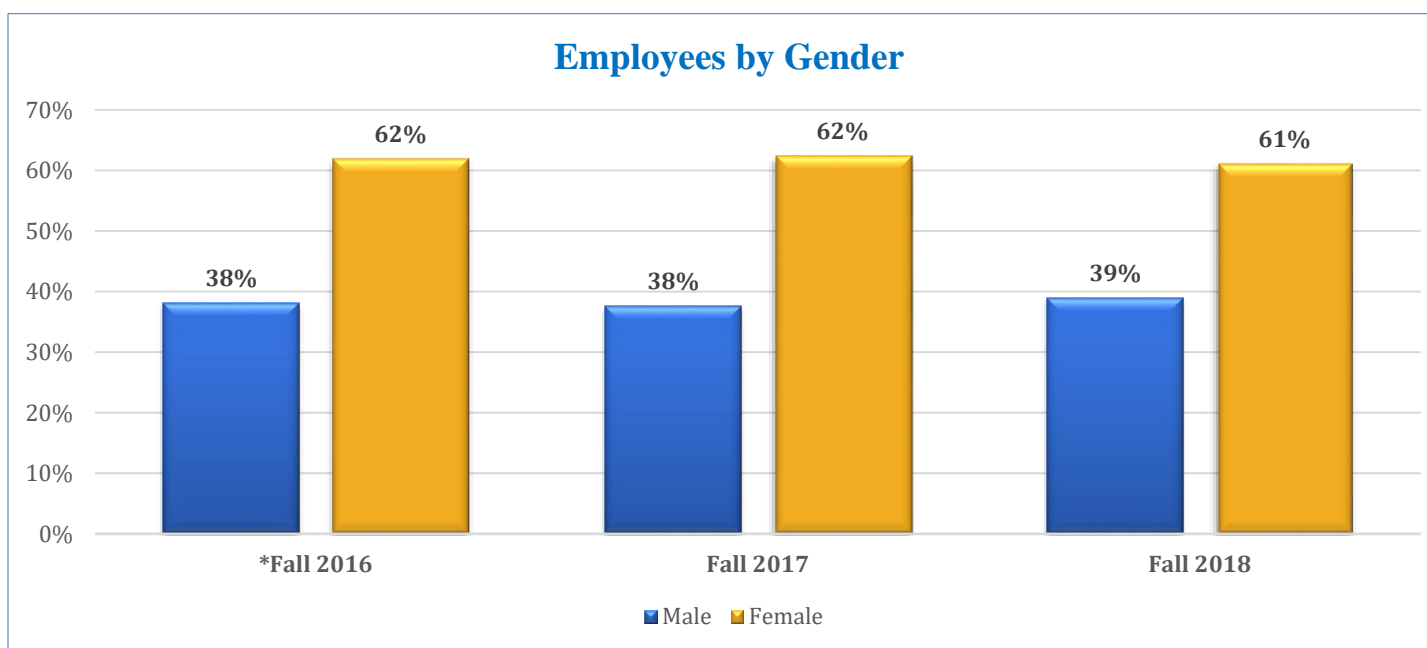
Employees by Full-/Part-Time Status				
		*Fall 2016	Fall 2017	Fall 2018
Staff	Full-Time	463	395	425
	% of Total Employees	46.2%	46.6%	52.9%
	Part-Time	108	57	39
	% of Total Employees	10.4%	6.7%	4.9%
Faculty	Full-Time	282	280	214
	% of Total Employees	28.1%	33.1%	26.6%
	Part-Time	149	115	126
	% of Total Employees	14.9%	13.6%	15.7%
Total	Full-Time	745	675	639
	% of Total Employees	74.8%	75.7%	79.5%
	Part-Time	257	172	165
	% of Total Employees	25.2%	24.3%	20.5%
Total Employees		1,002	847	804

Source: Source: Cognos HR IPEDS Detail Files as of November 1<sup>st</sup> for each fall semester.

Note: Faculty represent those employees who have actual academic assignment greater than 50 percent.

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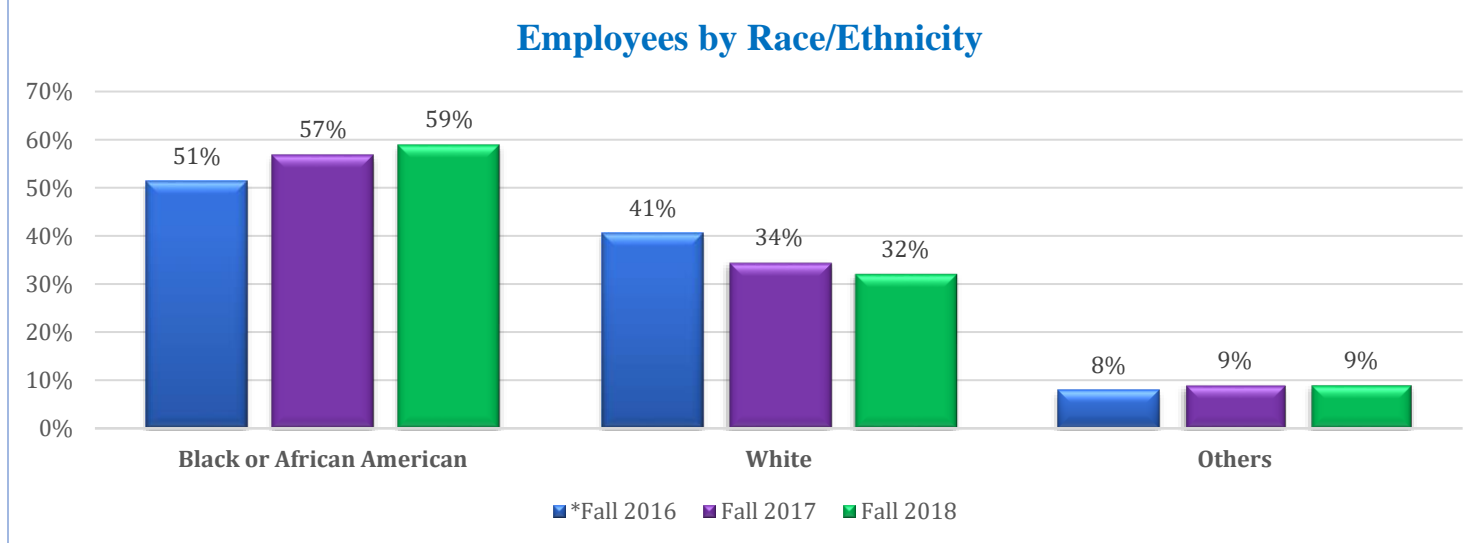
Employees by Gender			
Gender	*Fall 2016	Fall 2017	Fall 18
Female	620	528	490
Male	382	319	314
<b>Total</b>	<b>1,002</b>	<b>847</b>	<b>804</b>



Source: Source: Cognos HR IPEDS Detail Files as of November 1<sup>st</sup> for each fall semester.

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Employees by Race/Ethnicity			
Race/Ethnicity	*Fall 2016	Fall 2017	Fall 18
American Indian or Alaska Native	2	3	1
Asian/Pacific Islander	35	32	31
Black or African American	515	482	474
Hispanic/Latino	15	10	11
Nonresident Alien	20	19	16
Race and Ethnicity Unknown	6	7	10
Two or More Races	3	2	4
White	406	292	257
<b>Total</b>	<b>1,002</b>	<b>847</b>	<b>804</b>



Source: Source: Cognos HR IPEDS Detail Files as of November 1<sup>st</sup> for each fall semester.

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Employees by IPEDS Occupational Categories						
	*Fall 2016		Fall 2017		Fall 2018	
	Count	%	Count	%	Count	%
Faculty	431	43.0%	395	46.6%	340	42.3%
Instruction/Research/Public Service	6	0.6%	4	0.5%	7	0.9%
Management Occupations	70	7.0%	64	7.6%	81	10.1%
Office and Administrative Support Occupations	183	18.2%	134	15.8%	117	14.6%
Community Service, Legal, Arts, and Media Occupations	43	4.3%	41	4.8%	48	6.0%
Service Occupations	99	9.9%	85	10.0%	81	10.1%
Computer, Engineering, and Science Occupations	41	4.1%	34	4.0%	39	4.9%
Other Teaching and Instructional Support Occupations	51	5.1%	46	5.4%	49	6.1%
Business and Financial Operations Occupations	15	1.5%	16	1.9%	14	1.7%
Healthcare Practitioners and Technical Occupations	37	3.7%	3	0.4%	3	0.4%
Librarians	4	0.4%	3	0.4%	3	0.4%
Natural Resources, Construction, and Maintenance Occupations	15	1.5%	13	1.5%	14	1.7%
Graduate Assistants - Other	7	0.7%	9	1.1%	8	1.0%
<b>Total</b>	<b>1,002</b>	<b>100.0%</b>	<b>847</b>	<b>100.0%</b>	<b>804</b>	<b>100.0%</b>

Source: Source: Cognos HR IPEDS Detail Files as of November 1<sup>st</sup> for each fall semester.

Note: Faculty represent those employees who have actual academic assignment greater than 50 percent.

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Characteristics of Full-Time Faculty			
	Fall 2016	Fall 2017	Fall 2018
Female	145	159	113
<i>Percentage of Faculty</i>	51.4%	56.8%	52.8%
Male	137	121	101
<i>Percentage of Faculty</i>	48.6%	43.2%	47.2%
Total Faculty	282	280	214
Tenured	108	105	92
<i>Percentage of Faculty</i>	38.3%	37.5%	43.0%
Master's Degree or Higher	232	219	179
<i>Percentage of Faculty</i>	82.3%	78.2%	83.6%

Source: Source: Files Cognos HR IPEDS Detail Files as of November 1<sup>st</sup> for each fall semester.

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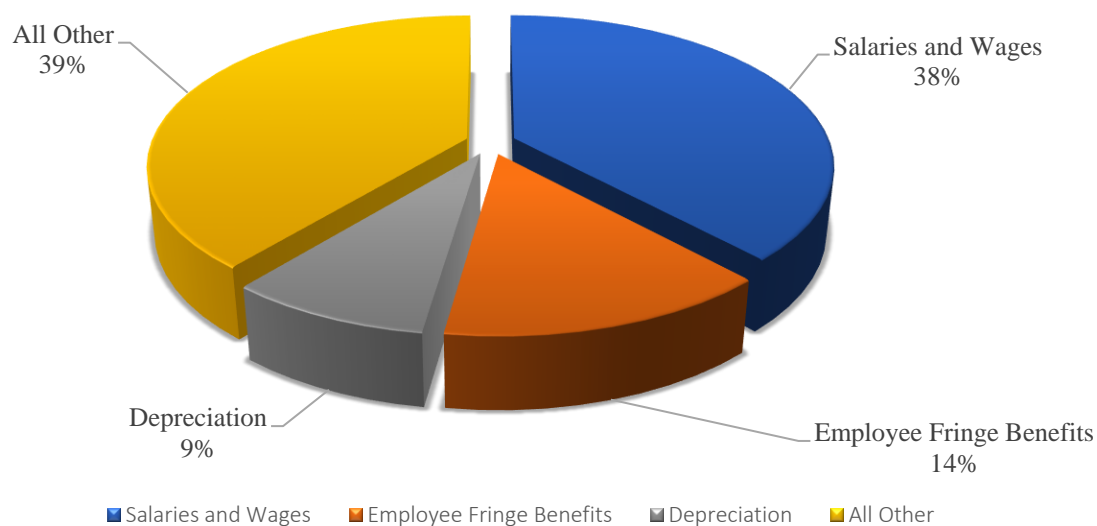


## Finances





Operating Expenses by Category					
	*FY 2014	*FY 2015	*FY 2016	FY 2017	FY 2018
Salaries and Wages	\$51,278,231	\$51,388,941	\$49,143,722	\$44,834,244	\$43,262,544
Employee Fringe Benefits	\$16,467,466	\$15,481,433	\$15,261,931	\$16,717,092	\$16,154,344
Depreciation	\$10,092,719	\$10,170,419	\$10,233,618	\$9,523,156	\$9,851,395
All Other	\$46,338,994	\$42,734,257	\$41,848,640	\$41,590,846	\$44,306,504
<b>Total</b>	<b>\$124,177,410</b>	<b>\$119,775,050</b>	<b>\$116,487,911</b>	<b>\$112,665,338</b>	<b>\$113,574,787</b>



Source: Fiscal Affairs

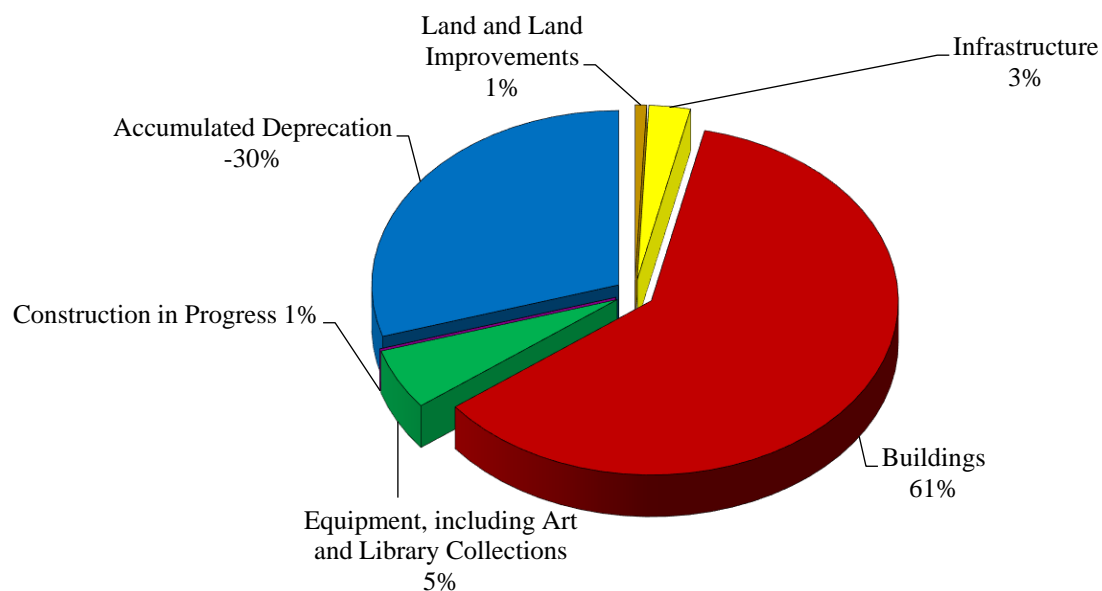
\*Data provided for FY 2014, FY 2015 and FY 2016 are consolidated data from Albany State University and Darton State College. These Institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

Revenue by Source					
	*FY 2014	*FY 2015	*FY 2016	*FY 2017	FY 2018
<b>Operating Revenue</b>					
Tuition and Fees	\$26,182,298	\$26,133,358	\$23,491,880	\$21,081,397	\$18,500,136
Federal Grants & Contracts	\$9,581,700	\$8,406,771	\$8,429,291	\$7,944,017	\$8,727,846
State Grants & Contracts	\$1,786,862	\$1,818,812	\$1,923,562	\$2,108,052	\$1,174,740
Local Grants & Contracts	\$829,526	\$523,154	\$648,777	\$2,614,200	\$1,912,960
<b>Total</b>	<b>\$38,380,386</b>	<b>\$36,882,095</b>	<b>\$34,493,510</b>	<b>\$33,747,666</b>	<b>\$30,315,682</b>
Sales & Services-Auxiliary Enterprises	\$20,226,316	\$20,079,502	\$19,308,243	\$17,871,246	\$21,402,350
Sales & Services-Educational Activities	\$591,952	\$521,229	\$280,401	\$542,226	\$509,580
Independent	\$0	\$0	\$0	\$0	\$0
Other operating sources	\$732,230	\$585,311	\$435,341	\$0	\$273,428
<b>Total Operating Revenue</b>	<b>\$59,930,884</b>	<b>\$58,068,137</b>	<b>\$54,517,495</b>	<b>\$52,161,138</b>	<b>\$52,501,040</b>
<b>Non-operating Revenue</b>					
Federal Appropriations	\$0	\$0	\$0	\$0	\$0
State Appropriations	\$33,488,072	\$36,338,749	\$35,207,020	\$34,446,379	\$35,730,522
Local Appropriations	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$28,354,332	\$26,380,579	\$22,146,729	\$16,828,614	\$18,752,235
State Grants	\$0	\$0	\$0	\$0	\$0
Local Grants	\$0	\$0	\$15,257	\$0	\$0
Gifts	\$2,021,450	\$2,234,509	\$436,501	\$1,306,191	\$2,134,666
Investment Income	\$126,653	\$73,345	\$71,456	\$71,875	\$79,986
Other Revenues	\$0	\$0	\$0	\$79,392	\$2,586
<b>Total Non-Operating Revenue</b>	<b>\$63,990,507</b>	<b>\$65,027,182</b>	<b>\$57,876,963</b>	<b>\$52,732,451</b>	<b>\$56,699,995</b>
<b>Total Revenue</b>	<b>\$123,921,391</b>	<b>\$123,095,319</b>	<b>\$112,394,458</b>	<b>\$104,893,589</b>	<b>\$109,201,035</b>

Source: Fiscal Affair

\*Data provided for FY 2014, FY 2015 and FY 2016 are consolidated data from Albany State University and Darton State College. These Institutions were officially consolidated in January 2017 into one university, named Albany State University by the University System of Georgia.

Plant, Property and Equipment					
	*FY 2014	*FY 2015	*FY 2016	FY 2017	FY 2018
Land and Land Improvements	\$3,911,479	\$3,911,479	\$3,911,479	\$3,911,479	\$3,911,479
Infrastructure	\$14,112,338	\$14,112,338	\$14,112,338	\$14,112,338	\$14,112,338
Buildings	\$291,832,351	\$291,793,460	\$291,653,782	\$291,653,782	\$317,860,223
Equipment, including Art and Library Collections	\$25,882,848	\$26,883,651	\$28,424,715	\$28,914,607	\$29,320,882
Facilities and Other Improvements	\$8,568,839	\$8,568,839	\$8,568,838	\$8,568,838	\$8,559,829
Construction in Progress	\$1,710,255	\$2,916,507	\$34,000	\$1,180,445	\$0
Accumulated Deprecation	-\$117,520,838	-\$126,926,549	-\$136,363,798	-\$145,475,032	-\$154,797,591
<b>Total</b>	<b>\$228,497,272</b>	<b>\$221,259,725</b>	<b>\$210,341,354</b>	<b>\$202,866,457</b>	<b>\$218,967,160</b>



Source: Fiscal Affairs

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## Contact

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