

# BY-LAWS

COLLEGE OF EDUCATION  
GEORGIA SOUTHERN UNIVERSITY

Approved: April, 2003  
Amended: August 2007

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## BY-LAWS OF THE COLLEGE OF EDUCATION

### Article I

#### ORGANIZATION

**Section 1.** University Administration. The president is the executive head of the institution and of all its departments. The president: (a) has jurisdiction over the organization of and formulation of by-laws and operating policies of all departments, divisions, colleges and administrative offices of the University; (b) provides educational leadership and encourages innovation in educational processes; (c) formulates proposals and makes plans for their implementation as he/she deems desirable and necessary for development of the University; and (d) decides jurisdictional questions which arise among faculties of the various Colleges and divisions, the university faculty, committees, and the various administrative officers of the University. From decisions of the president on such matters, an appeal may be made to the Board of Regents as provided in *The Policy Manual and By-Laws of the Board of Regents*. The Provost and Vice President for Academic Affairs has administrative jurisdiction over academic matters, academic personnel, and such other duties as are prescribed in the *Statutes of the University* (see Article III, Section 2).

**Section 2.** College of Education. The College of Education is organized with (a) a dean and (b) a faculty (*Statutes*, Article VI, Section 1).

A. **The Dean.** The dean of the College is one of the administrative officers of the University (*Statutes*, Article III, Section 3). This individual is the chief executive officer of the College and reports to the Provost.

The dean shall:

- a. Serve as the chief academic and administrative officer of the college;
- b. Be responsible for facilitating the development and maintenance of a strategic plan for the college in collaboration with faculty, P-12, and staff advisory committees/councils;
- c. Be responsible for facilitating the development and coordination of the programs of the College in collaboration with faculty, P-12, and staff advisory committees/councils;
- d. Present faculty-developed proposals for new degrees and curriculum changes from the College;
- e. Resolve issues of dispute between the college's departments, when appropriate;

- f. Be responsible for course scheduling and classroom assignments in the college;
- g. Support and encourage the academic, scholarly, and service work of the faculty;
- h. Recommend tenure, promotions and merit increases in salary for the faculty from the College;
- i. Prepare and administer a budget for the College;
- j. Recommend to the Provost and Vice President for Academic Affairs the appointment of the faculty of the College to the graduate faculty;
- k. Exercise general supervision, with faculty and appropriate staff, over the work of students in the College;
- l. Be responsible, with faculty and appropriate staff, for the program of academic advisement for the students in the College;
- m. Develop and implement a plan for college-wide fund-raising;
- n. Establish a Staff Advisory Committee;
- o. Develop and coordinate stake-holder advisory councils;
- p. Call and preside at meetings of the faculty and/or staff of the College of Education, as deemed necessary;
- q. Charge college committees (standing and ad hoc) on an annual basis;
- r. Serve as a medium of communication for official business with University authorities, students, and the public;
- s. Implement the purposes of the College as provided in the organization and regulations of the College;
- t. Nominate candidates for degrees in the College;
- u. Conduct an annual evaluation of all administrators reporting to the dean according to university policy; and
- v. Complete other duties as assigned by the provost.

**B. The Faculty.** The faculty of the College of Education shall consist of the professors, associate professors, assistant professors, and instructors in departments of the College as designated by the president.

The faculty shall:

- a. Fulfill the duties outlined in the University Faculty Handbook and the Policy and Procedures manual of the College;
- b. Establish entrance requirements for students in the College;
- c. Prescribe and define courses of study for students in the College;
- d. Recommend, to the dean and the appropriate university committees, requirements for degrees and endorsements offered in the College and recommend for degrees those candidates who have fulfilled degree requirements;
- e. Enforce academic regulations for students in the College;
- f. Exercise jurisdiction, in general, over all curricular/program matters within the College;
- g. Adopt regulations governing its own procedures and by-laws necessary and proper for the orderly and efficient administration of the College;
- h. Have the fullest measure of autonomy consistent with the maintenance of general educational policy and standards and of correct academic and administrative relations with the governing authority of the University;
- i. Make no changes in the curriculum of the College that involve budgetary questions until submitted to the president and until such changes have received his/her approval; and
- j. Provide input for annual evaluations of administrators within the college.

**Section 3.** Associate Dean(s). Assist the dean and serve as the dean's representative on as-needed basis.

**Section 4.** The Departments. The organization of the College is by departments (Statutes, Article VI, Section 1(B) (2)). The department is an administrative unit of the College, consisting of at least four full-time faculty members, and exists for the purpose of providing instruction and conducting research in its respective fields of teaching and investigation (Statutes, Article VI, Section 2) and service. The College consists of the departments recommended by the faculty of the College, through the COE dean to the Provost and Vice President for Academic Affairs and to the President and the Board of Regents for approval (Statutes, Article VI, Section 1 (B) (2)). Departments are responsible for establishing and communicating departmental guidelines for merit, tenure and promotion, and curricular and programmatic concerns consistent with those of the Board of Regents.

The department is the fundamental unit of academic as well as administrative organization within the College. In carrying out the duties established by these By-Laws, the chair of the department is to consult with and seek the guidance of the department faculty, and is to call such meetings as are necessary for the department faculty to exercise its general responsibility for the academic programs of the department.

**Section 5.** Chairs of Departments. Appointments shall be made after consultation with the faculty of the particular department (Statutes, Article VI, Section 2). The chair must hold the rank of associate professor or professor and an earned doctorate in one of the teaching fields of the department.

A department chair shall:

- a. Serve as a member of the dean's administrative staff;
- b. Serve as the administrative officer of the department;
- c. Be a representative of the department in all official communications;
- d. Be responsible, with the faculty, for the quality of instruction in the department;
- e. In consultation with the faculty, be responsible for curricular and program concerns within the department;
- f. Be responsible for the coordination of instruction in courses offered in multiple sections and see that all sections of the same course meet the department course outline as approved by the College of Education Curriculum Committee;
- g. Prepare and submit to the dean such information regarding the courses in the department as may be needed for the catalog;
- h. Assign courses within the department and maintain, insofar as possible, an equitable distribution of courses and sections; submit to the dean class schedules to be worked into the master schedule;
- i. Be responsible, along with the Curriculum Committee, for seeing that there is no undesirable duplication of courses in the department/college/university and bring to the attention of the dean any instance in which another department or division is offering a course that conflicts with or duplicates a course offered in his/her own department;
- j. Coordinate the advisement of the students who are pursuing majors housed in the programs of the department and establish and maintain communication with majors and other students enrolled in courses offered in the department;

- k. Prepare and submit to the dean an annual budget for the department and be responsible for the expenditure of departmental funds and the care and use of departmental property;
- l. Be responsible for charging a departmental promotion and tenure committee during each year in which promotion and/or tenure recommendations are to be made;
- m. Conduct annual faculty evaluations and discuss results with faculty.
- n. Recommend merit salary increases based upon the guidelines established in each department and transmit recommendations to the dean;
- n. Make an annual report to the dean on the teaching, service, professional, and research accomplishments of the department and include in the report a list of publications by members of the department and of honors received by them; and
- o. Recommend to the dean appointments, reappointments, promotions, and tenure, of the department faculty, after consideration of the recommendation of the departmental promotion and tenure committee.

**Section 6.** Program Area Coordinators. The department chair may recommend to the dean individuals to assist the chair with curricular and program concerns as they relate to their departmental program.

**Section 7.** Other College of Education Administrators. The dean may recommend to the Provost and Vice President for Academic Affairs the appointment of such additional administrative personnel as may be necessary to discharge efficiently the responsibilities of student work coordination, placement, advising, and such other tasks as may arise. Such assistants shall serve the entire College in a staff capacity and shall have no line authority over the work of faculty.

## Article II

### THE UNIT WITHIN THE UNIVERSITY

**Section 1.**     Faculty Senate Representation. The Faculty Senate shall include at least 40 regular full-time members of the faculty of Georgia Southern University holding the rank of instructor, assistant professor, associate professor, or professor who have been members of the faculty of the University for at least one year at the beginning of their terms (Statutes, Article V, Section 8(A)). The dean shall annually announce the number of senators that has been apportioned to the College of Education (including alternates) and shall call for an election pursuant to University Statutes, Article V, Section 10. (Senators will be elected at large such that each department is represented.) [Note: This last statement is being reviewed by the Senate Executive Committee.]

**Section 2.**     Graduate Faculty. Members of the graduate faculty shall be appointed by the president on the recommendation of the provost and dean of graduate studies. Recommendations for graduate faculty membership will be sent from the department chairs through the academic college deans, to the Provost and vice president for academic affairs, to the dean of graduate studies who will consult with the members of the University Graduate Committee and transmit the recommendations to the president. (Statutes, Article III, Section 2(F))

**Section 3.**     Appointment of Faculty Members. Members of the college faculty are appointed by the president, with the approval of the Board of Regents, upon the recommendation of the chair of department and his/her administrative superiors (Statutes, Article VI, Section 1(B)(1)).

**Section 4.**     Promotion of Faculty Members. Recommendations for promotion are made through the following committees and administrators: departmental promotion and tenure committees, chairs of departments, college promotion and tenure committee, the dean, and the provost. The provost and vice president for academic affairs will forward his/her recommendation to the president (Statutes, Article VI, Section 1(B)(3); Article III, Section 2(G) and Section 3(C)).

**Section 5.**     Tenure. Recommendations for tenure are made through the following committees and administrators: departmental promotion and tenure committees, chairs of departments, college promotion and tenure committee, the dean, and the provost. The provost and vice president for academic affairs will forward his/her recommendation to the president (Statutes, Article VI, Section 1(B)(3); Article III, Section 2(G) and Section 3(C)). Tenure is awarded by the Board of Regents on recommendation of the president only to assistant professors, associate professors and professors who are employed full-time in accordance with the guidelines set forth in the Statutes. The meaning and effect of tenure are set forth in Policies of the Board of Regents.

Since tenure resides at the university level, it is intended by the Board that its policies should be the minimum standard for award of tenure and are not a limitation upon the adoption of such additional standards and requirements as the College may wish to adopt for its own improvements.

**Section 6.**     Membership on University Committees. Elected College of Education representatives serving on university-level committees (including senate) are responsible for reporting pertinent information from meetings of these committees to the faculty, administration, and staff of the college.

### Article III

#### COMMITTEES

**Section 1.** The college faculty, the Faculty Executive Committee, and the standing committees established by these By-Laws are to meet in separate sessions to execute in a timely manner the business that needs to be transacted by each.

- a. Meetings are to be called with at least five working days notice. However, no such notice is required if the purpose of such meeting is to give or receive information and no other action is required or taken.
- b. Committees of the college shall keep a permanent record of faculty proceedings (minutes). The minutes are to be distributed to the members of the committee before the next scheduled meeting, and shall become accessible, when appropriate, to the faculty upon approval.
- c. Robert's Rules of Order shall be observed in the conduct of meetings, and the college faculty may, each spring, elect a parliamentarian to preserve the integrity of these rules.
- d. A quorum shall consist of a majority of the voting members. Unless specifically required by these By-Laws, a quorum is presumed to exist unless a challenge is made and proven in a timely manner. However, a quorum is not necessary when the purpose of the meeting is to give or receive information.
- e. An agenda is to be prepared and distributed in advance of each meeting except that a majority of those present may vote to permit discussion on non-agenda items.
- f. Departments are responsible for acclimating new members to committee service.

**Section 2. Committees.** There are nine standing committees in the College of Education. All departments must have representation on standing committees. Faculty representation on standing committees is limited to regular full time faculty.

**a. Faculty Executive Committee**

It is the responsibility of the Faculty Executive Committee to:

1. Be the primary vehicle to coordinate the fulfillment of Faculty responsibilities in areas such as curriculum, tenure and promotion, etc.
2. Communicate with the Dean of the college on a regular basis.
3. Serve as a forum for the Faculty of the college to present and share ideas, express concerns, and address matters when no other forum is available.
4. Represent Faculty on issues concerning governance in the college and the revision of the policy and procedures manual and other related documents ensuring agreement between these bylaws and all related documents guiding the development and implementation of policies and procedures in the college.
5. Bring forward issues and matters pertinent to the Faculty of the college.
6. Facilitate, in conjunction with the Dean, the functioning of standing committees.
7. Establish, in approval of the Dean, ad hoc committees and facilitate the functioning of these committees.
8. Consult with the dean on the replacement of representatives on University Committees when vacancies arise between regularly established elections.
9. Participate in the development of the college conceptual framework and mission and vision statements.
10. Call and sponsor forums (e.g., By-Laws discussion) of the Faculty of the College of Education, as deemed necessary.
11. Serve as an additional conduit for representatives on committees outside the College of Education to provide pertinent information to the Faculty.
12. Assist the dean, chairs, and other administrators in ensuring that all constituents affected by policy changes have been notified and provided with an opportunity to respond to suggested policy changes.

**b. Tenure, Promotion, and Welfare Committee**

It is the responsibility of the Tenure, Promotion, and Welfare Committee to:

1. Review, for the dean, recommendations on promotion and tenure, as well as post-tenure review, in accordance with respective departmental guidelines.
2. Review, recommend, and promote faculty development programs that will facilitate faculty progress to achieve promotion, tenure and life-long learning.

3. Assist department chairs in ensuring mentoring programs and mentors for new faculty.
4. Solicit nominations and select recipients for University, Board of Regents, College of Education, and any other awards to faculty.

**c. Curriculum Committee**

It is the responsibility of the Curriculum Committee to:

1. Make decisions and recommendations related to curricular issues within the College of Education's mission.
2. Facilitate a periodic review of the COE Conceptual Framework and related materials and recommend changes as needed to meet the mission/goals of the college.
3. Review annual program reports, student test data, and other pertinent information to verify that standards are being met.

**d. Student Affairs Committee**

It is the responsibility of the Student Affairs Committee to:

1. Select recipients for the various college awards and scholarships, and select the Alumnus/a of the Year.
2. Coordinate development of honors course work or a consistent sequence of honors course/contract work appropriate for each degree in accordance with the University Honors Program.
3. Work with college-level issues related to recruitment and retention.
4. Hear appeals from students who do not meet the standard criteria for admission into programs within the College of Education.

**e. Technology and Instructional Resources Committee**

It is the responsibility of the Technology and Instructional Resources Committee to:

1. Develop, and periodically revise and update, a College of Education technology plan.
2. Recommend policies and procedures regarding technology and instructional resources in the College of Education.
3. Consult as needed with the dean, departments, and/or Instructional Resources Center regarding the purchase of hardware, software, and other instructional resources.

4. Review the technology needs of faculty, students, and staff, and recommend responses to those needs.
5. Facilitate activities designed to increase faculty, student, and staff awareness of technology and instructional resources available in the College of Education and at the university level.

**f. External Relations and Accreditation Committee**

It is the responsibility of the External Relations and Accreditation Committee to:

1. Facilitate, along with the appropriate Associate Dean, any COE accreditation processes.
2. Ensure faculty involvement in the development and implementation of grants and initiatives that support the mission and goals of the university and college.
3. Help to facilitate communication among programs and other standing committees (especially the Curriculum Committee) with regard to accreditation and external relations.
4. As needed, recommend to the Faculty Executive Committee and the dean and/or associate dean the establishment of ad hoc committees to coordinate accreditation reviews. Membership on these committees should be based in programs rather than departments.
5. Facilitate in collaboration with the Dean's office the development and implementation of a college media relations/marketing plan.

**g. Elections Committee**

It is the responsibility of the Elections Committee to:

1. Ensure compliance with the provisions of College of Education and University bylaws regarding the eligibility of voters and nominees.
2. Inform faculty of the functions, current membership, and eligibility requirements of each university/college committee prior to each election.
3. Conduct elections and supervise counting of the ballots in non-departmental/college-wide elections.
4. Transmit results of the elections to the dean, the Faculty Executive Committee and the faculty.
5. Periodically review election procedures and make recommendations to the Faculty Executive Committee.

**h. Tenure and Promotion Appeals Committee**

It is the responsibility of the Tenure and Promotion Appeals Committee to:

1. Review any appeals that arise within the Tenure and Promotion process within the COE and make a recommendation to the dean to ensure that the COE Tenure and Promotion procedures have been properly implemented.

**i. Research Committee**

It is the responsibility of the Research Committee to:

1. Establish an institutional research agenda for the College of Education.
2. Oversee the IRB process for the COE, in conjunction with the University IRB.
3. Determine annually how indirect funds received in the College of Education can be used as seed money for grant writing and facilitating that process.
4. Identify professional development needs of faculty in the areas of research and grant writing and arrange for professional development opportunities in those areas.
5. Encourage quality research in the College of Education.
6. Encourage and facilitate faculty-student and collaborative research/sponsored projects with P-12 and A&S partners.
7. Maintain updated list of faculty and their research interests and areas of expertise

**Section 3. Elections.**

A. Faculty. Faculty representatives for standing committees in the College are selected through a process approved by the faculty at the represented level. Elections for Faculty Senate and other university committees are to be conducted as follows. Voting for all college-wide elections is to be limited to regular full-time faculty. Results are to be determined by a simple majority of those voting. All voting will be by secret ballot.

B. Staff. Elections for the Staff Advisory Committee will be held in December. Voting is limited to full-time staff. Results are to be determined by a simple majority of those voting. All voting will be by secret ballot.

**Article IV****DEPARTMENTAL PROMOTION AND TENURE COMMITTEE**

The Departmental Promotion and Tenure Committee functions in the same capacity at the departmental level as the College of Education Personnel Committee functions at the college level.

It is the responsibility of the Departmental Promotion and Tenure Committee to:

1. Evaluate the applications of those being considered for promotion and tenure in accordance with the departmental guidelines;
2. Solicit, evaluate, and summarize input from other faculty members who have achieved rank equal to or above that for which the candidate is applying;
3. Make recommendations to the chair of the department and/or dean based on departmental, college, and university guidelines; and
4. Conduct an annual meeting to evaluate all tenure-track faculty who have not yet earned tenure. All tenured faculty of the department should participate in this meeting. The third-year annual review of probationary faculty should be an in-depth look at the cumulative performance of the individual and essentially consist of a preliminary tenure review decision for continued employment.

(NOTE: The purpose of this committee is to make recommendations to the department chair. The chair is responsible for making the ultimate recommendation for promotion and/or tenure that will be forwarded to the dean. The chair will advise the convened departmental committee if there are any differences between his/her recommendation and those of the Departmental Promotion and Tenure Committee.)

**Article V**

**STUDENT ORGANIZATIONS**

Faculty members will recognize any appropriately constituted student organizations that have as their purpose the facilitation of formal, regularized communication channels for the interaction of student body, faculty and administration.

**Article VI**

**INTERPRETATION**

The faculty, through action in regular or called meetings, shall by majority vote (a quorum present), in conjunction with the dean and the provost, interpret these By-Laws. However, these By-Laws may not be interpreted in any manner that is inconsistent with either the Statutes of the University or the By-Laws of the Board of Regents.

## Article VII

### DEFINITIONS

- Section 1.** Statutes: The statutes referred to in this document are the statutes of the University as they may, from time to time, be amended. Any amendment of these statutes shall become part of the By-Laws of the College of Education as if they were originally part of such By-Laws.
- Section 2.** By-Laws of the Board of Regents: The By-Laws of the Board of Regents referred to in the statutes of the University and the By-Laws of the College of Education are the By-Laws of the Board of Regents as they may, from time to time, be amended. Any amendment of the By-Laws of the Board of Regents shall become part of the By-Laws of the College of Education as if they were originally a part of such By-Laws.
- Section 3.** Corps of Instruction: The corps of instruction of Georgia Southern University will consist of those faculty so defined in the *Policy Manual of the Board of Regents* and appointed by the president of Georgia Southern University (Statutes, Article I, Section 3).
- Section 4.** Earned Doctorate: An earned doctorate shall be any earned, terminal degree accepted by the NCATE for accreditation purposes (including an Ed.D. or Ph.D.) to the extent such interpretation is consistent with the Statutes of the University and the By-Laws of the Board of Regents.
- Section 5.** Regular Full-Time Faculty: A regular full-time faculty member is an individual employed in a tenure-track or non-tenure track position on a non-temporary basis who does not hold an administrative appointment.
- Section 6.** Staff: Those employees who hold a regular classified position and those employees who hold a twelve-month professional/administrative appointment without faculty rank.

## **Article VIII**

### **RATIFICATION**

The By-Laws of the College of Education shall be in full force when approved by a majority of regular full-time faculty members voting, the dean, the provost, and the president.

## **Article IX**

### **AMENDMENTS**

The College faculty shall have the power to amend the By-Laws. The By-Laws amendment procedure is as follows:

- a. Any faculty member or group within the faculty may submit a memo to the dean and to the Faculty Executive Committee regarding suggested revisions to the By-Laws. The Faculty Executive Committee, in concert with the dean, shall decide when the By-Laws need to be revisited.
- b. Proposals to amend the By-Laws shall be submitted to the College faculty not later than 10 days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending.
- c. Proposed amendments must be adopted by a two-thirds majority of faculty members voting.

**Article X**

**POLICY AND PROCEDURE CHANGES**

The college faculty in concert with the dean shall have the power to amend, revise, or establish new policies and procedures under which the college operates. All changes in the Policies and Procedures manual must be in alignment with the By-Laws of the College of Education. The guidelines for revising the Policies and Procedures manual are described within each respective section of that document.