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ARTICLE I
THE ORGANIZATION OF THE COLLEGE OF EDUCATION

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 and formulation of Bylaws 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 Board of Regents Policy Manual. 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 Georgia Southern University.

Section 2. College of Education. The College of Education is organized with (a) a dean, (b) associate deans, (c) department chairs and (d) faculty.

A. The Dean. The dean of the College is a member of the Academic Administration of the University. This individual is the chief executive officer of the College and reports to the Provost and Vice President of Academic Affairs.

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, with faculty and department chairs in the college, course scheduling and classroom assignments;
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 faculty in 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 stakeholder advisory councils;
p. Preside at college-wide 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. Be responsible for the oversight of ongoing accreditation activities for college programs.
v. Conduct an annual evaluation of all administrators reporting to the dean according to university policy; and
w. Complete other duties as assigned by the provost.

Section 3. Associate Dean(s). The Associate Deans oversee the performance of several staff units within the College of Education to ensure effective internal functioning of the unit. The Associate Dean is to:

a. Assist the Dean and serve as the Dean’s representative on an as-needed basis for both internal and external functions,
b. Coordinate relationships with external constituencies and partnerships
c. Prepare and maintain essential schedules, reports and records for the College of Education.

Section 4. The Departments. The organization of the College is by departments. 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, service, and conducting research in its respective fields of teaching and investigation (see Statutes Article VI Section 2). 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. 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 Bylaws, the chair of the department is to consult with, and seek the guidance of, the department faculty. Furthermore, the department 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. The chair shall be appointed by the President with the approval of the Board of Regents. Appointments shall be made after consultation with the faculty of the particular department, the Dean of the college and the Provost and Vice President for Academic Affairs. The chair must hold the rank of associate professor or professor and an earned doctorate in one of the teaching fields within the department. Exceptions to any of the qualifications for department chair may be granted by the majority vote of the faculty within the department and written approval of the dean of the college.

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;
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 and other department chairs 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 via departmental program directors as well as advisors in the Office of Student Success and the Graduate Academic Services Center.
k. Prepare and submit to the dean an annual budget for the department, and be responsible for the expenditure of departmental funds, as well as 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 evaluations of full-time faculty annually and discuss results at the time of the annual review. For part-time faculty, limited term faculty, and teaching adjunct faculty, conduct evaluations and discuss results at the end of the semester of appointment or term of appointment, if appointed for a full-year;
n. Recommend merit salary increases based upon the guidelines established in each department and transmit recommendations to the dean;
o. 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
p. 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 Directors. Program directors are selected by program faculty with input and approval from the department chair. As programmatic needs vary across departments, the role and responsibilities of program directors are formally delineated at the department level. The length of service and tasks for program management is considered part of a faculty member’s budgeted workload and also determined at the departmental level. In order to be eligible to serve as program director, a faculty member must have successful performance reviews and established deep knowledge of the needs within the program. Program directors should hold full-time faculty status and at least the rank of assistant professor with a successful third year review at the time of appointment. Exceptions to any of the qualifications for program director may be granted only by the written approval of the chair and dean of the college.

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 FACULTY OF THE COLLEGE OF EDUCATION

Section 1. The Faculty. The faculty of the College of Education shall consist of the Corps of Instruction and the Academic Administration.

The faculty shall:

a. Fulfill the duties outlined in the University Faculty Handbook;

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 Bylaws 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; when doubts arise regarding the proper limits of this autonomy, the faculty of a college shall be entitled to ask that the president make a ruling on the question at issue. From the ruling of the president, an appeal may be made to the Board of Regents’ Office of Legal Affairs as provided in Section 8.6 of the Board of Regents Policy Manual.

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.

(University Statutes Article VI Section 1)

Section 2. Faculty Senate Representation. The dean shall annually announce the number of senators apportioned to the College of Education (including alternates) and shall call for an election according to the University Statutes. Senators will be elected such that each department is represented.

Section 3. Graduate Faculty. Members of the graduate faculty shall be appointed according to the Faculty Handbook.

Section 4. Appointment of Faculty Members. Members of the college faculty are appointed according to the Faculty Handbook. The University, consistent with Board of Regents policy
requires department chairs to initiate new faculty appointment forms which are forwarded to the appropriate dean and provost for review and approval. If approved at these levels, the appointment forms are submitted to the University’s Budget Office for approval and then sent to Human Resources for processing. In Section 314.01 of the Faculty Handbook has specific guidelines applicable to non-tenure-track faculty and Section 321.01 for personnel policies related to faculty appointments.

Section 4. Promotion of Faculty Members. Recommendations for promotion are made according to the Faculty Handbook. See Section 311 of the Faculty Handbook for guidelines applicable to tenured/tenure-track faculty and Section 315 for guidelines related to non-tenure-track faculty. At the College level, decisions are made sequentially through the following committees and administrators: (a) departmental promotion and tenure committees; (b) chairs of departments; (c) college promotion, tenure and welfare committee and; (d) the dean.

Section 5. Tenure. Recommendations for tenure are made according to the Faculty Handbook (See Sections 310 and 312). Recommendations for tenure are made sequentially through the following committees and administrators: (a) departmental promotion and tenure committees; (b) chairs of departments; (c) college promotion, tenure and welfare committee and; (d) the dean. Since tenure resides at the university level, it is intended by the Board of Regents 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 Bylaws 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), and those minutes shall be posted in the appropriate electronic portal found on the College of Education website. The chair of the committee is responsible for seeing that minutes are posted. 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. Each committee shall determine if Robert's Rules of Order will be observed in the conduct of meetings. College faculty may, each spring, elect a parliamentarian to preserve the integrity of these rules, if needed;

d. A quorum shall consist of a majority of the voting members. Unless specifically required by these Bylaws, 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, and that a majority of those present may vote to permit discussion on non-agenda items; and

f. Departmental faculty and committee members are responsible for acclimating new members to committee service.

Section 2. Committees. There are ten standing committees in the College of Education. All departments must have equal representation on standing committees. Representation on some COE standing committees is restricted to full-time tenure-track faculty and specified in the policy for each individual committee.

a. Faculty Executive Committee

The Faculty Executive Committee shall consist of tenured faculty elected by departments within the College of Education. Eligibility for membership on Faculty Executive Committee is at least the rank of associate professor at the time of election. Committee members serve two-year terms and two representatives from each department and one at-large member serve as the voting membership. 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 bylaws as well as other 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. Call and sponsor forums (e.g., Bylaws discussion) of the Faculty of the College of Education, as deemed necessary;
10. Serve as an additional conduit for representatives on committees outside the College of Education to provide pertinent information to the Faculty; and
11. 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
The Tenure, Promotion and Welfare committee shall consist of tenured faculty elected by departments within the College of Education. Eligibility for membership on Tenure, Promotion and Welfare is at least the rank of associate professor at the time of election. Committee members serve a three-year term and three department representatives for each department serve as the voting membership. 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 lifelong learning;
   3. Assist department chairs in ensuring mentoring programs and mentors for new faculty regarding the tenure and promotion process; and
   4. Solicit nominations and select recipients for University, Board of Regents, College of Education, and any other awards to faculty.

c. Curriculum Committee
The Curriculum Committee shall consist of tenure-track faculty elected by departments within the College of Education. Eligibility for membership on Curriculum Committee is at least the rank of assistant professor with a successful third year review at the time of election. Committee members serve a three-year term and two faculty members from each department serve as the voting membership. 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
3. Review annual program reports, student test data, and other pertinent information to verify that standards are met.

d. Student Affairs Committee

The Student Affairs Committee shall consist of full-time non-administrative faculty members elected by departments within the College of Education. Eligibility for membership on the Student Affairs Committee is at least a successful annual review at the time of election. Committee members serve a two-year term and one faculty member from each department serve as the voting membership. It is the responsibility of the Student Affairs Committee to:

1. Select recipients for the various College of Education awards and scholarships;
2. Select the Alumnus/a of the Year;
3. Review and provide feedback for a consistent sequence of honors course work appropriate for each degree in accordance with the University Honors Program; and
4. Review and provide feedback for college-level issues related to undergraduate and graduate recruitment and retention plans.

e. Technology and Instructional Resources Committee

The Technology and Instructional Resources Committee shall consist of full-time non-administrative faculty members elected by departments within the College of Education. Eligibility for membership on the Technology and Instructional Resources Committee is at least a successful annual review at the time of election. Committee members serve a two-year term and two faculty members from each department serve as the voting membership. 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. Review the technology needs and concerns of faculty, students, and staff, and recommend responses to those needs and concerns;
3. Consult as needed with the dean, departments, and/or Instructional Resources Center regarding the purchase of hardware, software, and other instructional resources; and
4. Promote 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. Elections Committee
The Elections committee shall consist of full-time non-administrative faculty members elected by departments within the College of Education. Eligibility for membership on the Elections committee is at least a successful annual review at the time of election. Committee members serve a three-year term and one faculty member from each department serve as the voting membership. 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 (at-large) elections;
4. Transmit results of the elections to the dean, the Faculty Executive Committee and the faculty; and
5. Periodically review election procedures and make recommendations to the Faculty Executive Committee.

g. Tenure and Promotion Appeals Committee

The Tenure and Promotion Appeals Committee shall consist of tenured elected by departments within the College of Education. Eligibility for membership on Tenure and Promotion Appeals committee is at least the rank of associate professor at the time of election. Committee members serve a two-year term and one faculty member from each department serve as the voting membership. 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 has been properly implemented.

h. Research, Scholarship, and Creative Activity Committee

The Research committee shall consist of full-time non-administrative faculty members elected by departments within the College of Education. Eligibility for membership on the Research committee is at least a successful annual review at the time of election. Committee members serve a two-year term and two faculty members from each department serve as the voting membership. It is the responsibility of the Research Committee to:

1. Enhance the existing institutional research agenda for the College of Education;
2. Determine annually how indirect funds received in the College of Education can be used as seed money for research and grant writing, and facilitate that process;
3. Identify professional development needs of faculty in the areas of research and grant writing, and arrange for professional development opportunities in those
areas;
4. Encourage quality research in the College of Education;
5. Encourage and facilitate faculty-student and collaborative research/sponsored projects with P-12 and A&S partners, community entities, and other disciplines on campus; and
6. Maintain updated list of faculty and their research interests and areas of expertise.

i. Assessment and Accreditation Committee

The Assessment and Accreditation committee shall consist of full-time non-administrative faculty members elected by departments within the College of Education. Eligibility for membership on the Assessment and Accreditation committee is at least a successful annual review at the time of election. Committee members serve a two-year term and two faculty members from each department serve as the voting membership. It is the responsibility of the Assessment and Accreditation Committee to perform the following tasks:

1. Maintain and support a college-wide plan for assessment reliability, validity, and fairness;
2. Facilitate communication and coordinate assessment activities and processes among departments, programs, and ad hoc committees;
3. Facilitate the development of college-wide assessment instruments as needed;
4. Encourage effective assessment practices throughout the college;
5. Provide expertise and input on college-wide assessment processes involving electronic data collection, entry, management, analysis, and reporting;
6. Collaborate with the leadership team to promote effective and constructive Educator Preparation Provider (EPP) assessment;
7. Facilitate, along with the appropriate Associate Dean, any COE accreditation processes; and
8. 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 ad hoc committees should be based in programs rather than departments.

j. Diversity and Inclusion Committee

The Diversity and Inclusion committee shall consist of full-time non-administrative faculty member elected by departments within the College of Education. Eligibility for membership on the Diversity and Inclusion committee is at least a successful annual review at the time of election. Committee members serve a two-year term and two faculty members from each department as well as two staff members serve as the voting membership. It is the responsibility of the Diversity and Inclusion Committee to:
1. Facilitate in the development of our students, faculty, and staff to achieve professionally and personally in an increasingly diverse and interconnected university community, state, nation, and world;
2. Increase the recruitment, retention, progression, and graduation of all qualified students with a particular focus on the success of those who have been underserved in the past; and
3. Recruit, retain, and promote an increasingly diverse faculty and staff.

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. Voting for all college-wide elections is to be limited to the Corps of Instruction. 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 Tenure, Promotion and Welfare committee functions at the college level. The purpose of this committee is to make recommendations to the department chair.

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.
5. 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.
ARTICLE V
STUDENT ORGANIZATIONS
Faculty members, including the Corps of Instruction and Administrative Officers, 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 Bylaws. However, these Bylaws may not be interpreted in any manner that is inconsistent with either the Faculty Handbook of the University or the Policy Manual of the Board of Regents.

ARTICLE VII
DEFINITIONS
Section 1. Faculty Handbook: The Faculty Handbook referred to in this document is the Georgia Southern University Faculty Handbook published on an annual basis. Any amendment to the Faculty Handbook shall become part of the Bylaws of the College of Education.

Section 2. Board of Regents Policy Manual: Board of Regents Policy Manual referred to in the statutes of the University and the Bylaws of the College of Education is of the Board of Regents Policy Manual as it may, from time to time, be amended. Any amendment to the the Board of Regents Policy Manual shall become part of the Bylaws of the College of Education as if they were originally a part of such Bylaws.

Section 3. The Faculty: The Faculty of Georgia Southern University will consist of the Corps of Instruction and the Administrative Officers as they are defined in Section 3.2.1.1 of the Board of Regents Policy Manual and appointed by the president of Georgia Southern University.

Section 4. Earned Doctorate: An earned doctorate shall be any earned, terminal degree accepted accreditation purposes (including an Ed.D. or Ph.D.) to the extent such interpretation is consistent with the Faculty Handbook of the University and the Policy Manual of the Board of Regents.
Section 5. Tenured/Tenure-track Faculty: A tenured/tenure-track faculty member is a full-time Professor, Associate Professor, or Assistant Professor 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
Section 1. The Bylaws of the College of Education shall be in full force when approved by a majority of the Corps of Instruction, followed by approval by the Department Chairs, the Dean, the Provost, and the President, as per Section 325 of the Faculty Handbook.

ARTICLE IX
AMENDMENTS
Section 1. The College faculty shall have the power to amend the Bylaws. The Bylaws 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 Bylaws. The Faculty Executive Committee, in concert with the dean, shall decide when the Bylaws need to be revisited.

b. Proposals to amend the Bylaws shall be submitted to the College faculty not later than 14 days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending. Proposed amendments must be adopted by a two-thirds majority of faculty members voting (see the Faculty Handbook Section 325).

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 Bylaws of the College of Education. The guidelines for revising the Policies and Procedures are described within each respective section of that document.