

BYLAW OF THE DALTON STATE COLLEGE FACULTY SENATE

Last Revised 12-10-2014

DEFINITIONS

“Faculty” refers (in keeping with USG BOR policy 3.2.1.1) to all full-time tenured, tenure-track, lecturers, full-time temporary, and part-time teaching faculty, instructors, and certified librarians who comprise the corps of instruction.

“Dalton State College” refers to the sum of the Dalton campus and other off-campus instructional sites unless otherwise specified.

ARTICLE I

Name

This organization shall be named the Faculty Senate of Dalton State College.

ARTICLE II

Purpose

The purpose of the Faculty Senate shall be to provide a deliberative means for recommending policy and any changes in policy, except those mandated by the Board of Regents, to the president of the College and to the faculty. The Faculty Senate shall serve as the mechanism for shared governance at the College and shall be responsible for recommending revisions to the Dalton State College *Statutes*.

As stipulated by section 3.2.4 of the Board of Regents’ *Policy Manual*, the Faculty Senate shall, subject to the approval of the president of the institution,

1. Make statutes, rules, and regulations for its governance and for that of the students;
2. Provide such committees as may be required;
3. Prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and
4. Make such regulations as may be necessary or proper for the maintenance of high educational standards.

A copy of an institution’s statutes, rules, and regulations made by the faculty shall be filed with the Chancellor. The faculty shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the president of the institution.

When there is inconsistency or conflict between the Faculty Senate Bylaws and various governing documents, resolution will be settled by an ad-hoc committee selected by the president of the Faculty Senate or, in cases of a potential conflict of interest, a representative appointed by the president of the college.

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ARTICLE III Members

Section 1. Membership. Membership of the Faculty Senate shall consist of the president of the College as **ex-officio** chair (per BOR policy 2.5.2), the vice president for academic affairs, and elected senators. The president of the College and the vice president for academic affairs shall be non-voting members.

Section 2. Elected Senators. Any full-time tenured, tenure-track, teaching faculty (including full-time lecturers), or certified librarian not holding a full-time administrative office at Dalton State College shall be eligible for election to the Faculty Senate after his or her third semester of service. Department chairs and deans cannot be senators. Part-time teaching faculty and instructors are not eligible for election to the Faculty Senate. However, part-time teaching faculty and instructors from each department or school may elect a non-voting representative as a member of the Senate.

- a. Representation. The Faculty Senate shall be composed of representatives from each academic department or school (when the school has no designated departments). The number of senators per department or school shall be as follows:
 - i. One senator shall be elected for every 5 full-time faculty members in a department.
 - ii. One senator shall be elected from the library staff.

One additional at-large senator from each School will be elected from the faculty at the spring faculty meeting.

- b. Elections. Departments or schools shall elect senators by secret ballot no later than March 1st of each year. Departments or schools shall elect senators by a plurality of votes cast for nominees. (See the addendum to these bylaws regarding elections for the first year.)

Department chairs or deans shall forward the names of elected senators to the president of the Faculty Senate within three working days of the election. The president of the Faculty Senate shall seek nominations for at-large senators at the spring faculty meeting and shall conduct their election by secret ballot at that meeting. The full faculty shall elect senators at-large by a plurality of votes cast for nominees. Terms of service for senators shall begin at the start of the following fall semester.

- c. Length of Service. Terms shall be for three years. Departments or schools that have more than one senator shall stagger their terms into three classes so that no more than one class of their senators completes a term of office in a given year. In the event that a department or school increases its number of senators, these academic units are authorized to reduce the term of a newly elected senator to two years in the first year that the unit's representation increases so as to adhere to this stipulation. In no case, however, shall a term be extended beyond three years. Senators may serve three full consecutive terms, after which they must take at least a one-year absence before they are eligible to serve again. (See the addendum for charts on terms of service and terms of service for the first year.)

Section 3. Attendance. Elected senators shall attend all meetings of the Senate unless extenuating circumstances prevent attendance. A senator who cannot attend a meeting shall notify an appropriate substitute to serve in place of the absent senator. The substitute shall have full voting privileges.

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Section 4. Resignation. When any senator is appointed to a full-time administrative office, that senator's office is vacated, and a new election to fill that office shall be held. Any senator who is unable or unwilling to perform expected or requested duties shall submit a written resignation to the president of the Faculty Senate.

Section 5. Recall of Senators. Department or school faculty may recall a senator representing their academic unit by a majority vote of that unit's faculty. The full faculty may recall a senator at-large by a majority vote of the full faculty.

Section 6. Unexpired Terms of Service. In the case of an unexpired term of service for any senator representing a department or school, the department or school shall elect by secret ballot a replacement to fill the remaining senate term. In the case of unexpired terms of service for at-large senators, the president of the Faculty Senate shall seek nominations and conduct an election for these terms by campus mail ballot. Faculty members shall elect replacement at-large senators by a plurality of votes cast for nominees.

ARTICLE IV Officers

Section 1. Officers. The officers of the Senate shall include the president of the Senate, the president-elect, the secretary, and the parliamentarian. The president of the Faculty Senate shall seek nominations for officers by April 1 and shall conduct an election by secret ballot at the final spring meeting of the Senate. Senators shall elect officers by a plurality of votes cast for nominees. All officers of the Senate shall begin their term at the start of the following fall semester.

- a. President. The president of the Faculty Senate shall serve for two years. The duties of the president shall include the following:
 1. Presiding at Faculty Senate meeting except as provided by BOR policy 2.5.2.
 2. Collecting agenda items and coordinating arrangements with the president of the College or the president's designee for meetings of the Senate.
 3. Scheduling the room and overseeing details for each meeting.
 4. Appointing and charging special or ad hoc committees.
 5. Conducting elections as specified in these bylaws.
 6. Fulfilling other duties as may be warranted.

- b. President-Elect. The president-elect should be elected from senators who have more than one year of service remaining. The president-elect shall serve for two years, after which, in the normal course of events, he/she shall succeed to the office of president. In the event that he/she cannot fulfill the office, a special election for the next president shall be held. The duties of the president-elect shall include the following:
 1. Keeping records of committee memberships and terms of office.
 2. Collecting written reports from all committees.
 3. Collecting agenda items and assisting the president of the Faculty Senate with meeting arrangements for the Faculty Senate.
 4. Presiding over Faculty Senate meetings in the absence of the president of the Senate.

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- c. Secretary. The secretary of the Faculty Senate shall serve for two years. The duties of the Secretary shall include the following:
1. Keeping detailed minutes of each Faculty Senate meeting.
 2. Maintaining an accurate record of attendance to include the names of members present and absent.
 3. Distributing copies of the minutes to the college constituents within 10 working days of each Faculty Senate meeting or, following the last spring meeting, by the end of the contract period.
 4. Ensuring, in conjunction with the Library senator, that all official documents of the Senate shall be secured in the Derrell C. Roberts Library Resource Center, which shall serve as the documents depository of the Dalton State College Faculty Senate.
 5. Collecting agenda items and assisting the president of the Faculty Senate with meeting arrangements for the Faculty Senate.
 6. Distributing Faculty Senate agendas to the college one week prior to the established meeting times.
- d. Parliamentarian. Term of service shall be for two years. The Parliamentarian shall settle questions regarding parliamentary procedures according to the latest edition of Roberts Rules of Order: Newly Revised.

Section 2. Executive Committee. The officers of the Faculty Senate shall comprise the Executive Committee of the Senate. This committee will appoint senators to serve on various committees.

ARTICLE V Meetings

Section 1. Regular Meetings. (Rev. 07-28-2014). The Faculty Senate shall convene in open session, in space adequate for potential visitors, at least three times per semester during the academic year. Meetings shall be held beginning at 3:30 p.m. on the second Wednesday of each month, with the exception that the final Senate meeting of the semester shall be held prior to the final general faculty meeting of the semester.

Any member of the faculty may present matters for consideration to the Faculty Senate, provided the faculty member notifies the president or any officer of the Faculty Senate in writing at least 10 calendar days prior to the next regular meeting.

Section 2. Special Meetings. The president of the Faculty Senate shall call a special meeting of the Faculty Senate upon written request of at least 25% of the senators or upon request of at least 10 faculty members, or upon request of the president of the College.

Section 3. Executive Session. The Faculty Senate may hold an executive session at any regular or special Senate meeting by two-thirds majority approval of the members present.

Section 4. Quorum. A quorum shall exist when more than 50% of the elected senators are present.

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ARTICLE VI Committees

Section 1. The following shall apply to all standing committees of the Faculty Senate.

- a. **Initial Meeting.** The initial meeting of each committee, with the exceptions of the Academic Conduct Committee and the Academic Programs Committee, shall be convened within the first four weeks of the fall semester or upon creation. A senator on each committee shall call the first meeting for the express purpose of electing a chair. The Academic Conduct Committee may delay its meeting in order to allow the election of student representatives to the committee, as long as the meeting is held within the first five weeks of the semester. The Academic Programs Committee is chaired by the vice president for academic affairs.
- b. **Tasks.** The task of each committee shall be to establish and review the policies and the administration of policies in its area and offer recommendations as necessary. Recommendations to the Senate shall be submitted to the president of the Faculty Senate or any elected officer of the Faculty Senate.
- c. **Annual Report.** Each committee shall submit a written annual report to the president of the Faculty Senate no later than the last regular meeting of the academic year. The report shall include a list of all items placed on the committee's agenda and note the disposition of each. The minutes of the last Senate meeting of the academic year shall incorporate these reports. A copy of the written report shall also be filed in the library.
- d. **Minutes.** A copy of the minutes of each committee meeting shall be furnished by the secretary of each committee to the Faculty Senate and to the president-elect for inclusion in the Faculty Senate file in the library within 10 days of the committee meeting.
- e. **Appointments.** Elected committee members shall serve one-year terms unless otherwise stated as in Article III of this document. Members may be reelected to committees for succeeding terms. When possible, committees should be composed of representatives from a variety of schools.
- f. **Representation.**
 - (1) **Senators:** Each standing and special committee shall have in its composition at least one senator. Senator representation for all committees will be determined by the Executive Committee from the top three choices indicated by each senator.
 - (2) **Faculty Members:** Faculty representation for standing and special committees will be elected by each academic division. Notwithstanding the requirements levied on academic divisions to supply a stipulated number of faculty representatives (as listed for each committee, below) divisions and academic units with 20 or fewer assigned faculty positions will be free to determine which committees they will send representatives to and whether or not they will send a full or reduced number of representatives.
 - (3) **Faculty at Large:** Faculty at Large representation for standing and special committees will be elected by the faculty.

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- (4) Staff Members: Staff member representation for standing and special committees shall be by virtue of position or by appointment as specified in the committee composition guidelines.
- (5) Students: Student representation for standing and special committees will be elected by the Student Advisory Council.
- g. Unexpired Terms of Service. In the event that a committee member does not complete his/her term of service, the chair of the respective committee shall recommend a replacement for appointment to the Faculty Senate for approval. In the event that this member is an elected individual, a special election shall be held. All vacant positions should be filled within 30 days.

Section 2. (Rev. 12-07-2012, 03-13-2013, 07-28-2014, 12-10-2014) The Faculty Senate of Dalton State College shall establish the following standing committees according to the provisions of the Board of Regents' policy 3.2.4:

Academic Conduct Committee

Purpose: The purpose of the Academic Conduct Committee shall be to make policy recommendations to the vice president for academic affairs regarding academic irregularities.

Composition: The Academic Conduct Committee shall be composed of the following:

- (a) Faculty senator (1)
- (b) Other faculty, 1 per school (5), elected by the faculty of the school, who shall serve on the Student Conduct Committee

Duties: The committee shall collaborate with the Student Conduct Committee to support academic standards of honesty and integrity promoting the best learning environment.

Academic Programs Committee

Purpose: The purpose of the Academic Programs Committee shall be to formulate academic policies for the College.

Composition: The committee shall be composed of the following:

- (a) Faculty senators (5) to include the members of the Executive Committee and one additional faculty senator
- (b) Vice president for academic affairs, who serves as chair
- (c) Deans
- (d) Vice president for enrollment and student services
- (e) Registrar
- (f) Academic advisor, appointed by the Academic Advising coordinator (1)
- (g) Other faculty, elected by vote of the faculty in the department/school, 1 per department in schools with departments, 1 per school in schools without departments
- (h) Student, appointed by SAC, voting (2)

Duties: The committee shall review and formulate academic regulations including entrance requirements, advisement, and degree requirements. The committee shall be responsible for

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the approval and review of all academic programs, course offerings, the appropriate hours of credit, catalog description of the courses, and, where appropriate, the inclusion of program elements that support diversity and equity at the College.

Assessment Committee

Purpose: The purpose of the Assessment Committee is to oversee the assessment of the quality of educational and academically related services at Dalton State College with a view to improving overall institutional effectiveness and student retention.

Composition: The committee shall be composed of the following:

- (a) Faculty senator (1)
- (b) Vice president for academic affairs
- (c) Director of Academic Resources
- (d) Director of Institutional Research
- (e) Other faculty, elected by vote of the faculty of each school, 1 per school (5)

Duties: The Assessment Committee shall

- (a) serve in an advisory capacity to the president
- (b) coordinate and promote assessment activities on campus
- (c) ensure that campus assessment activities meet the criteria of the University System of Georgia, the Southern Association of Colleges and Schools, and other accrediting agencies
- (d) review annually the mission statement of the College
- (e) provide information to the Strategic Planning Committee concerning strengths and weaknesses on campus

Faculty Development and Welfare (FDW) Committee

Purpose: The purpose of the Faculty Development and Welfare Committee shall be to exercise oversight of matters pertaining to the development and welfare of Dalton State College faculty.

Composition: The committee shall be composed of the following:

- (a) President-elect of the Faculty Senate
- (b) Faculty senators (4)
- (c) Tenured faculty, elected by vote of the faculty in the department/school, 1 per department in schools with departments, 1 per school in schools without departments
- (d) Director of the Center for Academic Excellence
- (e) Vice president for academic affairs ex officio

Duties: The committee, via its subcommittees, shall address opportunities for faculty professional development, monitor and promote faculty welfare, provide input into the academic calendar, and consider matters of intellectual property rights and use of materials produced by faculty. The goal is to promote teaching, scholarship, and service.

Subcommittees

- I. Faculty Development

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Purpose: The purpose of the Faculty Development Subcommittee is to identify, promote, and support professional development opportunities and to oversee initiatives for faculty development in the areas of teaching and learning for full-time Dalton State College faculty.

Composition: The Faculty Development Subcommittee shall be composed of the following:

- (a) Faculty senator (1)
- (b) Tenured faculty, self-selected from FDW committee (4)
- (c) Assistant vice president for academic affairs
- (d) Director of the Center for Academic Excellence
- (e) Other faculty, elected by vote of the faculty in the department/school, 1 per department in schools with departments, 1 per school in schools without departments
- (f) Director of First-Year Experience (1)
- (g) Member of Student Services staff, to be selected by the vice president for enrollment and student services (1)

Duties: The subcommittee shall suggest, propose, and work with the College administration to provide, support, and promote the most appropriate opportunities for faculty to enhance their teaching effectiveness. The subcommittee will make recommendations to the director of the Center for Academic Excellence as appropriate.

II. Teaching, Scholarship, and Service Awards

Purpose: The purpose of the Teaching and Service Awards Subcommittee (TSSA Subcommittee) is to determine the annual recipients of the Dalton State College Faculty Awards for Excellence in Teaching, Scholarship, and Service to be given at the Honors Convocation in April of each year.

Composition: The TSSA Subcommittee shall be composed of the following:

- (a) Faculty senator (1)
- (b) Other faculty, elected by vote of the faculty in the school, with at least three years of continuous service at DSC, one per school (5)
- (c) Students, selected by schools, majoring in a field taught within the school who have a minimum grade point average of 3.25 on at least 30 hours of academic work (5)
- (d) Vice president for academic affairs (non-voting moderator)

Duties: The TSSA Subcommittee will be convened at the call of the vice president for academic affairs, upon a date no later than one week prior to the end of the year faculty meeting, and will make its selection from the nominees chosen by the schools of the College and submitted to the Office of Academic Affairs. Awards will be given out at the end of the year faculty meeting and not at the honors convocation.

III. Evaluation

Purpose: The purpose of the Evaluation Subcommittee is to oversee the faculty evaluation process to include tenure and promotion. (The current faculty evaluation committee shall continue to meet until the revision of the faculty evaluation procedures is complete and approved by the Faculty Senate.)

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Composition: The Evaluation Subcommittee shall be composed of the following:

- (a) Faculty senator (1)
- (b) Tenured faculty, from FDW committee, one from each school (5)
- (c) Chair and dean selected by the VPAA

Duties: The Evaluation Subcommittee shall recommend, to the Academic Policy Committee through the vice president for academic affairs, modifications in policy, structure, and/or implementation of faculty evaluation as the need arises, and student evaluation of faculty as the need arises, including issues around annual goals, annual evaluations, tenure, promotion, and pre- and post-tenure review.

It shall also mediate, as needed, in disagreements between faculty and administrators regarding setting and achieving annual goals, annual evaluations, and tenure or promotion procedures and requirements. The chair and dean would recuse themselves from such mediation if they are involved in the process.

IV. Welfare

Purpose: The purpose of the Faculty Welfare Subcommittee is to review policies affecting faculty welfare.

Composition: The subcommittee shall be composed of the following:

- (a) Executive Board of the Faculty Senate
- (b) President of the College
- (c) Vice president for academic affairs
- (d) Faculty senator (1)
- (e) Director of Human Resources
- (f) Tenured Faculty, from FDW committee, one from each school (5)
- (g) Librarian (1)

Duties: The subcommittee shall review policies (other than individual grievances) relative to recruitment, fostering a diverse faculty, salary, benefits, standards for faculty qualifications, institutional budget, sabbatical leaves, leaves of absence, and faculty workload and class size. This subcommittee shall also review other policies and issues pertaining to faculty welfare and service such as physical working conditions, review current compliance with Board of Regents' policy, incorporate *Dalton State Statutes* amendments proposed by faculty, and create ad hoc subcommittees as necessary. An initial duty shall be to revise the *Statutes* and relevant handbooks to reflect relevant items in these bylaws.

V. Intellectual Property

Purpose: The purpose of the Intellectual Property Rights and Usage Subcommittee is to review policies regarding the rights and equities in intellectual property created by faculty, staff, and students of Dalton State College.

Composition: The subcommittee shall be composed of the following:

- (a) Faculty senator (1)
- (b) Vice president for academic affairs (ex-officio)

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- (c) Self-selected faculty from FDW committee (4)
- (d) Librarian (1)

Duties: The subcommittee shall determine circumstances, on a case-by-case basis in accordance with previously adopted rules and protocols, in which a faculty member may require use of self-authored or self-edited textbooks or other learning materials that are not provided to students free of charge. Such materials are to be sold by the Dalton State College Bookstore or through a commercial bookseller and are not to be sold directly to students by a Dalton State College faculty member. The purview of this subcommittee is confined to the legitimacy of the faculty author's pecuniary compensation and does not extend to the substantive content of textbooks or other learning materials. In routine cases of individual effort, the Dalton State College Intellectual Properties Policy provides for ownership of intellectual property. In the cases of sponsor-supported efforts, institution- assigned efforts, institution-assisted efforts, and other efforts as designated in the Intellectual Properties Policy, the Intellectual Property Subcommittee shall meet to consider and make recommendations concerning ownership and equities in keeping with DSC Intellectual Properties Policy. The subcommittee will also review issues related to copyright violations and disputes.

Faculty Resource Committee

Purpose: The purpose of the Faculty Resource Committee shall be to make recommendations on all matters relevant to the maintenance of an effective library program and all matters pertaining to the faculty and student use of technology as it relates to classroom and professional activities.

Composition: The committee shall be composed of the following:

- (a) Faculty senator (1)
- (b) Director of Library Services
- (c) Other faculty, elected by schools (5)
- (d) Student representatives, chosen by SAC, voting (2)
- (e) Director of Office Computing and Information Services
- (f) Staff from the Office of Instructional Technology (1)

Duties: The Faculty Resource Committee shall advise the Library director on all matters pertaining to faculty-student use of the library and act as liaison between the Library director, faculty, students, and community patrons.

The Faculty Resource Committee shall annually review the instructional technology needs of the College and make specific recommendations for their maintenance and enhancement. The committee shall review standing policies and procedures regarding the use of instructional technology for learning and recommend changes to the Senate as needed.

International Education Committee

Purpose: The purpose of the International Education Committee is responsible for the formulation of short-term and long-term goals for campus-wide internationalization efforts.

Composition: The committee shall be composed of the following:

- (a) Faculty senator (1)

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- (b) Director of the Center for International Education, who serves as chair of the committee and selects the committee membership as follows:
- a. Other faculty with an interest in international education (2)
 - b. Faculty representatives of the USG World Regional Councils
 - c. Director of First-Year Experience
 - d. Member of Student Activities staff (1)
 - e. Students voting (2)
 - f. Admissions Office Representative
 - g. Business Office Representative

Duties: The committee will assist in the implementation of the USG Principles of International Education and the maintenance of the multicultural/global perspectives requirement for all degree programs, the creation and promotion of the International Endorsement program, and the expansion of international study opportunities for students and faculty.

Strategic Planning Monitoring Committee

Purpose: To provide ongoing monitoring of the implementation of the colleges various strategic plan, master plan, physical plan, academic plan, and such other plans as is necessary.

Composition: The committee shall be composed of

- (a) Vice president for academic affairs
- (b) Vice president for enrollment and student services
- (c) Vice president for fiscal affairs
- (d) Faculty senators (5)
- (e) Director of Institutional Research and Planning

Duties: The duties of the Strategic Planning Monitoring Committee shall be to recommend policies concerning the College's purposes and goals (and to evaluate their degree of suitability and attainment), academic planning and growth, SACS and specialization accreditations, campus development and to monitor the implementation of the College's strategic plan.

Tenure and Promotion Committee

Purpose: The purpose of the Tenure and Promotion Committee shall be to serve as an advisory body to the vice president for academic affairs concerning all faculty members under consideration for tenure and promotion.

Composition: The committee shall be composed of the following:

- (a) Faculty senator (1)
- (b) Tenured faculty, elected by vote of the faculty of each department/school, 1 per department in schools with departments, 1 per school in schools without departments
- (c) Committee members shall be elected for two-year terms
- (d) The chair for the following year will be elected at the last meeting of the year

Duties: The Tenure and Promotion Committee shall conduct reviews of all faculty applications for tenure or promotion that have been submitted by school deans in accordance with the procedures described in the Dalton State College Faculty Annual Evaluation Process Manual of Procedure, The Faculty Handbook, and Board of Regents' policies.

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ARTICLE VII Faculty Review

1. Actions of the Faculty Senate are subject to review by the full faculty.
2. The secretary of the Senate shall send to all faculty members a complete description of all Senate resolutions within 10 days of any Senate meeting.
3. Upon the written request of 25% or more of full-time faculty members, the president of the College will call, in a timely manner, a meeting of the full faculty to discuss, review, and/or overturn any Senate resolution.
4. Faculty may overturn resolutions of the Faculty Senate by a two-thirds vote of the faculty present at any official College faculty meeting.
5. All changes to the Dalton State College Statutes as recommended by the Senate must be approved by a majority vote at a faculty meeting.

ARTICLE VIII Presidential Response

1. The president of the Faculty Senate shall, within four working days, submit, in writing, recommendations passed by the Faculty Senate to the president of the College.
2. The president of the College shall, within 20 calendar days of receiving such recommendations, respond in writing to the president of the Faculty Senate:
 - a. Should the president of the College approve a Senate recommendation, that recommendation shall immediately become official College policy, providing that the faculty have received notice of the recommendation and have not requested a meeting to discuss it.
 - b. Should the president of the college veto a Senate recommendation, he/she shall, within the 20 days specified above, provide to the president of the Senate a written explanation of the reasons for his/her veto.
3. In the event of a veto, the Faculty Senate may respond by
 - a. accepting the veto
 - b. sending to the president of the College a compromise recommendation
 - c. rejecting the president's veto for the record with a two-thirds vote of senators present
4. The president of the College will respond to a Senate compromise recommendation as specified above for any Senate recommendation.

ARTICLE IX Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order: Newly Revised* shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Senate may adopt.

ARTICLE X Amendment of Faculty Senate Bylaws (Rev. 07-28-2014)

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Amendments to the Bylaws must be approved by both the Senate and the faculty of the College. Proposed amendments may be brought before the Senate by two methods:

- (1) An amendment may be proposed by at least ten members of the faculty and submitted to the Senate for debate.
- (2) An amendment may be proposed as a motion by a member of the Senate.

In either case, the proposed amendment must be circulated to all members of the Senate at least one week prior to the senate meeting at which it is to be debated. In order to pass, an amendment requires a two-thirds majority vote by the senators present.

An amendment that is passed by the Faculty Senate shall be submitted by the Secretary of the Faculty Senate as a recommendation to the faculty of the College at least one week prior to the next general faculty meeting. In order to pass, an amendment requires a two-thirds majority vote by the faculty members present.

An amendment shall become effective when approved by the President of the College. The President of the College shall communicate the amendment to the Chancellor.

ADDENDUM TO THE BYLAWS OF THE DALTON STATE COLLEGE FACULTY SENATE*

(12-10-2014)

Article VI Committees, Section 2. FDW Intellectual Property Subcommittee

V. Intellectual Property

Purpose: The purpose of the Intellectual Property Rights and Usage Subcommittee is to review policies regarding the rights and equities in intellectual property created by faculty, staff, and students of Dalton State College.

Composition: The subcommittee shall be composed of the following:

- (a) Faculty senator (1)
- (b) Vice president for academic affairs (ex-officio)
- (c) Self-selected faculty from FDW committee (4)
- (d) Librarian (1)

Duties: The subcommittee shall determine circumstances, on a case-by-case basis in accordance with previously adopted rules and protocols, in which a faculty member may require use of self-authored or self-edited textbooks or other learning materials that are not provided to students free of charge. Such materials are to be sold by the Dalton State College Bookstore or through a commercial bookseller and are not to be sold directly to students by a Dalton State College faculty member. The purview of this subcommittee is confined to the legitimacy of the faculty author's pecuniary compensation and does not extend to the substantive content of textbooks or other learning materials. In routine cases of individual effort, the Dalton State College Intellectual Properties Policy provides for ownership of intellectual property. In the cases of sponsor-supported efforts, institution- assigned efforts, institution-assisted efforts, and other

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efforts as designated in the Intellectual Properties Policy, the Intellectual Property Subcommittee shall meet to consider and make recommendations concerning ownership and equities in keeping with DSC Intellectual Properties Policy. The subcommittee will also review issues related to copyright violations and disputes.

(12-10-2014)

Article VI Committees, Section 2. Academic Programs Committee, Faculty Development and Welfare (FDW) Committee, FDW Faculty Development Subcommittee, and Tenure and Promotion Committee

Academic Programs Committee

Purpose: The purpose of the Academic Programs Committee shall be to formulate academic policies for the College.

Composition: The committee shall be composed of the following:

- (i) Faculty senators (5) to include the members of the Executive Committee and one additional faculty senator
- (j) Vice president for academic affairs, who serves as chair
- (k) Deans
- (l) Vice president for enrollment and student services
- (m) Registrar
- (n) Academic advisor, appointed by the Academic Advising coordinator (1)
- (o) Other faculty, elected by vote of the faculty in the department/school, 1 per department in schools with departments, 1 per school in schools without departments
- (p) Student, appointed by SAC, voting (2)

Duties: The committee shall review and formulate academic regulations including entrance requirements, advisement, and degree requirements. The committee shall be responsible for the approval and review of all academic programs, course offerings, the appropriate hours of credit, catalog description of the courses, and, where appropriate, the inclusion of program elements that support diversity and equity at the College.

Faculty Development and Welfare (FDW) Committee

Purpose: The purpose of the Faculty Development and Welfare Committee shall be to exercise oversight of matters pertaining to the development and welfare of Dalton State College faculty.

Composition: The committee shall be composed of the following:

- (f) President-elect of the Faculty Senate
- (g) Faculty senators (4)
- (h) Tenured faculty, elected by vote of the faculty in the department/school, 1 per department in schools with departments, 1 per school in schools without departments
- (i) Director of the Center for Academic Excellence
- (j) Vice president for academic affairs ex officio

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Duties: The committee, via its subcommittees, shall address opportunities for faculty professional development, monitor and promote faculty welfare, provide input into the academic calendar, and consider matters of intellectual property rights and use of materials produced by faculty. The goal is to promote teaching, scholarship, and service.

Faculty Development and Welfare (FDW) Subcommittees

I. Faculty Development

Purpose: The purpose of the Faculty Development Subcommittee is to identify, promote, and support professional development opportunities and to oversee initiatives for faculty development in the areas of teaching and learning for full-time Dalton State College faculty.

Composition: The Faculty Development Subcommittee shall be composed of the following:

- (h) Faculty senator (1)
- (i) Tenured faculty, self-selected from FDW committee (4)
- (j) Assistant vice president for academic affairs
- (k) Director of the Center for Academic Excellence
- (l) Other faculty, elected by vote of the faculty of each department/school, 1 per department in schools with departments, 1 per school in schools without departments
- (m) Director of First-Year Experience (1)
- (n) Member of Student Services staff, to be selected by the vice president for enrollment and student services (1)

Duties: The subcommittee shall suggest, propose, and work with the College administration to provide, support, and promote the most appropriate opportunities for faculty to enhance their teaching effectiveness. The subcommittee will make recommendations to the director of the Center for Academic Excellence as appropriate.

Tenure and Promotion Committee

Purpose: The purpose of the Tenure and Promotion Committee shall be to serve as an advisory body to the vice president for academic affairs concerning all faculty members under consideration for tenure and promotion.

Composition: The committee shall be composed of the following:

- (e) Faculty senator (1)
- (f) Tenured faculty, elected by vote of the faculty of each department/school, 1 per department in schools with departments, 1 per school in schools without departments
- (g) Committee members shall be elected for two-year terms
- (h) The chair for the following year will be elected at the last meeting of the year

Duties: The Tenure and Promotion Committee shall conduct reviews of all faculty applications for tenure or promotion that have been submitted by school deans in accordance with the procedures described in the Dalton State College Faculty Annual Evaluation Process Manual of Procedure, The Faculty Handbook, and Board of Regents' policies.

BYLAW OF THE DALTON STATE COLLEGE FACULTY SENATE

(07-28-2014)

Article V. Section 2. Regular Meetings. The Faculty Senate shall convene in open session, in space adequate for potential visitors, at least three times per semester during the academic year. Meetings shall be held beginning at 3:30 p.m. on the second Wednesday of each month, with the exception that the final Senate meeting of the semester shall be held prior to the final general faculty meeting of the semester.

Article X. Amendments to the Faculty Senate Bylaws. Amendments to the Bylaws must be approved by both the Senate and the faculty of the College. Proposed amendments may be brought before the Senate by two methods:

- (1) An amendment may be proposed by at least ten members of the faculty and submitted to the Senate for debate.
- (2) An amendment may be proposed as a motion by a member of the Senate.

In either case, the proposed amendment must be circulated to all members of the Senate at least one week prior to the senate meeting at which it is to be debated. In order to pass, an amendment requires a two-thirds majority vote by the senators present.

An amendment that is passed by the Faculty Senate shall be submitted by the Secretary of the Faculty Senate as a recommendation to the faculty of the College at least one week prior to the next general faculty meeting. In order to pass, an amendment requires a two-thirds majority vote by the faculty members present.

An amendment shall become effective when approved by the President of the College. The President of the College shall communicate the amendment to the Chancellor.

Article VI. Section 2. International Education Committee. Duties: The committee will assist in the implementation of the USG Principles of International Education and the maintenance of the multicultural/global perspectives requirement for all degree programs, the creation and promotion of the International Endorsement program, and the expansion of international study opportunities for students and faculty.

Article VI. Committees. Section 2. Promotion and Tenure Committee. Composition: The Promotion and Tenure Committee shall be composed of the following:

- (i) Faculty senator (1)
- (j) Tenured faculty, elected by vote of the faculty of each department/school, one per department (10)
- (k) Committee members shall be elected for two-year terms
- (l) The chair for the following year will be elected at the last meeting of the year

Article VI. Committees. Section 2. Academic Programs Committee, Faculty Development and Welfare (FDW) Committee, and Faculty Development and Welfare (FDW) Committee. I. Faculty Development Subcommittee Membership updated to reflect creation of new departments.

(03-13-2013)

BYLAW OF THE DALTON STATE COLLEGE FACULTY SENATE

Article VI, Section 2, FDW Committee, subcommittee II (Teaching, Scholarship, and Service Awards), Duties: Vote approved by faculty senate and faculty as a whole that Duties should read as follows: "The TSSA Subcommittee will be convened at the call of the vice president for academic affairs, upon a date no later than one week prior to the end of the year faculty meeting, and will make its selection from the nominees chosen by the schools of the College and submitted to the Office of Academic Affairs."

(03-13-2013)

Article VI, Section 2, FDW Committee, subcommittee II (Teaching, Scholarship, and Service Awards), Duties: Vote approved by faculty senate and faculty as a whole to include the following statement at the end of the above subsection, "Awards will given out at the end of the year faculty meeting and not at the honors convocation."

(12-07-2012)

The Academic Program Committee Article VI, Section 2, Academic Programs Committee (h) shall read: Student, appointed by SAC, voting (2).

* These amendments have been reflected in the body of the document as well.