

**EAST GEORGIA STATE COLLEGE**

A Unit of the University System of Georgia

**STATUTES**

Adopted Faculty Senate August 6, 2012

Adopted by President's Cabinet August 6, 2012

Adopted by President August 6, 2012

Amendments Adopted by President's Cabinet July 31, 2013

Amendments Adopted by Faculty Senate August 9, 2013

Amendments Adopted by President August 9, 2013

Amendments Adopted by President's Cabinet July 28, 2015

Amendments Adopted by Faculty Senate September 18, 2015

Amendments Adopted by President September 18, 2015, 2015

Amendments: Revision to Statutes – general position titles and unit names

Amendments Adopted by President's Cabinet November 24, 2015

Amendments Adopted by Faculty Senate September 18, 2015

Amendments Adopted by President November 24, 2015

Amendments: Standing Committee revisions – Critical Thinking

Amendments Adopted by President's Cabinet November 24, 2015

Amendments Adopted by Faculty Senate December 11, 2015

Amendments Adopted by President December 14, 2015

Amendments: Standing Committee revisions – Calendar, Student Fee

Amendments Adopted by President's Cabinet January 28, 2016

Amendments Adopted by Faculty Senate December 11, 2015

Amendments Adopted by President January 28, 2016

Amendments: Standing Committee revisions – IT

## EAST GEORGIA STATE COLLEGE STATUTES

Amendments Adopted by President's Cabinet February 23, 2016  
Amendments Adopted by Faculty Senate March 11, 2016  
Approved by President March 15, 2016  
Amendment: Add New Standing Committee – Service Seal of Distinction

Amendments Adopted by President's Cabinet December 12, 2015  
Amendments Adopted by Faculty Senate April 8, 2016  
Approved by President April 20, 2016  
Amendment: Standing Committee revision – AAMI

Amendments Adopted by President's Cabinet December 20, 2016  
Amendments Adopted by Faculty Senate December 12, 2016  
Amendments Adopted by President December 20, 2016

### Amendments to Standing Committees

New Committees: Move On When Ready, First Year Experience Committee, Athletic Academic Integrity Oversight Committee

Revisions: Animal Use and Care Committee, Auxiliary Services Committee, Critical Thinking Committee, Military Friendly Campus Committee, Student Loan Default Rate Committee, Title IX Implementation and Oversight Committee, Alcohol, Drug Abuse and Violence Prevention Committee; IT Committee

Dissolution: Student Employment Review Committee

Amendments Adopted by President's Cabinet June 27, 2017  
Amendments Adopted by Faculty Senate August 4, 2017  
Approved by President August 11, 2017

### Amendments to Standing Committees

New Committees: Academic Integrity Oversight Committee f/k/a Athletic Academic Integrity Committee; Camp Review Committee, Campus Completion and Student Success Committee f/k/a Satisfactory Academic Progress Committee, Section 508 Compliance Committee

Revisions: Emergency Response Committee, Clery Coordinating Committee n/k/a Campus Annual Security Report Committee, Correll Scholars Committee, Critical Thinking Committee, External Site Committee, First Class, First Year Experience Committee, Housing Committee, Institutional Effectiveness Committee, Institutional Review Board, Judicial Committee, Move on When Ready Committee, Scholarship Committee, Student Affairs Committee, Study Abroad Committee, Title IX Committee, Vision Series Committee, Wellness Committee

Merged: Enterprise Risk Management Committee merged with Institutional Effectiveness Committee

# EAST GEORGIA STATE COLLEGE STATUTES

## TABLE OF CONTENTS

<b>ARTICLE I.</b>	<b>THE COLLEGE</b>
Section A.	Nature of the Institution
Section B.	Degrees Conferred
Section C.	Mission
<b>ARTICLE II.</b>	<b>OFFICE OF THE PRESIDENT</b>
Section A.	Administration
Section B.	Cabinet
Section C.	Duties of President
Section D.	Absence of the President
<b>ARTICLE III.</b>	<b>POLICIES AND PROCEDURES</b>
<b>ARTICLE IV.</b>	<b>ACADEMIC ADMINISTRATION</b>
Section A.	Duties of Vice President for Academic Affairs
Section B.	Academic Schools
Section C.	Academic Departments
<b>ARTICLE V.</b>	<b>STANDING COMMITTEES</b>
Section A.	Faculty Senate
Section B.	Cabinet
Section C.	President
Section D.	Minutes
<b>ARTICLE VI.</b>	<b>FACULTY</b>
Section A.	Composition
Section B.	Corps of Instruction
Section C.	Duties of Faculty
Section D.	Academic Processions and Regalia
Section E.	Faculty Meetings
Section F.	Faculty Absences
Section G.	Professional Service and Growth
Section H.	Academic Freedom
<b>ARTICLE VII.</b>	<b>FACULTY APPOINTMENT, TENURE AND PROMOTION</b>
Section A.	Initial Appointment and Reappointment
Section B.	Promotion and Tenure of Faculty
<b>ARTICLE VIII.</b>	<b>TERMINATION OF EMPLOYMENT</b>
<b>ARTICLE IX.</b>	<b>GENERAL PROVISIONS</b>
Section A.	Interpretation of Statutes
Section B.	Amendments to Statutes
Section C.	Retention of the Power of the Board of Regents
Section D.	Inconsistencies of East Georgia State College Policies with the Board of Regents Policies

**ARTICLE I.  
THE COLLEGE**

**Section A. Nature of the Institution**

East Georgia State College (the College) is a state college within the University System of Georgia.

The College is subject to the general jurisdiction of the Board of Regents and the Chancellor of the University System and shall exercise all authority conferred upon it by the Board of Regents. The term "Board of Regents," as used in these statutes, shall mean the Board of Regents of the University System of Georgia and its executive officer, the Chancellor.

**Section B. Degrees Conferred**

The College is authorized to confer the Associate of Arts degree and Baccalaureate degrees in approved academic disciplines upon candidates who have satisfied the prescribed requirements and conditions.

**Section C. Mission**

East Georgia State College is an associate degree granting, liberal arts institution of the University System of Georgia providing its students access to both academically transferable programs of study and collaborative programs in occupation-related fields. The College also offers targeted baccalaureate level degrees that support the University System's initiative to expand educational opportunities. The College prepares traditional and nontraditional students for success in the global 21st century through a technologically advanced teaching and learning environment that fosters personal growth by utilizing an expanding range of resources and amenities, including an on-campus student residential option. The College also continuously engages the communities it serves through public service and cultural enrichment.

**ARTICLE II.  
OFFICE OF THE PRESIDENT**

**Section A. College Administration and Support Offices**

The executive officers of the College shall be the President and the senior administrative officers that report directly to the President in each of the following areas: Academic Affairs, Student Affairs, Business Affairs, Information Technology, East Georgia State College -- Statesboro, East Georgia State College – Augusta, Chief of Staff/Legal Counsel, Institutional Advancement, Plant Operations, Police Department, and Athletics. *See Organizational Chart attached.* The President has the power and discretion to appoint additional administrative officers and to modify the Organizational Chart from time to time as necessary to the effective operation of the College.

**Section B. President's Cabinet**

The President's Cabinet is responsible to establish policies and procedures governing the management, operations, and strategic planning of the College. The Cabinet is advisory to the President and is the official policy making body in these areas at the College. Policies and procedures adopted by the Cabinet shall be maintained in the College's Manual of Policies and Procedures as described below. The Cabinet meets at least monthly and is chaired by the President. The Cabinet consists of the senior administrators of the College in each respective area: Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs, Vice President for Information Technology, Director of East Georgia State College -- Statesboro, Director of East Georgia State College – Augusta, Vice President for Institutional Advancement, Director of Athletics, Director of Public Safety, and Chief of Staff/Legal Counsel. The President has the power and discretion to appoint additional cabinet members and modify the composition of the Cabinet as necessary to the effective operation of the College.

**Section C. Duties of President**

The President shall be elected by the Board of Regents, shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution. The President shall be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board of Regents and the Chancellor. The President

Shall be a member of the faculty and ex officio Chair of the Faculty Senate and may preside at its meetings. The President shall be the official medium of communication between faculty and the Chancellor and between any council, senate, assembly, or other such body of the College and the Chancellor;

Shall have a suspensive veto power over all legislation of the President's Cabinet and Faculty Senate or other legislative bodies of the College;

In addition to the standing committees described in these statutes, shall have power to appoint special committees to advise and assist in planning and administration of the College;

Shall have the power to make initial appointment of faculty members and administrative employees, establish the salary of each, approve all promotions,

## EAST GEORGIA STATE COLLEGE STATUTES

and make all reappointments of faculty members and administrative employees, except as otherwise specified in these Statutes;

Shall have the right and authority to grant leaves of absence and extensions of such leaves for members of the faculty for study at other institutions or for such reasons as the President may deem proper. The President shall report such leaves to the Chancellor when required by policies of the Board of Regents. The President shall obtain approval of the Chancellor or his designee whenever such approval is required by policies of the Board of Regents.

Shall accept or allow his or her designee to accept on behalf of the Board the resignation of any employee of his/her institution;

Shall coordinate the preparation of the annual budget and the annual report of the College for presentation, through the Chancellor, to the Board of Regents;

Shall have such other and further powers, duties, and responsibilities as set forth in policies and procedures of the Board of Regents.

### **Section D. Absence of the President**

In the temporary absence of the President, the President's function shall be exercised by the Vice President for Academic Affairs.

**ARTICLE III.  
POLICIES AND PROCEDURES**

The policies and procedures of the College shall be contained in the College's Manual of Policies and Procedures which is available on the President's webpage and shall include, but not be limited to, the Faculty Handbook, the Employee Handbook, the Student Handbook and the Student Employment Handbook.

**ARTICLE IV.  
ACADEMIC ADMINISTRATION**

**Section A. Vice President for Academic Affairs**

The Vice President for Academic Affairs shall be appointed by the President and shall hold office at the pleasure of the President. The Vice President for Academic Affairs shall be directly responsible to the President. The duties and responsibilities of the Vice President for Academic Affairs are as follows:

Shall be a member of the faculty and the chief academic officer and an officer of general administration and shall have a coordinating function with the other officers of general administration;

Shall be responsible for the coordination of the work of the academic Schools of the College, instruction and sites of instruction; The Vice President for Academic Affairs may attend the meetings of the Faculty Senate and committees of the Faculty Senate and may make such recommendations to them as will, in the Vice President's opinion, tend to harmonize their work with the general policies of the College;

Shall study the needs of the academic Schools and other assigned departments and off-campus sites of instruction and shall be responsible for the administration of the budget for instruction and activities related to instruction;

Shall be chief administrator of academic regulations of the College;

Shall be responsible for scheduling of all academic uses of buildings and facilities. The Vice President for Academic Affairs shall be responsible for implementing action to assure that faculty offices, classrooms, laboratory spaces, and equipment are efficiently utilized. To this end, the Vice President for Academic Affairs shall coordinate and direct the assignment of classrooms and the preparation of the schedule of classes. The Vice President for Academic Affairs shall make studies of future academic needs and shall make recommendations for changes, alterations, and additions to classrooms, faculty offices, and laboratory spaces and for the use of permanent equipment;

Shall study ways and means by which the quality of instruction may be improved and shall make recommendations to the President, the Cabinet and the College faculty through appropriate committees, or to the faculty of the several Schools toward this end;

Shall make such statistical studies and other reports to the faculty and President as will keep them informed on academic matters;

Shall recommend to the President the appointment, reappointment, dismissal, placement, rank, promotion, tenure, and salary increases of academic personnel and shall be responsible for their development and welfare. In arriving at such recommendations, the Vice President for Academic Affairs shall consult with the Deans;



## EAST GEORGIA STATE COLLEGE STATUTES

Shall be responsible for securing verifications of degrees and credentials for appointments and reappointment of faculty;

Shall have available detailed records for each faculty member showing educational background, training and experience. The Vice President for Academic Affairs shall maintain a cumulative record of their publications, special achievements, honors, distinctions, membership in learned societies, and academic progress;

Shall supervise the library, supplemental academic instruction support for students and counseling and disabilities support for students;

Shall submit to the President an annual report, an annual budget for the area of instruction, and activities related to instruction; and

Shall perform such other duties as the President may from time to time assign.

### **Section B. Academic Schools**

An academic School is an administrative sub-unit of Academic Affairs organized for the purpose of giving instruction in one of the recognized areas of study and investigation. Schools report to the Vice President for Academic Affairs. One member of the faculty holding a doctorate shall be designated as Dean of each School. This person holds office at the pleasure of the President. The Dean may be assigned teaching responsibilities in addition to duties as Dean as deemed necessary by the Vice President for Academic Affairs.

The faculty of a School shall be responsible for the programs of study offered by the School. The faculty of the School shall recommend such changes and modifications in its curriculum, as may be deemed desirable. It shall advise and assist the Dean in formulating and executing the educational policies of the School. The faculty of the School shall hold regular meetings. At all meetings of the School, the Dean of the School will be the presiding officer. Minutes of each meeting shall be forwarded to the Vice President for Academic Affairs no later than the third working day following the meeting.

All official requests, recommendations, and proposals by a School shall be addressed to the Vice President for Academic Affairs in writing for action or for transmittal to appropriate persons or agencies for action.

The three academic Schools of the College are Humanities, Social Science, and Mathematics/Science. The Dean of each School:

Shall direct the work of the School; shall be responsible for the formation, in consultation with the faculty, of School policies; shall be responsible for the execution of College policies insofar as they affect the work of the School;

Shall be responsible for the quality of instruction offered by the School; shall consult from time to time with the faculty regarding the nature, scope, and quality of their work;

Shall be responsible for the assignment of courses and the scheduling of classes within the School, with the approval of the Vice President for Academic Affairs;

## EAST GEORGIA STATE COLLEGE STATUTES

Shall recommend to the Vice President for Academic Affairs appointments, reappointments, promotions, dismissals, tenure, and salary increments of members of the faculty of the School;

Shall maintain an interest in the work of students in the School and shall be the official representative of the School in all communications with the students;

Shall be responsible for the supervision of School funds, the care and use of assigned to the School property, and the requisitioning of supplies, equipment, and other material covered by the School budget;

Shall be a member of the Academic Policies and Curriculum Committee;

Shall direct and coordinate the preparation of such information concerning the School as may be needed for the college's catalog and transmit it to the Vice President for Academic Affairs;

Shall be responsible for long-range planning and assessment for the School according to the guidelines set forth in the Institutional Strategic Plan;

Shall make an annual report to the Vice President for Academic Affairs on the teaching, research, and community service of the School and on the publications, honors, and distinctions, and advanced training or degrees received by members of the faculty of the School during the year according to the format provided by the Vice President for Academic Affairs;

Shall submit to the Vice President for Academic Affairs an annual budget including budget priorities;

Shall evaluate annually the performance of each member of the faculty of the School according to the terms of their appointment, the needs of the institution and School, and the annual performance plan agreed upon by the faculty and the Dean;

Shall recognize the individual responsibility of other members of the faculty of the School for the duties required of them by their appointment, shall allow proper scope for the ability and initiative of all members of the School, and shall direct and review the annual performance plan of each according to the format provided by the Vice President for Academic Affairs; and

Shall perform such other duties as the Vice President for Academic Affairs may from time to time assign.

### **Section C. Academic Departments**

Whenever it shall appear that administrative efficiency and economy of operation require it, a department may be created by the President. When required by policy and procedure of the Board of Regents, the department will be reported to the Chancellor as at the time and in the manner required by policies of the Board of Regents.

**ARTICLE V.  
STANDING COMMITTEES**

Standing committees of the Faculty Senate, the Cabinet, Staff Council and the President are described below. In the case of position on a standing committee allocated by these statutes to a unit of the College, the head of the unit appoints a representative of that unit to serve on the committee. The unit head may appoint themselves as the representative of the unit to any standing committee.

**Section A: Faculty Senate**

The Faculty Senate, in addition to any action taken at Faculty Senate meetings, shall carry on its business through a structure of Standing Committees. These committees shall make recommendations to the Faculty Senate. Upon adoption by the Faculty Senate, the action of the Faculty Senate is advisory to the President.

The Standing Committees of the Faculty Senate are as follows:

- 1. Academic Policies and Curriculum Committee**
- 2. Library Committee**
- 3. Promotion and Tenure Review Committee**

The purposes, functions and memberships of those committees shall be as described in the Faculty Senate Bylaws.

The Faculty Senate may from time to time create additional subcommittees and ad hoc committees as necessary and proper to carry out its purpose.

**Section B. Cabinet.**

The Cabinet, in addition to any action taken at Cabinet meetings, shall carry on its business through a structure of Standing Committees. These committees shall make recommendations to the Cabinet. Upon adoption by the Cabinet, the action of the Cabinet is advisory to the President.

The Standing Committees of the Cabinet are as follows:

- 1. African American Male Initiative Committee**

**Purpose and Functions:** The purpose of the AAMI Committee is to assure that the AAMI program is effective and follows the guidelines regarding the goals and objectives set forth by the USG AAMI Initiative. The committee functions will include maintaining participant and program data, recommending policies and procedures as necessary to accomplish its purpose, and providing representation, guidance, oversight and information dissemination to the College concerning the AAMI program.

## **Membership:**

- Chair, Vice President for Institutional Advancement;
- Vice President for Academic Affairs;
- A faculty or staff member from each campus; faculty elected by faculty at each campus and staff member(s) appointed by the Chair;
- Assistant Director of Student Life;
- AAMI Program Coordinators from each campus;
- AAMI Program Director;
- One AAMI participant From each campus; and
- Representative from the Emanuel County BOE.

## **2. Academic and Financial Aid Appeals Committee**

**Purpose and Functions:** The purpose of the Academic and Financial Aid Appeals Committee is to maintain standards for student readmission, issues concerning student records, and for the award and administration of student financial aid (other than scholarships) as necessary. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose, review all appeals from students regarding readmission and records, and review all appeals from students whose financial aid has been denied, modified or withdrawn. Permanent records of Committee decisions for each student are maintained by the Registrar.

### **Membership:**

- Co-Chairs: Registrar and Associate Vice President for Enrollment Management;
- Counseling and Disability Services;
- Vice President for Academic Affairs;
- Business Affairs; and,
- One faculty member from each academic School, nominated by each School and elected by the faculty of that School.

## **3. Alcohol, Drug Abuse & Violence Prevention Committee**

**Purpose and Functions:** The purpose of the Alcohol, Drug Abuse and Violence Prevention Committee is to provide educational opportunities for students, faculty, and staff on Alcohol and Other Drug (AOD) issues. The committee collects data about alcohol and drug use and abuse and acts of violence involving members of the EGSC. In addition, the committee coordinates, evaluates and ensures the institutional efforts related to AOD prevention and compliance with the Drug-Free Schools and Communities Act. The function of this committee is to recommend policies and procedures as necessary and proper to accomplish its purpose and to offer AOD programming, with the goal of promoting a safe and educated campus community.

### **Membership:**

- Chair, Director of Counseling and Disability Services;
- Director of Housing;
- Director of Public Safety;
- Director of Student Conduct;
- Director of Student Life;
- Director of Athletics;
- Director of Human Resources; and
- One faculty member elected by the faculty.

## **4. Animal Care and Use Committee**

**Purpose and Functions:** The purpose of the Animal Use and Care Committee (AUCA) is to review and evaluate scholarly research proposals involving animal subjects submitted by institutional principal investigators. The functions of the AUCA are to recommend policies and procedures as necessary and proper to accomplish its purpose, to review the research proposals, gather additional information as needed to properly consider such proposal, render decisions concerning the initial research proposal, review any changes to the proposal or protocol occurring after initial approval, and review the use and care of animals during the research term.

**Membership:**

- Chair, Biology Department Chair;
- Business Affairs office;
- Director of Plant Operations or designee;
- Faculty member from each academic school nominated by each school and elected by the faculty; and
- One representative external to the institution.

## **5. Art on Campus Committee**

**Purpose and Functions:** The purpose of the Art on Campus Committee is to create a unique and collegiate campus learning environment by developing opportunities for students/faculty/ staff/ community to create and permanently display only original artwork on EGSC's campuses. Such measures will provide a visible avenue to enhance our student's college experience, improve the workplace environment for faculty and staff, and enrich interactions with constituents who visit campus. The functions of the Art on Campus Committee are to (1) Catalogue and preserve college-owned works of art; (2) Provide appealing artwork to display in interior and exterior spaces on EGSC's campuses; and, (3) Work collaboratively with the School of Humanities to promote art's importance as a touchstone to encourage and enrich learning, foster an understanding of the interconnection between disciplines, and emphasize the importance of culture and history.

**Membership:**

- Chair, Institutional Advancement;
- Institutional Advancement;
- Business Affairs;
- Information Technology;
- EGSC Statesboro;
- EGSC Augusta;
- School of Humanities Dean; and
- Art Faculty elected by faculty.

## **6. Academic Integrity Oversight Committee (NEW f/k/a Athletic Academic Integrity Committee)**

**Purpose and Functions:** The Academic Integrity Oversight Committee monitors student grades and enrollment patterns and reports any unusual patterns to the Vice President for Academic Affairs. The committee is also charged to recommend policies, procedures, practices and

## EAST GEORGIA STATE COLLEGE STATUTES

processes as necessary to ensure academic integrity and Academic Affairs instructional and academic services. The Vice President for Academic Affairs has direct responsibility for implementing recommendations and reports of the committee. The Chair will be elected by the Committee membership.

Membership:

Dean of the School of Humanities;

Dean of the School of Mathematics and Sciences;

Dean of the School of Social Sciences;

Associate Dean of Teaching and Learning; (NEW)

Director of Athletics;

One faculty member elected by the School of Humanities;

One faculty member elected by the School of Mathematics and Sciences;

One faculty member elected by the School of Social Science;

One representative from the Academic Center for Excellence selected by the Director; and

One representative from Academic Advising selected by the Director.

### **7. Athletics Committee**

**Purpose and Functions:** The purpose of the Athletic Committee is to assure that the college maintains high quality athletics programs, which enhance the learning environment of the college and maintain the excellent reputation of the college. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose, and to provide representation, guidance, oversight and information dissemination to the College concerning the athletics program.

Membership:

- Chair, Athletic Director;
- Student Affairs;
- Institutional Advancement;
- One faculty member elected by the faculty; and,
- Student Government Association president.

### **8. Auxiliary Enterprises Committee**

**Purpose and Functions:** The purpose of the Auxiliary Enterprises Committee is to assure that all auxiliary enterprises of the College (including but not limited to the bookstore, food services, vending, parking, transportation and health services) are operated in a manner which enhances the learning environment of the College. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose, provide representation, guidance, oversight and information dissemination to the College as a whole concerning all auxiliary enterprises, and make recommendations concerning long range planning, program expansion and budgetary allocations to the Vice President for Business Affairs for improvement of the auxiliary enterprise operations.

Membership:

- Chair, Director of Business Operations
- Police Department;
- Director of Dining Operations;

- One faculty member elected by the faculty from Swainsboro Campus;
- One faculty member elected by the faculty from Statesboro Campus;
- One student appointed by Student Government Association and; and
- One student appointed by Residence Hall Association.

### **9. Background Investigation Committee -- Employment**

Purpose and Functions: The purpose of the Background Investigation Committee (Employment) is to ensure that the college adheres to federal and state law and employment policies of the Board of Regents concerning background investigations of employees and applicants for employment. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose and to review background investigation reports and determine the eligibility of the candidates selected for employment with the institution when questions arise.

Membership:

- Chair, Director of Human Resources;
- Vice President for Business Affairs;
- Chief of Staff and Legal Counsel; and,
- Director of Public Safety.

### **10. Background Investigation Committee – Student**

Purpose and Functions: The purpose of the Criminal Background Investigation Committee (Student) is to ensure that the College adheres to federal and state law and policies of the Board of Regents concerning background investigations of students and applicants for admission and readmission. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purposes and to review background investigation reports and determine the eligibility for admission, readmission, continued enrollment, tutoring, student teaching, study abroad, and on-campus housing.

Membership:

- Chair, Director of Admissions;
- Vice President for Student Affairs;
- Chief of Staff and Legal Counsel;
- Director of Public Safety or Assistant Director of Public Safety;
- Director of Housing; and
- Student Conduct Officer.

### **11. Calendar Committee**

Purpose and Functions: The purpose of the Calendar Committee is to review and create the institutional calendar. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purposes, and to formulate the academic institutional calendar each year and make a recommendation to the President for its adoption.

Membership:

- Chair, Registrar;

- Academic Affairs;
- Business Affairs;
- Institutional Advancement;
- Information Technology;
- Event Planner;
- EGSC – Statesboro; and
- EGSC – Augusta.

### **12. Camp Review Committee**

**Purpose and Functions:** The purpose and functions of the Camp Review Committee are to review camp and event proposals, make recommendations or requirements necessary for compliance with policy or law, and approve or deny proposals. The committee recommends policies and procedures as necessary and proper to accomplish its purpose.

#### **Membership:**

- Chair, Vice President for Student Affairs;
- Vice President for Business Affairs;
- Vice President for Institutional Advancement;
- Director of Athletics; and
- Legal Counsel/Chief of Staff.

### **13. Campus Annual Security Report Committee**

**Purpose and Functions:** The purpose and functions of the Campus Annual Security Report Committee are to provide oversight of the implementation of the Clery Act on all campuses, and sponsored off campus activities, to recommend policies and procedures as necessary and proper to accomplish its purpose, to assure that policies, policy statements, procedures, and statistics included in the college's Annual Security Report are accurate and encompass all areas of campus.

#### **Membership:**

- Chair, Director of Public Safety;
- Vice Chair, Chief of Staff/Legal Counsel;
- Police Department TAC/Clerk;
- Assistant Director of Admissions;
- Director of Housing;
- Director of Student Conduct; and
- Director of Human Resources (Title IX Coordinator).

### **14. Campus Completion and Student Success Committee (f/k/a SAP, CCG)**

**Purpose and Functions:** The purpose of the committee is to support all initiatives to identify students at risk of not making academic progress toward their degree and to implement responsive measures to facilitate their academic success and to implement measures designed to foster student retention and graduation. The functions of the committee are to implement intrusive early intervention for students presenting indications of likely failure to make academic progress; to identify students failing to make academic progress but likely to be candidates for academic support services and inform them about and encourage them to use the available services; to



## EAST GEORGIA STATE COLLEGE STATUTES

maintain data about students not making academic progress to enable the college to better analyze and address the likely factors contributing to such failure to make reach their academic goals; to implement advising, registration and academic support guidelines for such students with the goal of retention and graduation; and to recommend policies and procedures as necessary and proper to accomplish its purpose and to continuously improve the college's response in support of these students. The Committee supports the initiatives outlined in the East Georgia State College Campus Completion Plan in support of the University System of Georgia's Complete College Georgia initiative.

### Membership:

- Chair, Vice President for Academic Affairs;
- Vice President for Student Affairs;
- Dean, School of Humanities;
- Dean, School of Mathematics and Science;
- Dean, School of Social Science
- Associate Vice President for Enrollment Services;
- Director of Institutional Research;
- EGSC Statesboro Director, and
- EGSC Augusta Director.

### 15. Correll Scholars Committee

**Purpose and Functions:** The purpose of the Correll Scholars Committee is to assure that the Correll Scholars program is effective and follows the guidelines regarding the goals and objectives set forth by the donor agreement that established the program. The committee functions will include playing a major role in assuring that data is maintained, recommending policies and procedures as necessary and proper to accomplish its purpose, providing representation, guidance, oversight and information dissemination to the College concerning the Correll Scholars program.

### Membership:

- Chair, Vice President for Institutional Advancement;
- Director, Correll Scholars Program;
- Vice President for Academic Affairs;
- Associate Vice President for Enrollment Management;
- Associate Vice President for Institutional Advancement;
- Director of Admissions;
- Financial Aid representative;
- Director of the Sudie A. Fulford Community Learning Center;
- Event Planner; and
- Information Technology Data Base Administrator.

### 16. Critical Thinking Committee

**Purpose and Functions:** The purpose of the Critical Thinking Committee is to build critical thinking skills of East Georgia State College students and to support faculty in the development and assessment of critical thinking skills assessments. The functions of the committee are to

continue to provide support to fellow faculty, especially newly-hired faculty, in assessing the critical thinking skills developed in their courses, to continue to elevate the image and goals of critical thinking across all campuses, to identify new ways critical thinking can be developed and enhanced, to support critical thinking training through conferences, to determine the best methods for assessing the development of critical thinking skills at the college level, to submit to the president an annual report of their efforts and their results and to oversee a modest budget designed to manage the cost of college-wide assessments of critical thinking and to support faculty training. The function will also include the recommendation of policies and procedures as necessary and proper to accomplish its purpose.

The Director of Institutional Effectiveness, as committee chair, is responsible for assessing and reporting annually on the progress the committee achieves in promoting critical thinking across the College. The Director of Center for Teaching and Learning provides faculty with critical thinking resources and facilitates faculty events that focus on critical thinking. Critical thinking faculty facilitators on each campus work to advance the critical thinking skills of faculty and students at their locations. The Director of FIRST CLASS acts as liaison with the First Year Experience Program Committee, which supports the development of critical thinking skills of freshmen.

Membership:

- Director of Institutional Research, Chair;
- Associate Dean for Teaching and Learning;
- Faculty facilitator from each EGSC campus acting as subcommittee chairs; and
- Director of FIRST CLASS.

### **17. External Relations Committee**

Purpose and Functions: The purpose of the committee is to assure that all communications by the College promote the strategic goals of the College and maintain the college's excellent image and reputation. The functions of the committee are to recommend policies and procedures as necessary and proper to accomplish its purpose, create a comprehensive and widely recognized College brand by (1) establishing policy and style guidelines for the coordination of graphic images that identify or represent the College; (2) enforcing the policy and style guidelines and content for all advertisements and promotional materials, (3) serving as a clearinghouse for all publications, marketing and promotion of the College, and (4) collaborating with institutional departments to assist in College marketing efforts.

Membership:

- Chair, Associate Vice President for Institutional Advancement;
- One faculty member elected by the faculty;
- Student Affairs;
- Information Technology;
- Business Affairs; and,
- One student appointed by the Student Government Association.

### **18. External Site Committee**

Purpose and Functions: The purpose of this committee is to assist in the development of the East Georgia State College extended campus locations. The functions of this committee are to

implement, monitor and evaluate enrollment strategies, identify areas of opportunity or concern and develop proactive solutions, develop efficiencies and best practices for the extended campus locations through utilization of existing College resources, enhance communication among various units of the college and the extended campus locations, and to recommend policies and procedures as necessary and proper to accomplish its purpose.

Membership:

- Co-Chairs, Director of EGSC Augusta and Director of EGSC Statesboro;
- One Academic Affairs / Academic Center for Excellence (ACE) representative from each campus;
- One Student Affairs representative from each campus; and
- Distance Education.

### **19. First Class First Year Experience Committee**

**Purpose and Functions:** The purpose of the committee is to provide oversight and guidance to the First Class First Year Experience initiative. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose, provide information dissemination to the college concerning the initiative and to make recommendations concerning long range planning, program expansion and budgetary allocations.

Membership:

- Chair, Director of FIRST CLASS,
- Assistant Director of FIRST CLASS for Statesboro
- Assistant Director of FIRST CLASS for Augusta
- Representative from Humanities (elected)
- Representative from Math/Science (elected)
- Representative from Social Science (elected)
- Director of ACE
- Director of Admissions;
- Director of Advisement;
- Director of Counseling and Disability Services;
- Director of Housing;
- Director of Student Conduct;
- Director of Student Life;
- Library Director;
- Registrar; and
- Chief of Police.

### **20. Housing Committee**

**Purpose and Functions:** The purpose of the Housing Committee is to assure that on-campus housing provided for students promotes an excellent learning environment at the College. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purposes, provide representation, guidance, oversight and information dissemination to the College as a whole concerning the College's housing program, and make recommendations concerning long range planning, program expansion and budgetary allocations.

Membership:

- Chair, Director of Housing;
- Business Affairs;
- Plant Operations;
- Institutional Advancement;
- Athletics;
- One faculty elected by the faculty; and,
- One student appointed by the current housing residents.

### **21. IT Committee**

**Purpose and Functions:** The purpose and functions of the IT Committee are to review, evaluate and recommend IT policies and procedures as necessary and proper to accomplish its purpose, to review and evaluate hardware and software standards in anticipation of technological trends and their impact on the academic environment.

**Membership:**

- Chair, Vice President for Information Technology;
- Dean, School of Social Sciences;
- Dean, School of Mathematics and Science;
- Dean, School of Humanities;
- Vice President for Student Affairs;
- Associate Vice President for Institutional Advancement;
- Library Director;
- Purchasing Accountant;
- IT Support Services at EGSC Statesboro;
- Three faculty members appointed by the Chair;
- One student representative;
- Ex-officio, non-voting committee members include:
  - IT Manager of Enterprise Services
  - IT Manager of Infrastructure Services
  - IT Manager of Support Services
  - IT Web Services Specialist;
  - Associate Dean for Teaching and Learning; and
  - IT BANNER Database Administrator.

### **22. Institutional Effectiveness Committee**

**Purposes and Functions:** The purpose of the Institutional Effectiveness (IE) Committee is to foster the College's continuous institutional improvement processes. These processes will encompass strategic planning, to include enterprise risk management analysis and action planning; both academic program and administrative unit assessment; and comprehensive program review (CPR) and reporting. The IE Committee will facilitate the College's transition from an institution primarily offering a single associate degree to one offering a range of options at the associate degree level that are attractive to all students, ranging from those who are minimally prepared academically to those most prepared. In addition, the IE Committee will collaborate with the College's baccalaureate degree program directors to assure that appropriate discipline specific accreditations and recognitions are attained and maintained. The committee's functions are to recommend policies and

procedures as necessary and proper to accomplish its purpose, and recommend means for evaluating achievement.

Membership:

- Chair, Director of Institutional Research;
- Academic Affairs;
- Business Affairs;
- Information Technology;
- EGSC – Statesboro;
- EGSC – Augusta;
- Student Affairs representative;
- Institutional Advancement;
- One faculty member elected by the faculty;
- Baccalaureate Program Director, serving in order of program seniority;
- Humanities Program Coordinator; appointed by the dean of the School of Humanities;
- Math/Science Program Coordinator; appointed by dean of the School of Math/Science; and
- Social Science Program Coordinator; appointed by dean of the School of Social Science.

### **23. Institutional Review Board**

Purpose and Functions: The purpose of the Institutional Review Board (IRB) is to review and evaluate requests by third-party principal investigators to the institution and/or its students for participation in scholarly research studies involving human subjects. The functions of the IRB are to recommend policies and procedures as necessary and proper to accomplish its purpose, and to review the requests to participate, gather additional information as needed to properly consider such request, and render decisions on participation. The Institution Effectiveness Director will serve as chair of the IRB in a non-voting administrative capacity whose functions are to appoint reviewers for applications and facilitate the completion of each review process. Based on individual applications submitted for IRB approval, the chair will appoint teams of three tenured and tenure tracked faculty from the appropriate academic disciplines to review applications.

Membership:

- Chair, Director of Institutional Research;
- Three faculty members drawn from the pool of tenured and tenure track faculty reviewers and
- One representative external to the institution.

## 24. Judicial Committee

**Purpose and Functions:** The purposes of the Judicial Committee are to maintain standards for student behavior, including conducting temporary suspension hearings, and to maintain standards for academic honesty as necessary to assure an excellent learning environment. The purpose of the Judicial Committee is also to provide any student who has been temporarily suspended and/or is determined to have violated the Student Code of Conduct an avenue for due process consideration. Its function are to recommend policies and procedures as necessary and proper to accomplish its purpose, and to establish and maintain faculty/student hearing panels to hear individual cases as provided in those policies and procedures.

**Membership:**

- Chair, Director of Student Conduct;
- Academic Affairs;
- Two faculty members elected by the faculty; and,
- One student appointed by the Student Government Association.

## 25. Military Friendly Campus Committee

**Purpose and Functions:** The purpose of the Military Friendly Campus Committee is to promote and maintain a military friendly atmosphere for all of the military personnel at EGSC. Its functions are to and create and implement targeted strategies for registration, advisement, and academic support of military students, to maintain data on military students, to provide on campus events for military students, to foster relationships with military organizations in support of military students, to maintain the college's military friendly status and to recommend and update policies and procedures as necessary and proper to accomplish its purpose.

**Membership:**

- Chair, Director of Military Resource Center;
- VA Certifiers in Registrar's Office;
- Registrar;
- Director of Admissions;
- Business Affairs – Tuition Assistant;
- Vice President Student Affairs;
- Military Academic Advisor from each campus;
- Associate Vice President for Enrollment Management;
- Vice President for Institutional Advancement; and
- One military veteran student or military dependent student; and
- Recruiter- Student Affairs.

## 26. Move On When Ready Committee

**Purpose and Functions:** The purpose of the MOWR committee is to assure that the MOWR Program is an effective early admission program for qualified high school students. The functions of the committee are to ensure the continual recruitment of students and high schools for the program, provide specialized enrollment services to MOWR applicants and students, maintain data about high schools in the program and MOWR student success, and recommend policies and procedures as necessary and proper to accomplish it purpose.

- Chair, MOWR Director
- Institutional Research Director;

- Counseling and Disabilities Director;
- Associate Dean of Teaching and Learning;
- Associate Vice President for Institutional Advancement;
- Representative from IT;
- One faculty member from each School, elected by the faculty;
- Dean of School of Math/Science;
- Dean of School of Social Science;
- Dean of Humanities;
- Representative from Academic Affairs
- Representative from Business Affairs; and
- Representative from Enrollment Management.

### **27. Scholarship Committee**

**Purpose and Functions:** The purpose of the Scholarship Committee is to formulate and maintain standards for the award and administration of scholarships as necessary to maintain an excellent learning environment. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose, evaluate applications received for scholarships based on criteria recommended by the committee, and make recommendations concerning worthy recipients for these scholarships.

**Membership:**

- Chair, Associate Vice President for Enrollment Management;
- Institutional Advancement;
- Academic Affairs;
- Business Affairs;
- Representative from Financial Aid; and
- One faculty member elected by the Faculty.

### **28. Section 508 Compliance Committee**

**Purpose and Functions:** The purpose and functions of the Section 508 Committee are to review and evaluate the development, procurement, maintenance and use of electronic and information technology to ensure that it is accessible to the public and to individuals with disabilities in compliance with Section 508 standards. The purpose and function of the committee is to recommend training and provide resources to all campus and recommend policies and procedures as necessary to accomplish this purpose.

**Membership:**

- Chair, Vice President for Academic Affairs;
- Associate Dean of Teaching and Learning;
- Director of Counseling and Disability Services;
- Web Services Specialist;
- Legal Counsel/Chief of Staff;
- Business Affairs representative; and
- Two faculty appointed by the Chair.

## **29. Service Excellence Committee**

**Purpose and Functions:** The purpose and functions of the Service Excellence Committee are to identify opportunities which will strengthen EGSC's service culture and then work collaboratively with campus units to develop and implement those opportunities through an intentional, ongoing Service Excellence Plan, with emphasis on building collegiality and improving operational processes using continuous communication and awareness, recognition, recruitment of right fit employees, orientation and training, measurement and goal setting, process improvement and accountability. The function of the committee includes recommending policies and procedures as necessary and proper to accomplish its purpose.

### **Membership:**

- Chair, Associate Vice President for Institutional Advancement;
- Student Affairs (two representatives);
- Faculty (one faculty member from each School, elected by the School);
- EGSC Augusta;
- EGSC Statesboro;
- Library;
- Information Technology;
- Business Affairs; and
- Human Resources.

## **30. Service Seal of Distinction Committee**

**Purpose and Functions:** The purpose of the Service Seal of Distinction Committee is to review, evaluate and award students for participation in community service projects, as defined in the Service Seal of Distinction Program, while enrolled at East Georgia State College. The functions of the committee are to determine eligibility standards for the award, publicize the service award to faculty, staff and students, coordinate with students and faculty concerning eligible service projects and substantiation requirements, and notify the Registrar of students eligible for the service seal of distinction at graduation. The committee also functions to recommend policies and procedures as necessary and proper to accomplish its purpose.

### **Membership:**

Chair, Vice President for Academic Affairs,  
Vice President for Student Affairs,  
Director of EGSC Augusta,  
Director of EGSC Statesboro, and  
Complete College Georgia Representative - Director of Institutional Research.

## **31. Student Affairs Committee**

**Purpose and Functions:** The purpose of the Student Affairs Committee is to promote and maintain the welfare of the student body and effective and desirable faculty-student relations. Its functions are to recommend policies and procedures as necessary and proper to accomplish its purpose and to develop the annual student activity budget as submitted to the Board of Regents.

### **Membership:**



## EAST GEORGIA STATE COLLEGE STATUTES

- Chair, Vice President for Student Affairs;
- Three Student Affairs Staff members appointed by the Vice-President for Student Affairs;
- One faculty member from each campus elected by the faculty; and,
- Three students appointed by the Student Government Association.

### **32. Student Fee Committee**

**Purpose and Functions:** The purpose of the committee is to ensure that all “mandatory student fees are used exclusively to support the institution’s mission to enrich the educational, institutional, and cultural experience of students”. The functions of the committee are to provide advice and counsel to the president on any institution proposals to increase mandatory fees, establish new mandatory fees, or change the purpose of an existing mandatory fee and to review the proposed budgets and make recommendations to the president regarding the adoption of the budgets.

**Membership:** (The committee must be comprised of at least fifty percent students and include a minimum of four students):

- Students appointed by the Student Government Association (minimum of 4, maximum 15) to include representation from each campus
- Director of Student Life, Chair

### **33. Student Loan Default Rate Committee**

**Purpose and Functions:** The purpose of the Student Loan Default Rate Task Force is to regularly monitor the college’s default rate and keep the Vice President for Student Affairs and the President advised concerning that rate. The committee will adopt a proposed Student Loan Default Rate Plan designed to reduce the college’s default rate and to maintain that rate at an appropriate level. The function of the committee is to recommend policies and procedures as necessary and proper to accomplish its purpose. The committee will keep the Vice President for Student Affairs and the President informed about action being taken to achieve the goals in the approved Student Loan Default Rate Plan.

**Membership:**

- Chair, Assistant Director of Financial Aid/Default Management
- Vice President for Student Affairs;
- Vice President for Institutional Advancement;
- Director, EGSC Statesboro;
- Director, EGSC Augusta;
- Business Affairs ; and
- Academic Affairs.

### **34. Sustainability Committee**

**Purpose and Functions:** The purpose of the Campus Sustainability Committee is to research, implement and monitor sustainability practices that ensure careful use of our resources, including water, air, energy, biodiversity, soil, etc. to preserve adequate future supplies. The functions of the committee include educating and raising awareness of sustainability on campus, recruiting students and employees in all sustainability initiatives, and creating a culture of sustainability that guides the college in its future purchasing, expansion and development decisions. The function

includes recommending policies and procedures as necessary and proper to accomplish its purposes.

Membership:

- Chair, Chief of Staff/Legal Counsel;
- Chair of Department of Biology;
- Director of Dining Operations;
- Director of Plant Operations;
- Art faculty elected by faculty of School of Humanities;
- Director of Housing;
- Associate VP of Institutional Advancement;
- Web Services Specialist;
- Student Affairs representative;
- Earth Club Advisor
- Community member appointed by the President;
- EGSC Statesboro ; and
- EGSC Augusta.

### **35. Textbook Purchasing Committee**

**Purpose and Functions:** The purpose of the Textbook Purchasing Committee is to coordinate with all stakeholders, including members of the faculty and staff, the three academic schools, and the college libraries and bookstores, to reduce the cost of textbooks for students. The functions of the committee are to explore ways to more effectively use technology in place of textbooks, alternatives to traditional textbooks, Open Educational Resources (OER), and changes to textbook purchasing policies and procedures to lower the cost of student textbooks and course materials. The function of the committee is to recommend policies and procedures as necessary and proper to accomplish its purpose.

Membership:

- Dean of an Academic School—Co-chair;
- Director of EGSC Library—Co-chair;
- Faculty Member from School of Humanities;
- Faculty Member from School of Math and Sciences;
- Faculty Member from School of Social Sciences;
- Administrative Assistant to School of Humanities;
- Administrative Assistant to School of Social Sciences;
- Administrative Assistant to School of Math and Sciences; and
- Manager of EGSC Bookstore—*ex officio* member.

### **36. Title IX Implementation and Oversight Committee**

**Purpose and Functions:** The purpose of the Title IX Implementation and Oversight Committee is to review, implement and monitor the college's compliance with Title IX regulations. The functions of the committee are to evaluate, implement and monitor employee and student Title IX training, education and awareness programs and to recommend policies and procedures as necessary and proper to accomplish its purpose.

## Membership:

- Chair, EGSC Title IX Coordinator;
- Chief of Staff/Legal Counsel;
- Vice President for Student Affairs;
- Title IX Investigator;
- Director of Student Conduct;
- Director of Residence Life;
- Director of Public Safety;
- Director of Counseling and Disability Services;
- Associate Vice President for Enrollment Management;
- Director of EGSC Augusta;
- Director of EGSC Statesboro;
- Director of Athletics;
- and
- Director of Institutional Research.

## **37. Wellness Committee**

Purpose and Functions: The purpose of the Campus Wellness Committee is to raise awareness of healthy lifestyles choices for students and employees. Its functions are to educate and inform the campus community about healthy living and to offer programs and resources that highlight the benefits of healthy living and overall wellness, and to recommend policies and procedures as necessary to accomplish its purpose.

## Membership:

- Chair, Director of Human Resources;
- Student Life;
- Physical Education faculty member;
- Student Health Center;
- Auxiliary Services representative;
- Institutional Advancement;
- Director of Nursing;
- Director of Physical Education Complex;
- EGSC Statesboro Director; and
- EGSC Augusta Director.

The Cabinet may from time to time create additional subcommittees or ad hoc committees as necessary and proper to carry out its purposes.

## **Section C. Staff Council.**

The Staff Council, in addition to any action taken at Staff Council meetings, shall carry on its business through a structure of Standing Committees. The committees shall make recommendations to the Staff Council. Upon adoption by the Staff Council, the action of the Staff Council is advisory to the President.

The Standing Committees of the Staff Council are as follows:

## EAST GEORGIA STATE COLLEGE STATUTES

1. EGSC Spirit Committee
2. Sunshine Fund Committee
3. Special Events Committee
4. Committee on Elections

The purposes, functions and memberships of these committees shall be as described in the Staff Council Bylaws. <http://www.ega.edu/policy/staff-council-bylaws.pdf>

The Staff Council may create additional ad hoc committees as necessary to carry out its purpose.

### **Section D. President.**

#### **1. Behavioral Recommendation Team**

**Purpose and Functions:** The purpose of the Behavioral Recommendation Team (BRT) is to provide support and behavioral response to students, faculty and staff displaying varying levels of concerning behaviors indicative of a non-emergency mental health crisis. The function of the BRT is to review reported cases and coordinate internal and external resources to develop an action plan for the student, faculty or staff. Additionally, the BRT will monitor the progress of the student, faculty or staff throughout the action plan, including regular meetings with the Student Conduct Officer, as needed. The BRT is not intended to resolve workplace disputes or classroom situations which do not present a threat of imminent harm to faculty, staff or students and which may be resolved by normal supervisory controls or use of voluntary dispute resolution mechanisms. The function of the committee is to recommend policies and procedures as necessary and proper to accomplish its purpose and to make recommendations to the appropriate resource departments on campus about action to be taken in specific cases to improve the behavioral outcome of the faculty, staff or student.

Membership:

- Chair, Director of Counseling and Disability Services;
- EGSC Counselor;
- Academic Affairs;
- Chief of Staff/Legal Counsel;
- East Georgia State College – Statesboro,
- East Georgia State College - Augusta;
- Police Department;
- Housing;
- Director of Student Conduct, and
- One faculty member elected by the Faculty.

## 2. Conflict Resolution Committee

**Purpose and Functions:** The purpose of the Conflict Resolution Committee is to provide a non-binding and voluntary mediation process for work-related disputes involving one or more of the college's employees including student employees, faculty members and staff members. It is designed to be used only when the employee's resort to first- and second-line supervisors has failed to resolve the conflict. If any party to the dispute chooses not to participate, this Conflict Resolution Committee is not available as a dispute resolution mechanism and the parties to the dispute shall have access to any other process applicable to that dispute as provided by the Board of Regents policy, these statutes or the Policy and Procedure Manual of the College.

The functions of the committee are to recommend policies and procedures as necessary and proper to accomplish its purposes and to hear disputes and to recommend a resolution of those disputes to the parties and the President. In the event the Committee determines it is unable to hear a particular dispute a conflict of interest, appearance of a conflict of interest or other appropriate reason, the dispute may be heard by an individual qualified as a mediator under standards established by the University System of Georgia.

Conflicts involving student matters outside the employment relationship, promotion, tenure, salary and non-renewal of contracts shall be not be appropriate for the consideration by the Conflict Resolution Committee.

**Membership:** The Conflict Resolution Committee shall be composed of five individuals appointed by the President on an annual basis. The committee shall include at least one faculty member, one student, one administrator and one classified employee.

## 3. Emergency Response Committee

**Purpose and Functions:** The purpose of the Emergency Response Committee is to safeguard the college community and College by the establishment of procedures for communication, command-and-control, effective coordination and use of institution and community resources, in response to an actual or potential threat, disaster, or hazardous event. The functions of the committee are to recommend policies and procedures as necessary and proper to accomplish its purpose and to initiate an Operations Continuity plan for all College operations, including the review of existing policies and procedures and drafting amendments as needed.

**Membership:**

- Chair, President;
- Academic Affairs;
- Student Affairs;
- Business Affairs;
- Chief of Staff/Legal Counsel;
- Information Technology;
- Institutional Advancement;
- Plant Operations;
- Police Department;
- Director of Fire and Emergency Services;
- Dean of School of Social Science;
- Dean of School of Math/Science;
- Dean of Humanities;
- EGSC – Statesboro; and

- EGSC – Augusta.

#### 4. Grievance Committee (formerly called Board of Review)

Purpose and Functions: The purpose of the grievance committee shall be to provide a formal method for resolving work-place disputes involving one or more of the college's employees including student employees, faculty members and staff members. The grievance procedure is designed to be used only when the employee's resort to first- and second-line supervisors has failed to resolve the conflict. If the parties to the dispute have elected to use the Conflict Resolution Committee described above, the grievance policy shall not be used to resolve the dispute unless the Conflict Resolution Process has been completed and the parties have failed to accept the outcome of that process.

The functions of the committee are to recommend policies and procedures as necessary and proper to accomplish its purpose and to hear disputes and to recommend a resolution of those disputes to the President.

The Grievance Committee will consider disputes under the circumstances defined in the "Grievance Policy" for faculty, staff and student employees, and the "Dismissals, Demotions and Suspensions Policy" for classified staff, as stated in the *Board of Regents Human Resource Administrative Practice Manual*. A grievance will not be available to dispute student matters outside the employment relationship, promotion and tenure decisions, non-renewal of contracts, performance evaluations, hiring decisions, classification appeals, challenges to salary decisions, challenges to transfers or reassignments, termination or layoff because of lack of work or elimination of position, investigations or decisions reached under the EGSC Non-Discrimination and Anti-Harassment Policy or the EGSC Sexual Misconduct Policy, and normal supervisory counseling.

Membership: Annually, the Chair and Vice Chair shall be elected by the Faculty. The Chair and Vice Chair shall be members of each committee formed to address a specific grievance. In addition, the President shall appoint three other individuals to the committee formed to hear any particular grievance. This shall include one faculty member, one staff member and one classified employee.

#### 5. Study Abroad Committee

Purpose and Functions: The purpose of the Study Abroad Committee is to promote artistic, intellectual, personal, and cultural growth of students and faculty at the College through the study abroad experience. This may be accomplished by establishing new study abroad programs, renewing existing programs, and supporting other programs within the University System of Georgia. The Committee's primary functions are to review policies and procedures of the College regarding study abroad and make recommendations as necessary to accomplish its purpose, review approval requests for new study abroad programs of the College, evaluate existing programs, and coordinate with the Director of Study Abroad to make recommendations to the President regarding matters involving study abroad.

Membership:

- Chair, Director of Study Abroad
- One faculty member from each academic School nominated by each School and

- elected by the faculty
- One member from Student Affairs
- One member from Business Affairs; and
- One member from Institutional Advancement.

### **6. Vision Series Committee**

**Purpose and Functions:** The purpose of the Vision Series Committee is to advise the President and the Director of the Vision Series as needed to assure that the series continues to be a focal point for the intellectual life of the College and the community. Its function shall be to provide input concerning speakers, performers and presenters and the logistics of the series as needed.

**Membership:**

- Chair, Director of the Vision Series;
- President of the College;
- The Deans of the three Academic Schools of the College;
- Vice President for Institutional Advancement, and,
- Three – five additional members designated by the Chair upon consultation with the President and the principal donor for the series and including at least one faculty member, one EGSC Foundation member, one student and one community member.

### **Section D. Minutes.**

Minutes of each standing committee meeting will be kept and distributed.

**ARTICLE VI.  
FACULTY**

**Section A. Composition**

The College faculty shall consist of the Corps of Instruction and those Administrative Officers holding proper academic credentials that are designated as a member of the faculty by the President. Recommendations for teaching faculty positions shall originate with the Deans and shall be presented to the Vice President for Academic Affairs for consideration and approval before being submitted to the President for approval. All initial appointments, reappointments, promotions, and tenure to the Corps of Instruction shall be recommended by the Vice President for Academic Affairs and approved by the President. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

**Section B. Corps of Instruction.**

Full-time professors, associate professors, assistant professors, instructors, senior lecturers, lecturers, part-time instructors and teaching personnel with such other titles as may be approved by the Board of Regents shall be the Corps of Instruction.

**Section C. Duties of Faculty.**

The faculty shall be represented by a Faculty Senate, which shall be formed by the Faculty Senate Bylaws approved by a vote of at least a majority of the faculty and by the President. The Faculty Senate shall, subject to the approval of the President:

1. Make policies and procedures for its own governance;
2. In addition to any standing committees established by these statutes, create such additional committees as may be required to accomplish its purpose;
3. Recommend policies and procedures regarding admission, student conduct, academic honesty, suspension of students, expulsion of students, classes, courses of study, and requirements for graduation; and,
4. Recommend policies and procedures as may be necessary or proper for the maintenance of high educational standards.

The Faculty Senate shall also have primary responsibility for those aspects of student life which relate to the educational process.

All policies and procedures are, as required by policies of the Board of Regents, subject to the approval of the President of the institution.

**Section D. Academic Processions and Regalia**

Members of the faculty are expected to attend all formal academic exercises of the College. Absences from formal academic exercises must be approved by the President of the College.

**Section E. Faculty Meetings**

In addition to any meetings of the Faculty Senate as may be required by its Bylaws, there shall be at least one general meeting of the faculty each fall and spring semester. Further, the President or



## EAST GEORGIA STATE COLLEGE STATUTES

the Vice-President for Academic Affairs may from time to time call general meetings of the faculty (as defined above). All faculty shall be in attendance at any general faculty meeting unless excused by the president. Part-time instructors may attend these general faculty meetings, but their attendance is not mandatory.

### **Section F. Faculty Absences**

Faculty members shall report for each academic semester on the date and the time published by the College. Only extreme emergencies are considered as valid excuses for not reporting on time. The Vice President for Academic Affairs must be notified as soon as possible, and in turn, will immediately notify the President. Faculty are expected to meet all classes without fail. When a faculty member must be absent, for whatever reason, the faculty member shall notify the Dean, and the Dean shall make arrangements to assure that classes are met. Faculty members who teach at an external campus are expected to notify the campus director's office if they are going to be absent as well as the appropriate Dean at EGSC. The Dean shall report all faculty absences immediately to the Vice President for Academic Affairs with a follow-up in writing, giving details of the absence and documentation of how the affected classes were able to be covered.

### **Section G. Professional Service and Growth**

All faculty members are expected to develop professionally through scholarly research and study, which leads to advancing professional competence in their disciplines, improved teaching, and which may result in publication.

### **Section H. Academic Freedom**

Academic freedom promotes and sustains a diversity of thought and expression among faculty members and students. Such a diversity is an important part of effective teaching, which is the primary job of faculty members. Indeed, intellectual diversity is a positive good for students because it creates an environment in which students can learn and exercise habits of thinking and judgment that are impossible to cultivate under other circumstances.

Therefore, members of the faculty are free to express, inside or outside the classroom, opinions on any matter that falls within the field of knowledge the faculty members are employed to teach, as well as on any topic on which they think they can contribute to the advancement of knowledge, student learning, or institutional quality. As the 1940 and 1970 "Statement of Principles on Academic Freedom and Tenure" of the American Association of University Professors states "The common good depends upon the free search for truth and its free exposition." Teachers are thus entitled to freedom in the classroom and on the grounds of the college campus to discuss and debate matters relevant to college life, to the common good of humanity, and to the good of American society. They should be careful, however, not to introduce into any campus discussion controversial matters which have no relation to the advancement of knowledge, student learning or institutional quality. As members of a learned profession and of the academic community, faculty members have at all times a moral obligation to respect the opinions and dignity of others.

**Thus, EGSC professors and administrators must exercise diligence in allowing students to express opinions in the classroom on matters raised by the professor or by their fellow students, understanding that they must do so in a way that respects the dignity and freedom of others and does not disrupt the class. Faculty members**

## EAST GEORGIA STATE COLLEGE STATUTES

**should make every effort to support academic freedom in their classes and to avoid the appearance that students who disagree with their views on matters of personal opinion will in any way be penalized or at a disadvantage.**

**If a student believes that a professor has violated this policy, the student should first try to address the problem directly with the professor. If the student and professor cannot resolve the problem themselves, the student should appeal in writing to the professor's dean within five days of the incident. If the student is dissatisfied with the dean's decision, he or she may appeal to the VPAA within five days of receiving the dean's decision. And if the student is dissatisfied with the VPAA's decision, he or she may appeal to the President within five days of receiving the VPAA's decision.**

In addition to freedom of thought and expression in the classroom, academic freedom also implies the right of faculty and staff members as well as students to speak in appropriate settings and to appropriate individuals on matters associated with the administration and governance of their institution. Therefore, college administrators have a corresponding obligation to protect and support members of the academic community in their legitimate exercise of academic freedom.

Academic Freedom shall be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law. Outside the classroom and off campus, when a member of the academic community speaks or writes as a citizen, the faculty member shall be free from institutional censorship or discipline; but as persons of learning, faculty members should remember that the public might judge the education profession and institution by their utterances. They should therefore exercise prudence in their public utterances. Personal written utterances from members of the faculty to public officials, editors, or others shall not be written on College stationery. No mention of rank or College affiliation should be made.

**ARTICLE VII.  
FACULTY APPOINTMENT, TENURE, AND PROMOTION**

**Section A. Initial Appointment and Reappointment**

All appointments and reappointments of faculty staff shall be made by the President.

Recommendations to positions on the academic faculty shall originate with the Academic School and shall be presented to the Vice President for Academic Affairs for transmission with the vice-president's recommendations to the President.

The President shall notify the Chancellor of the Board of Regents of all appointments, reappointments, promotion and tenure as may be required by the policies and procedures of the Board of Regents.

Consistent with Board of Regent's Policy, the minimum employment qualifications for faculty shall be to

1. Meet the requirements of the Southern Association of Colleges and Schools Commission on Colleges for institutional accreditation;
2. Show evidence of ability as a teacher. All applicants for both full and part-time instructional positions will provide a teaching demonstration as part of the interview process;
3. Show evidence of ability and activity in research, scholarship and/or creative activity and in all other duties as assigned;
4. Show successful experience (this may be waived in the case of those just entering the academic profession who meet all other requirements); and
5. Show desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.

Every faculty appointment shall be made on the basis of merit and the special fitness of the individual for the specific position and on other qualifications as set forth in the policies of the Board of Regents.

**Section B. Promotion and Tenure of Faculty**

Recommendations for promotion and tenure shall originate with the School and shall be presented to the Promotion and Tenure Review Committee of each School. This Committee's recommendation is forwarded to the Vice President for Academic Affairs for transmission with the Vice-President's recommendations to the President. The policies concerning tenure at East Georgia State College shall be consistent with the regulations of the University System of Georgia as approved and published in the policies of the Board of Regents.

The East Georgia State College Promotion and Tenure Policy is located in the East Georgia State College Faculty Handbook:

<http://www.ega.edu/policy/03-promotion-and-tenure-policy.pdf?21916>

## ARTICLE VIII.

### TERMINATION OF EMPLOYMENT

All appointments and terminations of staff shall be made by the head of the unit of the staff member subject to the approval of the President.

#### **Discipline and Removal of Faculty Members**

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

#### **Grounds for Removal**

A tenured or non-tenured faculty member may be dismissed before the end of his/her contract term for any of the following reasons, provided that the college has complied with procedural due process requirements:

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment—or prior thereto if the conviction or admission of guilt was willfully concealed.
2. Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship.
3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member's performance of duty or his/her responsibilities to the institution or to his/her profession (BoR minutes 1989-90, pp.384-385).
4. Conviction or admission of guilt in a court proceeding of any criminal drug offense (BoR Minutes, 1989-90, pp. 384- 385).
5. Physical or mental incompetency as determined by law or by a medical board of three (3) or more licensed physicians and reviewed by a committee of the faculty.
6. False swearing with respect to official documents filed with the institution.
7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity.
8. Such other grounds for dismissal as may be specified in the Statutes of the college.

As provided in Article X of these Statutes, a complete copy of the Board of Regents Policy *Discipline and Removal of Faculty Members, Grounds for Removal, Procedures for Dismissal, containing the due process provisions), Dismissal of Temporary, Limited Term of Part-time Instructional Personnel and Suspension for Violation of State or Federal Law* is found at the following link:

[http://www.usg.edu/policymanual/section8/C245/#p8.3.9\\_discipline\\_and\\_removal\\_of\\_faculty\\_members](http://www.usg.edu/policymanual/section8/C245/#p8.3.9_discipline_and_removal_of_faculty_members)

## EAST GEORGIA STATE COLLEGE STATUTES

Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the President, or Chief Academic Officer, or their immediate supervisor, any one of whom may discontinue the employment of such employees without cause or advanced notice.

**ARTICLE X.  
GENERAL PROVISIONS**

**Section A. Interpretation of Statutes**

All questions of interpretation of these statutes and questions of the nature and extent of their jurisdiction shall be determined by the President. The President shall settle all questions or conflict of jurisdiction that may arise between any of the legislative bodies of the College or between them and the administrative officers or the various councils or committees. From the decision of the President on such questions, an appeal may be made to the Board of Regents whenever such an appeal is allowed by the policies of the Board of Regents. If such an appeal is not provided by policies of the Board of Regents, the decision of the President shall be final.

**Section B. Amendments to Statutes**

Amendments to these statutes may be proposed by the Faculty Senate or the Cabinet. A proposed amendment by one of these bodies shall be effective if ratified by a majority of the other body and approved by the President.

**Section C. Retention of the Power of the Board of Regents**

The Board of Regents of the University System of Georgia retains the power to modify, amend, or repeal these statutes in any respect.

These statutes are subject to the by-laws and policies of the Board of Regents of the University System of Georgia, and any provision in conflict therewith shall be null and void.

**Section D. Inconsistencies of East Georgia State College Policies with the Board of Regents Policies**

All rules, regulations, and statutes heretofore adopted but inconsistent with these statutes are hereby declared to be null and void.