

PAMPLIN COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES BY-LAWS

1. Purpose. The purpose of these Bylaws is to codify the appropriate structures through which College Faculty initiate and participate in the academic affairs of the College and in those administrative affairs that affect the College.

2. General Powers

2.1. The College Faculty is responsible for advising the Dean on all matters relating to the academic and administrative affairs of the Pamplin College of Arts, Humanities, and Social Sciences (PCAHSS). The Pamplin College Faculty Council represents the College Faculty in conformity with the Bylaws of the Board of Regents of the University System of Georgia, the Augusta University Senate Bylaws, and the statutes of the State of Georgia.

2.2. The College Faculty shall

2.2.1. adopt regulations governing its own procedures;

2.2.2. provide for the establishment of curricula and courses;

2.2.3. determine academic and program admissions policies for the College;

2.2.4. determine the requirements for degrees and recommend candidates for diplomas, degrees, and certificates;

2.2.5. recommend policies relating to the administration of university services as they pertain to the academic programs in the College;

2.2.6. determine the duties which it will delegate to the Faculty Council;

2.2.7. make recommendations for conduct of formal exercises and public functions held under the auspices of the College;

2.2.8. maintain lines of communication with the student body;

2.2.9. make recommendations regarding budgetary support for academic activities, including faculty research and development;

2.2.10. consult on various matters, when relevant, with other colleges in the University;
and

2.2.11. make recommendations to the Dean regarding the policies and procedures governing appointments, promotions, tenure, dismissals, and salaries.

2.3. Nothing in these Bylaws shall annul any provisions of written consent authorized by the Board of Regents.

3. Dean of the College

- 3.1. The Dean of the College, as chief representative and executive officer of the College, shall have general administrative authority over College affairs. The Dean shall exercise leadership in the formulation of policies, consult with the College Faculty regarding academic policies and proposals, and authorize the faculty to make improvements in the academic programs of the College. The Dean's responsibilities shall include both strengthening the College and its programs and advocating for these programs to the University and to the community. The Dean will collaborate with the other academic deans and Provost in strategic planning for the university and the College.
- 3.2. The Dean shall pursue external funding opportunities to support the College's academic programs.
- 3.3. The Dean shall seek to acquire new research funds, both external and internal, to support the research and scholarship activities of the College Faculty.
- 3.4. The Dean, as chief executive officer of the College, shall have final authority to make budgetary recommendations to the Provost/Vice President for Academic Affairs. The Dean shall consult with department Chairs, the college Faculty Council, center directors, and program directors on matters which affect those units. The Dean shall allocate funds to the departments for their operations, travel, merit salary adjustments, and other funds as available to carry out College and programmatic functions.
- 3.5. The Dean shall allocate new and replacement faculty/chair/director positions for departments in response to program needs and priorities, and approves all new faculty and chair/director appointments.
- 3.6. The Dean allocates faculty overload stipends and part-time and temporary faculty salary funds in response to enrollment demands and department needs.
- 3.7. The Dean shall enforce all academic rules and regulations and serve as the disciplinary officer for violations of these rules and regulations as well as the student code of conduct (as it applies to these rules and regulations).
- 3.8. The Dean gives final PCAHSS approval on all revisions and expansions of the College's curriculum offerings, degree/certificate requirements, and minors.
- 3.9. The Dean shall review annually productivity reports (credit-hour production, degrees awarded, number of majors, etc.) of all PCAHSS departments and programs.
- 3.10. The Dean actively supports external reviews of College programs and participates in review processes, assisting departments and programs in implementing recommended improvements resulting from these reviews.
- 3.11. The Dean represents the faculty to the Provost regarding space and facility needs.
- 3.12. The Dean shall be evaluated every three years by the College Faculty. Such evaluations shall be coordinated by the Faculty Council as described below.

4. Department Chairs

4.1. *Appointment*

- 4.1.1. Department Chairs shall be appointed in accordance with the statutes of the Augusta University.
- 4.1.2. Recommendation for appointment shall be made only after consultation with at least all full-time faculty of the department concerned. Alternatively, the faculty in the department may appoint a committee to represent the department in the selection process.
- 4.1.3. If a search for a Chair is initiated, the search committee shall be composed of faculty in the department in which the Chair will serve or other members designated by the Dean or his or her representative.

4.2. *Duties*

- 4.2.1. Each department Chair shall develop and administer a comprehensive program of instruction, research, and service. The Chair shall provide effective leadership in order to produce, in concert with the members of the department, an effective curriculum, policies for implementing that curriculum, and conditions which are conducive to the academic development of the students and the professional growth of the faculty. In exercising these responsibilities, the Chair must act in accordance with applicable Board of Regents and University policies and procedures.
- 4.2.2. With due consideration of the department's needs, the department Chair shall foster an environment of collegiality and mutual respect that promotes the ability and initiative of all members of the department. Whenever possible, the department Chair will consult with faculty of the department on substantial matters, such as teaching assignments and schedules, summer school teaching, and faculty appointments, in accordance with the Board of Regents Policy Manual, the Augusta University Bylaws, and the PCAHSS Bylaws. Department Chairs shall meet as a group with the Dean at least once a month (see Chairs Council below, 10.2.1.1).
- 4.2.3. The Chair and the departmental faculty shall establish departmental bylaws to govern the following: appointments to University-wide and College committees; internal procedures for third-year review, promotion and tenure, and post-tenure review; definitions of what constitutes scholarly activity and research in the discipline(s) within the department; procedures for Chair Evaluation; and other matters of relevance to the department.
- 4.2.4. Annually, each department Chair shall evaluate, both verbally and in writing, faculty members in his/her department according to University and College policies. Faculty members shall have the opportunity to respond to Chairs' evaluations in a timely manner.
- 4.2.5. Each Chair shall submit a unit plan and an annual report for his or her department to the Dean in accordance with Augusta University policies.
- 4.2.6. The Chair and faculty member shall negotiate and agree to an annual evaluation plan which specifies expectations for the faculty member's scholarship, teaching, and service. This signed document shall guide all personnel decisions,

including promotion, tenure and merit raises and will become a part of the faculty member's personnel file. This document can be modified by mutual consent of the parties.

4.3. *Evaluation*

4.3.1. The Dean shall review each department Chair annually and shall meet with each Chair to review his or her performance, providing a written evaluation, signed by the Chair and the Dean, for inclusion in the Chair's personnel file. The faculty evaluation of the department Chair shall constitute a significant component of the Dean's evaluation of the Chair. The Dean shall inform Human Resources of the findings of the Chair's evaluation in a timely manner.

4.3.2. Department faculty shall evaluate their respective department Chair every three years (or more often at the request of the Department Chair).

4.3.2.1. The Dean's Office will provide the departments with an evaluation instrument, as per Human Resources procedures and suggestions, and the evaluations shall be returned to the Dean's Office once completed. The Dean will meet with the Chair to discuss the aggregate data and results and that summary will become part of the Chair's evaluation process.

5. Membership

5.1. *General Membership*

5.1.1. The College Faculty shall consist of all Professors, Associate Professors, Assistant Professors, Lecturers (all ranks), and Instructors who hold full-time appointments in the Pamplin College of Arts, Humanities, and Social Sciences. The Dean of the College and other administrators holding faculty appointments are also members of the College Faculty. Contingent faculty, those holding less than full-time faculty positions, may send one representative from the AHSS Contingent Faculty Assembly to vote as a representative of that group at all College Faculty and Faculty Council Meetings.

5.1.2. The voting privileges of those College Faculty members holding joint appointments with another unit of the University will be adjudicated by the University Senate.

5.2. *Voting Membership*

5.2.1. College Faculty members with voting rights shall consist of all persons with an appointment of at least 0.6 FTE (full time equivalent), except as noted above, holding one of the following academic ranks as their primary appointment in the Pamplin College of Arts, Humanities, and Social Sciences: Professor, Associate Professor, Assistant Professor, Lecturer (all ranks), or Instructor. Administrators within the College who hold one of the above academic ranks shall have voting rights.

6. The Departments constituting the Pamplin College of Arts, Humanities, and Social Sciences are: Art and Design; Communication; English and Foreign Languages; History, Anthropology and Philosophy; Music; and Social Sciences.

7. Officers of the College

7.1. *The Presiding Officer*

7.1.1. The Dean shall preside at meetings of the College Faculty. In the Dean's absence, the Associate Dean, Assistant Dean, or the Dean's designee shall preside.

7.2. *The Secretary*

7.2.1. The Secretary shall be a member of the College Faculty and shall be elected by the Faculty Council for a renewable three-year term.

7.2.2. The Secretary shall be responsible for recording the minutes of all meetings of the College Faculty.

7.2.2.1. These minutes should state accurately all main motions – except any that were withdrawn – giving the wording of each motion that was adopted or otherwise disposed of, including any amendments, and identifying the maker(s) and seconder(s) of the motions and amendments.

7.2.2.2. These minutes, when approved by the College Faculty, shall be the official record of all actions taken by the College Faculty.

7.2.3. Should the Secretary be absent from a meeting of the College Faculty, the Presiding Officer shall appoint a substitute.

7.2.4. The Secretary shall be responsible for

7.2.4.1. preserving and making accessible to the College Faculty the minutes of all meetings of the College Faculty;

7.2.4.2. maintaining and updating the General Membership and Voting Membership lists;

7.2.4.3. recording results of votes, including voice, electronic, and proxy votes, as applicable;

7.2.4.4. and maintaining records of the Faculty Council.

7.2.4.5. The Secretary shall also serve as an *ex officio* member of the Faculty Council.

7.3. *The Parliamentarian*

7.3.1. The Parliamentarian shall be elected from the voting membership of the College Faculty for a renewable three-year term.

7.3.2. The Parliamentarian shall provide advice on questions of parliamentary procedure.

7.3.3. Should the Parliamentarian be absent from a meeting of the College Faculty, the Presiding Officer shall appoint a substitute.

8. Meetings

8.1. *Frequency*

8.1.1. Meetings of the College Faculty shall be held at the call of the Dean at least three times per academic year, including one in September, one in January, and one in March at which time nominations for standing committees shall be

presented. All meetings of the College Faculty shall be open to the public in accordance with the laws of the State of Georgia.

- 8.1.2. The Dean shall furnish to the College Faculty a written notice, an agenda, and the minutes of the previous meeting at least seven calendar days prior to the next regular meeting of the College Faculty.
- 8.1.3. No faculty meetings shall take place during the summer academic term with the exception of Special Meetings.
- 8.2. *Special Meetings*
 - 8.2.1. Special Meetings may be called by the Dean or upon petition of 10 percent of the College Faculty with voting privileges.
 - 8.2.2. Such meetings shall be held within seven calendar days of the presentation of the petition and with at least three calendar days' advance notice to the College Faculty.
- 8.3. *Non-Agenda Items*
 - 8.3.1. Items not included on the agenda may be discussed at a meeting but not voted upon at the meeting, with the exception of items of an urgent and timely character, as provided for in the latest edition of Robert's Rules of Order or elsewhere in these Bylaws.
- 8.4. *Quorum*
 - 8.4.1. A quorum at regular and special faculty meetings shall consist of at least one-third of the voting Faculty of the College.
- 8.5. *Procedures*
 - 8.5.1. The Rules contained in the latest edition of Robert's Rules of Order shall be the procedural authority, except where inconsistent with the provisions of these Bylaws or the Bylaws or statutes of the University, the Board of Regents, or the State of Georgia.
 - 8.5.2. For action to be taken on a motion that pertains to curricular issues of a department or program, faculty member from that department or program must be present.
- 8.6. *Committee Reports*
 - 8.6.1. College and *ad hoc* Committees.
 - 8.6.1.1. Standing and *ad hoc* committees of the College shall report to the College Faculty as needed and as described elsewhere in these Bylaws.
- 8.7. *Voting*
 - 8.7.1. Votes of the College Faculty may be taken by voice vote or by written ballot; electronic ballots may be distributed instead of written ballots. Any voting member of the College Faculty may request that a vote be taken via written or electronic ballot. Ballots shall be provided either on paper or electronically to the entire voting membership. Whenever possible, the ballot results shall be tabulated in time for presentation at the next regularly scheduled meeting of the College Faculty.

- 8.7.2. Time allowed for voting and constitution of required majorities shall conform to University Bylaws.
- 8.7.3. A two-thirds majority vote of the Pamplin College Faculty by written or electronic ballot shall be required for revision of these Bylaws (See Section 12), revision of general education requirements, creation of new degrees, deletion of existing degrees, and revision of graduation requirements. For all other voting matters, measures submitted to a vote shall pass if a simple majority of the eligible College Faculty votes in favor after abstentions and invalid ballots are excluded.
- 8.7.4. Election of specific individuals to posts or committees shall require the highest number of valid votes cast. The person with the second highest number of valid votes shall serve as the alternate for that seat.
- 8.7.5. When votes are cast, the Secretary must record the vote. Any written or electronic ballots shall be submitted to the Secretary for tabulation.

9. Standing Committees: General Provisions

- 9.1. Only full-time faculty members with voting rights (i.e., Corps of Instruction), and having a primary appointment in the Pamplin College of Arts, Humanities, and Social Sciences are eligible to serve on standing committees, subject to any limitations or exceptions specified in these Bylaws.
- 9.2. Full-time faculty members become eligible to serve on a standing committee after their first completed year of duty at Augusta University.
- 9.3. Members of standing committees shall serve for a three-year term, unless specified otherwise. When a standing committee member resigns or is otherwise unable to serve, a replacement shall be chosen according to the membership rules of the particular committee.
- 9.4. No more than one person from any department shall serve on any one standing committee at the same time, with the exception of the Faculty Council, except where noted in these Bylaws or unless approved by the department Chair and Dean.
- 9.5. Three-year terms of service shall begin at the start of the fall semester following appointment or election. Replacement terms of service shall begin immediately.
- 9.6. No member shall serve consecutive full terms on any standing committee except where noted in these Bylaws.
- 9.7. Except where specifically noted, no person holding the title of Assistant Dean, Associate Dean, or Dean shall serve as Chair or as a voting member of a standing committee.
- 9.8. Except where specifically noted, standing committees, whenever possible, shall elect as Chair a member who will have served for at least one year.
- 9.9. The membership of all standing committees shall be reported to the College Faculty with the agenda for the first meeting of the academic year and distributed electronically at least 48 hours before the meeting.

- 9.10. Standing committee meetings shall be called by the Committee's Chair or by a majority of its voting members.
- 9.11. Because the College's standing committees are expected to conduct business affecting the broader interests of the College's departments, it is expected that the meetings of these committees shall be open to the members of the College and that their agendas shall be made available prior to meeting times.
- 9.12. All standing committees shall be responsible to the College Faculty and shall report to it at least once per semester (Summer Semesters excluded). Committees shall also report to the Faculty Council any recommendations for actions, except as otherwise stated in these Bylaws. They shall meet at least once per year and shall publish an annual report to the Office of the Dean, who shall make such reports available to the College Faculty.

10. Standing Committees

10.1. *Faculty Council*

- 10.1.1. Responsibility and Activities: The Faculty Council shall be the primary, elected representative voice of the College Faculty to the Dean of the College. Its duties shall include providing a forum for the articulation of faculty concerns about the College and serving as the faculty advisory body to the Dean, with whom the Dean will consult at least monthly. In the fulfillment of such duties, the Faculty Council shall have the responsibility to:
- 10.1.1.1. Accept and review nominations for at-large University Senate seats and officers and recommend appointments to University Senate committees. In the event of resignation or removal of University Senators, elected officers, or elected committee members, the person with the next highest number of valid votes shall serve as the replacement for that seat.
- 10.1.1.2. Provide the regular mandated evaluations of the College Dean. Faculty Council will initiate the evaluation in the Fall of the 3rd year of the Dean's tenure and repeat every three years (See Section 3).
- 10.1.1.3. Recommend to the Dean the establishment and appointment of members to ad hoc committees or task forces for issues it determines appropriate.
- 10.1.1.4. Receive such reports that its standing and ad hoc committees shall provide, and forward such reports, with the Faculty Council's recommendations, to the Dean of the College.
- 10.1.1.5. Serve as the nominations committee to oversee all College-wide elections to ensure compliance with the rules governing such in the University Bylaws and Policies and Procedures, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results.
- 10.1.1.6. May propose motions to meetings of the College Faculty.
- 10.1.1.7. May propose amendments to the Bylaws and the Policies and Procedures of the College.

- 10.1.1.8. Serve as the liaison with the University Senate, submitting to the Senate such proposals as it shall deem appropriate according to the Bylaws and Policies and Procedures of the University.
 - 10.1.1.9. Make periodic reports to the College Faculty and promote faculty participation in those activities that will enhance the College's ability to attract, retain, and graduate students who excel.
 - 10.1.1.10. Contribute to the search processes its recommendations to the appropriate search committees for the appointments of the general officers of the College, including Dean, Associate Dean, and Assistant Dean.
 - 10.1.1.11. Serve as the major advisory body of the College Faculty to the Dean of the College on all matters of consequence, including budgeting, strategic planning, academic programs and policies, facilities, technologies, faculty development, teaching, scholarship, and research.
 - 10.1.1.12. The functions of the committee shall not preclude direct communication between a faculty member and the Dean.
 - 10.1.1.13. Notify the College Faculty about the purpose, membership, and duration of service of ad hoc committees established by the Dean.
- 10.1.2. Membership
- 10.1.2.1. The Faculty Council shall consist of nine members, one elected by each of the six departments of the College (Art and Design; Communication; English and Foreign Languages; History, Anthropology, and Philosophy; Music; and Social Sciences), and three elected at-large by the College Faculty.
 - 10.1.2.2. The Faculty Council membership shall include no more than two representatives from any one department.
 - 10.1.2.3. If the number of departments should change, the number of at-large members shall be adjusted to ensure an odd number of Faculty Council members.
 - 10.1.2.4. All members shall serve three-year terms.
 - 10.1.2.5. The membership shall rotate on the following schedule:
 - 10.1.2.5.1. Group One (every three years, beginning Fall 2018):
Art and Design; Communication
 - 10.1.2.5.2. Group Two (every three years, beginning Fall 2019):
English and Foreign Languages; History, Anthropology, and Philosophy;
 - 10.1.2.5.3. Group Three (every three years, beginning Fall 2020):
Music; Social Sciences
 - 10.1.2.6. Each department will determine which of its members should serve as its departmental representative.
 - 10.1.2.7. Department Chairs, Deans, associate Deans, and assistant Deans are not eligible to serve on Faculty Council.
 - 10.1.2.8. The Faculty Council Chairperson shall be elected by the Faculty Council Members during the first meeting of each academic year.

10.2. Chairs Council

10.2.1. Responsibilities and Activities

- 10.2.1.1. This committee shall meet with the Dean at least monthly to advise him or her about key issues affecting the College.
- 10.2.1.2. Each member of this committee shall advocate for the interests and concerns of his or her department and communicate to his or her departmental faculty such information as is allowable by the Bylaws and statutes of the College, the University, and the Board of Regents.
- 10.2.1.3. The Dean is responsible for conveying the Chairs' concerns to the Provost.

10.2.2. Membership

- 10.2.2.1. This committee shall consist of the department Chairs and the Deans of the College.

10.3. Promotion and Tenure Committee

10.3.1. Responsibilities and Activities

- 10.3.1.1. This Committee shall be responsible for advising the Dean in matters concerning reappointment, tenure, promotion, and requests for academic leave.
- 10.3.1.2. The Committee shall receive from the department Chairs all recommendations on promotion and tenure, including post-tenure review, as well as all recommendations for academic leave that are submitted by department Chairs.
 - 10.3.1.2.1. In conjunction with its individual departments, the College shall be the primary determinant of qualifications expected for promotion and tenure.
 - 10.3.1.2.2. Determination of expected efforts in the areas of teaching, scholarship, and service as they relate to promotion and tenure shall be in alignment with the changing University structure and mission.
- 10.3.1.3. The Committee shall assess the candidate's record or request and shall make a written recommendation to the Dean on the proposed personnel action under review.
- 10.3.1.4. All motions for promotion and tenure must be stated in positive form (i.e., to tenure; to promote). A quorum shall consist of two-thirds of those eligible to vote who must be physically or real-time virtually present at the meeting.
- 10.3.1.5. The written evaluation shall include not only a vote, but also a fair representation of the rationale for it.
- 10.3.1.6. The Committee shall conduct post-tenure review of College Faculty, recommend candidates for tenure and promotions, evaluate proposals for academic leave that are administered within the College, and transmit such recommendations to the Dean.
- 10.3.1.7. This committee also shall periodically evaluate the instrument(s) by which College Faculty are evaluated and recommend to the Faculty Council any necessary changes or amendments.

10.3.1.8. The Promotion and Tenure Committee shall be responsible for the administration of any PCAHSS faculty award programs. Toward this end, the committee may establish subcommittees as necessary.

10.3.1.9. Appeals of the College Promotion & Tenure Committee shall be made in accordance with the University Promotion and Tenure appeals procedures.

10.3.2. Membership

10.3.2.1. Given the unique function of this Committee, special consideration must be taken to ensure that its composition reflects both the disciplinary breadth and institutional understanding needed to provide the appropriate context for the personnel decisions in which it participates.

10.3.2.2. The Committee shall consist of 6 members, with one representative elected by each of the following academic departments: Art and Design; Communication; English and Foreign Languages; History, Anthropology, and Philosophy; Music; and Social Sciences.

10.3.2.3. College Faculty members eligible for service on the Committee shall be: all tenured Professors and tenured Associate Professors, except for departments that do not have faculty at those ranks.

10.3.2.4. Only tenured members of the committee shall vote on tenure decisions.

10.3.2.5. These members shall be selected by their Departments and shall serve a three-year term. The membership shall rotate on the following schedule:

10.3.2.5.1. Group One (every three years, beginning Fall 2018):
Communication; Music;

10.3.2.5.2. Group Two (every three years, beginning Fall 2019):
English and Foreign Languages; History, Anthropology,
and Philosophy;

10.3.2.5.3. Group Three (every three years, beginning Fall 2020):
Art and Design; Social Sciences.

10.3.2.6. Thereafter, the representatives from each department shall be elected to a term of 3 years.

10.3.2.7. If, for some reason, a person is unable to fulfill his or her term, the department from which that person was appointed shall select a replacement.

10.3.2.8. Department Chairs and persons holding the title of Dean, Assistant or Associate Dean shall not be eligible for service on this Committee.

10.4. Curriculum Committee

10.4.1. Responsibilities

10.4.1.1. The Curriculum Committee reviews curriculum proposals from the academic departments and makes recommendations to the Dean. This includes:

- 10.4.1.1.1. Recommendations regarding any addition, deletion, or deactivation of a program, major, minor, certificate, or area of concentration.
- 10.4.1.1.2. Recommendations on matters affecting the quality or coherence of core curricular areas that fall under the College's responsibility.
- 10.4.1.1.3. Recommendations on other curricular matters, including academic policies that bear directly on curriculum, such as admissions, advising, scholarship, or graduation requirements.
- 10.4.1.2. If the approval of any curriculum proposal by the committee is not unanimous, the dissenting member(s) may submit a report to the Dean of the College.
- 10.4.1.3. The Curriculum Committee conducts annual review of Student Learning Outcomes (SLOs) for all of the College's programs, including:
 - 10.4.1.3.1. Reviewing all identified program SLOs for quality in accordance with the College's SLO review rubric.
 - 10.4.1.3.2. Providing feedback to all program chairs and/or directors to identify strengths and weaknesses in program SLOs to support a continuous cycle of improvement.
 - 10.4.1.3.3. Verifying that chairs and/or directors have considered and responded to the Curriculum Committee's feedback.
 - 10.4.1.3.4. Summarizing the activities and findings of the annual review process—including any patterns of strengths or weaknesses observed across the College's programs—in a letter to the Dean.
- 10.4.2. Membership
 - 10.4.2.1. The Curriculum Committee includes one tenured member from each academic department in the College.
 - 10.4.2.2. Each department selects its own representative.
 - 10.4.2.3. All members shall serve three-year terms.
 - 10.4.2.4. The membership shall rotate on the following schedule:
 - 10.4.2.4.1. Group One (every three years, beginning Fall 2018): Art and Design; Music
 - 10.4.2.4.2. Group Two (every three years, beginning Fall 2019): Social Sciences; Communication;
 - 10.4.2.4.3. Group Three (every three years, beginning Fall 2020): English and Foreign Languages; History, Anthropology, and Philosophy.

10.5. Faculty Research and Development Committee

10.5.1. Responsibilities

- 10.5.1.1. The Faculty Research and Development Committee shall advocate for the College in matters of funding for faculty research and scholarship,

including the scholarship of teaching and learning, and shall serve as a voice for the particular research and scholarly concerns and pursuits of College Faculty within Arts, Humanities, and Social Sciences.

- 10.5.1.2. The Faculty Research and Development Committee shall evaluate the significance of proposals for funding support for faculty development and faculty research. Further, it shall recommend allotments of funds to the Dean. If proposals involve human or animal subjects, funding will be granted only with the concurrence of the Institutional Review Board for Research on Human Participants or the Institutional Animal Care and Use Committee.
- 10.5.1.3. The Faculty Research and Development Committee shall advise the Dean and the University Librarian and Information Technology Services on such matters as allocation of funds for library acquisitions, funding for software and technology resources, services to students and College Faculty, and improvements and changes in these services.
- 10.5.1.4. The Faculty Research and Development Committee shall consult with the Dean and the departments regarding the development of grants and other funding opportunities.

10.5.2. Membership

- 10.5.2.1. The Committee shall consist of one faculty member from each department in the College with support by one assistant or associate dean from the College (*ex officio* and non-voting).
- 10.5.2.2. Each department will determine which of its members should serve as its departmental representative.
- 10.5.2.3. All members shall serve three-year terms.
- 10.5.2.4. The membership shall rotate on the following schedule:
 - 10.5.2.4.1. Group One (every three years, beginning Fall 2018):
Social Sciences; Art and Design
 - 10.5.2.4.2. Group Two (every three years, beginning Fall 2019):
Communication; History, Anthropology, and
Philosophy;
 - 10.5.2.4.3. Group Three (every three years, beginning Fall 2020):
English and Foreign Languages; Music.

10.6. Recruitment and Marketing Committee

10.6.1. Responsibilities

- 10.6.1.1. The Recruitment and Marketing Committee shall serve to identify and coordinate College-wide marketing/recruitment initiatives within Arts, Humanities, and Social Sciences.
- 10.6.1.2. The Committee shall consult with the Dean's Office to develop departmental and college efforts to produce promotion and recruitment materials via print, social media and other outlets to further the educational mission of the College.

10.6.2. Membership

- 10.6.2.1. The Committee shall consist of one faculty member from each department in the College, the Communication Specialist for the College, and one assistant or associate dean from the College (*ex officio* and non-voting). The Committee may choose to invite/include members from outside the College with recruitment/marketing expertise to be a part of the Committee as *ex officio* members. Members will coordinate their departmental efforts, such as newsletters, Twitter accounts, etc., with the committee.
- 10.6.2.2. Each department will determine which of its members should serve as its departmental representative.
- 10.6.2.3. Members are eligible to serve additional three-year terms provided they have the support of their department.

10.7. *Pedagogy and Instruction Committee*

10.7.1. Responsibilities

10.7.1.1. The Pedagogy and Instruction Committee makes recommendations to the Dean about the needs and interests of faculty in the areas of teaching and learning. This includes:

10.7.1.1.1. Recommendations about resources needed to support effective teaching and innovation, including technology needs in the classroom.

10.7.1.1.2. Recommendations about the frequency, scope, format, and leaders of training and development workshops for the purpose of improving teaching and learning.

10.7.1.1.3. Recommendations about college-specific processes or instruments used to evaluate faculty teaching and learning, including Peer Evaluations of Teaching and Student Course Evaluations.

10.7.2. Membership

10.7.2.1. The Pedagogy and Instruction Committee includes one member from each academic department in the College.

10.7.2.2. Each department selects its own representative.

10.7.2.3. All members shall serve three-year terms.

10.7.2.4. The membership shall rotate on the following schedule:

10.7.2.4.1. Group One (every three years, beginning Fall 2019):
Art and Design; Music

10.7.2.4.2. Group Two (every three years, beginning Fall 2020):
Social Sciences; Communication;

10.7.2.4.3. Group Three (every three years, beginning Fall 2021):
English and Foreign Languages; History, Anthropology,
and Philosophy.

10.8. *Contingent Faculty Council*

10.8.1. Responsibilities and Activities

10.8.1.1. This council shall discuss all issues directly concerning part-time faculty matters and shall provide to the Dean and Faculty Council suggestions and ideas relating to contingent faculty concerns. It shall elect a member to attend meetings of the College Faculty and to vote on all matters relating to the College Faculty. The Council will meet at least once per academic year.

10.8.2. Membership

10.8.2.1. All part-time faculty members, including adjunct faculty and graduate teaching and research assistants, may attend Contingent Faculty Council meetings. The members will elect a chair and a secretary to report the Contingent Faculty Council's deliberations to the Faculty Council.

10.9. *The Staff Advisory Committee*

10.9.1. Responsibilities and Activities

10.9.1.1. This committee shall express to the Dean the concerns of staff members in the College; provide suggestions for the operation of the College relating to staff concerns; and manage the staff awards.

10.9.2. Membership

10.9.2.1. The committee shall be composed of one staff member from each department and one from the Dean's office.

10.9.2.2. The committee shall elect its own chair and secretary.

10.9.2.3. The committee may meet at least once a semester with the Dean of the College.

10.9.2.4. The functions of the committee shall not preclude direct communication between a staff member and the Dean.

10.9.2.5. The term of service to the Staff Advisory Committee shall be two years.

11. Ad Hoc Committees

11.1. *Purpose and Duration.* The Faculty Council or Dean may establish an ad hoc committee for a goal or purpose that falls outside of the purview of a standing committee. The committee will dissolve when its assignment is complete or within one year, whichever is shorter.

11.2. *Membership.* Since the tasks of an ad hoc committee cannot be predicted in advance (except for the case of the ad hoc committee to review the Bylaws—see part 11.5 below), the membership of an ad hoc committee shall be unrestricted but should be adequate to the committee's purpose and shall ensure representation from across the College and that is appropriate to the ad hoc committee's purpose.

11.3. *Ad Hoc Committees Established by the Faculty.* The College Faculty may call for the establishment of an ad hoc committee if a two-thirds majority present at a College Faculty meeting approves a motion asking for the committee. Such a motion shall specify the proposed committee's charge, duration of service, and whether its members are to be elected, appointed, or chosen by some other means. At the conclusion of its work, the committee shall report to the College Faculty.

11.4. *Ad Hoc Committees Established by the Dean.* The Dean may establish an ad hoc committee and shall appoint membership from across the College appropriate to the committee's purpose. The Dean shall report the purpose, membership, and duration of service of any such committee to the Faculty Council at the College meeting prior to its establishment.

11.5. *Ad Hoc Committee to Revise/Review the Bylaws.* This ad hoc committee shall consist of the College Parliamentarian, the Associate Dean (ex officio, appointed by the Dean), and one member of each department in the College. The committee shall review the Bylaws at least every seven years and report its findings to the Faculty Council. The first review of the College Bylaws shall occur in January 2014.

12. Amendment of Bylaws. Changes to the foregoing Bylaws may be proposed to the College Faculty by the Faculty Council. Any change to the Bylaws brought to a vote before the College Faculty must be approved by a two-thirds majority. (See sections 8.7, 10.1.1.7, and 11.5.)

Adapted from © 2012 the Bylaws of the Board of Regents of the University System of Georgia, the Augusta State University Faculty Manual, and the Bylaws of Augusta University, the University of North Carolina-Greensboro, the University of North Carolina-Wilmington, the University of Vermont, and the University of Wisconsin-Green Bay.

Amended by PCAHSS faculty March 28, 2013. Amended by the PCAHSS faculty May 2016. Amended by the PCAHSS faculty February 2018. Amended by the PCAHSS faculty March 2018. Amended by the PCAHSS faculty February 2019.