Bylaws

Of the

University Senate

Of

Georgia Regents University
ARTICLE I: SOURCE OF AUTHORITY AND PURPOSE

I, 1. Southern Association of Colleges and Schools, Commission on Colleges

In Section 3 of the Comprehensive Standards for the Southern Association of Colleges and Schools, Commission on Colleges publication *The Principles of Accreditation: Foundations for Quality Enhancement* document (2012 edition) it clearly states that institutions in compliance should have a clear structure for faculty governance. “The institution publishes policies on the responsibility and authority of faculty in academic and governance matters” (3.7.5)

The Southern Association of Colleges and Schools, Commission on Colleges recognizes a “tradition of shared governance within American higher education” and “the importance of both faculty and administrative involvement in the approval of educational programs,” “curriculum development,” and a “role in both academic and governance matters” (*Resource Manual for the Principles of Accreditation*, March 2012).

I, 2. University System of Georgia Board of Regents

The Board of Regents of the University System of Georgia defines the membership, duties, powers, and privileges of the President, Faculty, and GRU Senate. BOR Policy Manual, *Faculties section 3.2.*

I, 3. Georgia Regents University Statutes

The GRU Statutes define the organizational structure of the university and its governance bodies.

I, 4. Georgia Regents University Senate Bylaws

These Bylaws are prepared for the convenience of the faculty of GRU and are not to be construed as an official publication of the Board of Regents (BOR) of the University System of Georgia (USG). In case of any divergence from or conflict with these GRU University Senate Bylaws and the Bylaws and/or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.
The GRU Bylaws were approved by the faculty on DATE, and approved by the Board of Regents on DATE.

Advisory Agency

I, 5. American Association of University Professors

The American Association of University Professors (AAUP) (in conjunction with the American Council on Education and the Association of Governing Boards of Universities and Colleges) emphasizes that faculty should have shared governance over matters of “framing and execution of long-range plans,” “decisions regarding physical resources,” and in prioritizing “the allocation of resources.” Further, “the faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process” (“Statement on Government of Colleges and Universities,” originally adopted 1967 and revised 1990, *The AAUP Policy Documents and Reports [Redbook]*, 10th ed., 2006).

1, 6. Purpose

Principles of shared governance strengthen all of the best higher education institutions in America today. Through a system of representative participation in a university’s decision-making processes concerning all key academic and faculty matters, the university is able to work as a cohesive body—empowering faculty at all levels to take part in the development of continued excellence in teaching, learning, outreach to the community, research, and scholarship, which all forward the mission of the institution.

The University Senate is a vehicle through which faculty share in the operation and management of the university. The shared governance practice of consultative decision-making between the University Senate and the University Administration at every level underscores the belief that faculty are at the heart of the academic mission of teaching, research, and service. This concept is critical to maintaining a quality academic program and the mission of the university.
ARTICLE II: MEMBERSHIP OF THE UNIVERSITY ASSEMBLY AND UNIVERSITY SENATE

II, 1. PRESIDENT AND UNIVERSITY SENATE EXECUTIVE CHAIR

The President of GRU will serve as Head of the faculty and the Executive Chair of the University Senate.

II, 2. ASSEMBLY

The Assembly is a meeting of the whole faculty and administrative faculty, as defined in Article II, 3 and II, 4.

II, 3. FACULTY

The faculty of the university is composed of Administrative Officers and the Corps of Instruction who are full time and on an annual contract. As defined by the Board of Regents Policy Manual 3.2.1.1, the Corps of Instruction includes professors, associate professors, assistant professors, instructors, senior lecturers, lecturers, and teaching personnel with such other titles as may be approved by the Board. Research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

For purposes of shared governance as defined in these bylaws, 75 percent annual full-time status or higher constitutes full time. These individuals will have privileges including voting at all Assembly meetings and holding institution-wide offices in shared governance activities.

II, 4. ADMINISTRATIVE FACULTY

II, 4.1. If not included above in Article II, 3, the term “whole faculty” also includes all those who hold academic rank and serve as academic department chairs, division chairs or directors, academic deans, academic vice-presidents, presidents, and regional branch administrators – including all persons with direct line authority over faculty as described above.
II, 4.2. Faculty holding administrative positions (50% or greater of responsibilities) at the college level (e.g., assistant dean) may vote, but cannot hold office in institutional shared governance.

II, 4.3. Full-time staff members who do not hold academic rank and who have not been designated as an administrative officer do not hold the privileges of faculty, as described above, no matter the term of their contract.

II, 4.4. Academic rank is one of the privileges afforded faculty members and will be limited to faculty members within the definition in Article II, 3 above.

II, 5. PART-TIME PERSONNEL

Part-time personnel are those persons, regardless of rank, who serve the institution on a semester-by-semester basis/contract. These include those persons holding the titles part-time instructor, visiting lecturer, and visiting faculty. These part-time personnel—whether teaching or engaged in research—will have representation at the college level and, depending on college policy, may vote at that level but shall neither have the privileges of the faculty nor serve at the university level. They will not elect University Senate Senators. They are welcome to attend all meetings of the Assembly, but are non-voting.

Graduate Teaching Assistants, Post-Doctoral Fellows, Interns, and Residents will have no privileges as faculty. They have privileges in either the graduate student organization or graduate medical association. They are welcome to attend all meetings of the Assembly, but are non-voting.

II, 6. ADJUNCT FACULTY

Adjunct faculty are professional staff members of businesses, industries, clinical, and other agencies and organizations appointed by the institution and its branches on a part-time basis to carry out instruction, research, or other functions on behalf of the institution. They do not hold rank at the institution. Any title they might have is honorary. They will have no voting privileges at any level.
ARTICLE III: ORGANIZATION

III, 1. ASSEMBLY

III, 1.1. MEMBERSHIP

III, 1.1.1. Faculty and Administrative Faculty as defined in II, 3 and II, 4 make up the membership of the Assembly and may attend and participate in all meetings of the Assembly, as defined in Article II, 2.

III, 1.2 STRUCTURE

III, 1.2.1. Regular Assembly meetings will be announced prior to the beginning of each academic year. There will be at least two Assembly meetings each academic semester.

III, 1.2.2. The President, the Chair, the University Senate, or any faculty member or faculty group (by successful appeal to the University Senate or the University Senate Executive Committee) may call an Assembly meeting.

III, 1.2.3. Whenever feasible, the date, time, and place of any Assembly meeting shall be announced two weeks in advance if matters requiring a vote of the faculty are to be considered.

III, 1.2.4. Minutes of each meeting shall be taken by the University Senate Secretary and published before the next meeting. These minutes shall be subject to approval by the faculty at the next meeting.

III, 1.2.5. Business at Assembly meetings shall be conducted in accordance with the current edition of Robert’s Rules of Order unless otherwise provided for in these Bylaws.

III, 1.2.6. Before the first faculty meeting of each semester the Provost should establish the official count and list of the faculty as defined in II, 3 and II, 4.

III, 1.2.7 Meeting of the Assembly and Quorum. Regardless of the number in attendance, the meeting may be held.
If a quorum of 25 percent of the faculty as defined in II, 3 and II, 4 is not present at an Assembly meeting, then no official Assembly business may be conducted; however, at any time a petition signed by 10 percent of the GRU faculty will be sufficient to require an expedient electronic vote by the faculty on any issue.

Quorum of Whole Faculty for Electronic Voting. Twenty-five percent of the membership of the whole faculty as defined in II, 3 and II, 4 also constitutes a quorum for the electronic vote, except as noted in Article V, 1.2.

III, 1.2.8. The Senate Chair (or the GRU President) shall conduct the Assembly meetings.

III, 1.3. Functions

III, 1.3.1. The Assembly will vote on important matters of curriculum brought to the Assembly’s attention by the President, Provost, Senate Chair, Executive Committee, or University Senate.

III, 1.3.2. The Assembly will assist in the orderly conduct of the affairs of GRU, facilitate the performance of faculty duties and obligations, protect academic integrity, seek excellence in student outcomes, and protect the rights and privileges of the faculty of the GRU.

III, 1.3.3. The Assembly shall present matters of concern to the University Senate for consideration and appropriate action and direct the Senators (Article III, 2.4.10) to report back to the Assembly.

The Assembly through the University Senate and the Senate Executive Committee shall foster effective lines of communication and interaction among faculty members of GRU, the administration, and the student body.

The Assembly shall communicate through the University Senate and the Senate Executive Committee faculty viewpoints to the administration of GRU.

III, 1.3.4. The whole faculty shall elect to the University Senate all Members-At-Large and Officers.

III, 1.3.5. The Assembly shall receive reports from the University Senate of the University Senate’s actions and activities and act on all questions that
come before the Assembly, including, but not limited to, voting on important matters of curriculum brought to the University Senate’s attention by the President, Chair, or University Senate.

III, 1.3.6. The whole faculty shall exercise final authority on all relevant GRU business (except as noted in Article V, 1.2), including vetoes of University Senate actions with a simple majority of at least 25 percent of the faculty as defined in II, 3 and II, 4.

III, 2. UNIVERSITY SENATE

III, 2.1. MEMBERSHIP

III, 2.1.1. Articles II, 3 and II, 4 define all members of the Faculty eligible for election to the University Senate.

III, 2.1.2. The Staff Governance body, the Undergraduate Student Governance body, the Graduate Student Governance body, and, if any, the Part-Time Faculty Governance body shall be encouraged to participate in university shared governance. One member of each body is invited to attend Senate meetings, ex-officio and non-voting.

III, 2.2. STRUCTURE

III, 2.2.1. The University Senate is a representative body of the GRU faculty that serves to conduct the business of the whole faculty, such as approving or forwarding to the Assembly or appropriate parties business pertaining to academic policies, curriculum, promotion, tenure, faculty rights and privileges, faculty development, communication, educational goals, and other strategic matters. The Senate shall also advise the university administration on budgetary and other university resource matters.

III, 2.2.2. The University Senate will communicate with the President and Provost on all appropriate matters impacting the GRU faculty and students.

III, 2.2.3. The University Senate will have an Executive Committee composed of the President of the University, the Chair, Immediate Past-Chair, Vice-Chair, and Secretary-Treasurer.

This body will set the dates and the agenda for University Senate meetings and the Assembly meetings. The Chair of the University Senate will conduct the Executive Committee meetings and the University Senate
meetings. The Secretary-Treasurer of the University Senate will ensure that all administrative records of the activities of the Faculty Senate are in order, such as ensuring agendas are posted in advance and minutes for all meetings are maintained.

III, 2.2.4. Each Officer and Senator will take office as of August 15 of each year and serve a two-year term unless otherwise stated in these Bylaws.

III, 2.2.5 The number of delegates elected to the University Senate from each college will be based on the following numbers of faculty as defined in II, 3 and II, 4:

1-20 faculty, one representative
21-99 faculty, two representatives
100-199 faculty, three representatives
200-299 faculty, four representatives
300-399 faculty, five representatives
400 or more faculty, six representatives

III, 2.2.6 There shall be four at-large senators elected by the faculty as a whole as defined in II, 3 and II, 4.

III, 2.2.7 Quorum of the Senate will be a minimum of 51 percent of the voting membership of the Senate.

III, 2.3. FUNCTIONS

III, 2.3.1. The University Senate is a vehicle through which faculty share in the operation and management of the university. The shared governance practice of collaboration between the faculty and the administration at every level underscores the belief that faculty are at the heart of the academic mission of teaching, research, and service. This concept is critical to maintaining quality academic programs and the mission of the university.

III, 2.3.2. Through the University Senate and its constituent Senate Committees, the faculty are principally responsible for admissions standards, prerequisite
requirements, program establishment and disestablishment, and share the
governance of all matters affecting the faculty and students—including but
not limited to a formal role in determining promotion and tenure (P&T)
requirements, grievance procedures, faculty development, academic
affairs, and other matters involving the faculty, administration, staff and
students.

III, 2.3.3. The University Senate receives semi-annual reports from the Provost and
all Senate Committees.

III, 2.4. UNIVERSITY SENATE OFFICERS AND SENATORS

III, 2.4.1. PRESIDENT OF THE UNIVERSITY

The President of the University shall serve as Executive Chair and Head of the
faculty. The President may call meetings of the Assembly, the University Senate,
and the University Senate Executive Committee and has voting privileges at both
the University Assembly and the University Senate.

III, 2.4.2 UNIVERSITY SENATE CHAIR

III, 2.4.2.1 Election and Term of Office. The faculty as a whole elects the
University Senate Chair at-large for a term of three years or until a
replacement is duly seated. The Chair will first serve as Vice-Chair for
a period of one year. The second year of the three year position will be
served as Chair, and the third will be as Past-Chair.

If at the time of election to Vice-Chair the individual was a Senator with
a year of service remaining, the individual's college or, if the individual
had been elected at-large as a senator, the Faculty in a special at-
large vote, shall seat an alternative Senator to serve for one year. The
individual may be elected to serve only one three-year term.. If an
individual serves the three-year cycle and also completed a two-year
term as Senator immediately before the initial election to Vice-Chair—
this individual may serve no more than seven years before a one-year
break from office (for a maximum of two terms as Senator and one in
the cycle as chair).

III, 2.4.2.2. Duties. It is the duty of the Chair to preside over all meetings of the
University Senate, the Executive Committee, and the Assembly. The
Chair may participate in a non-voting capacity in the deliberations of
the Senate and the Assembly, and will vote on issues in the Executive Committee. The Chair shall vote in any case of a tie in the Senate and the Assembly.

The Chair will have the power to call meetings of the University Senate and the University Senate Executive Committee, and, with the consent of the Executive Committee, meetings of the Assembly.

The Chair will meet regularly with the President of GRU or his or her representative. The Chair must maintain effective communication between the University Senate and the Administration, the University Senate and its Committees, and the University Senate and the Assembly.

While in traditional three-year rotations the Chair carries the majority of the effort, it is expected in this structure that the three, Chair, Vice-Chair, and Past Chair will share tasks and will work closely together to carry the responsibilities of leadership in working with the other Executive Committee and Senate members.

The Chair may refer any matter to the Executive Committee, the Provost, or the President for review or consideration.

The Chair, in consultation with the Secretary-Treasurer, will submit the annual budget request for the University Senate. In consultation with the Executive committee, the Chair will annually submit required reports.

The Chair, or the Chair’s designee, will serve on the state-wide USG Faculty Council.

III, 2.4.2.3. Vacancies. If the office of Chair becomes vacant for any reason, the immediate Past-Chair will step in and assume the duties of the Chair. If the immediate Past-Chair is unavailable to serve, the University Senate will elect another Past-Chair to serve as Chair for the remainder of the vacated term.

III, 2.4.3. University Senate Vice-Chair

III, 2.4.3.1. Term of Office. The University Senate Vice-Chair is elected from the faculty by vote of the Assembly for a term of three years or until a replacement is duly seated. For rules of election, see “Chair” above.
The term for the Vice-Chair is the first year of a three-year position: 1) Vice-Chair, 2) Chair, and 3) Past-Chair, with a different title and duties each year.

III, 2.4.3.2. **Duties.** The Vice-Chair will assume the duties of the Chair in the Chair's absence from any meetings of the Assembly, the University Senate, or the University Senate Executive Committee.

The Vice-Chair, except when assuming the duties of the Chair, will have full voting privileges at all meetings of the Assembly, the University Senate, and the University Senate Executive Committee.

The Vice-Chair will chair the ad-hoc Bylaws review committee (Article V, 1.4) and the Vice-Chair will also perform such duties as are assigned by the Chair.

The Vice-Chair will serve as Vice-Chair of the Executive Committee of the University Senate.

III, 2.4.3.3. **Vacancies.** If the position of Vice-Chair becomes vacant for any reason, the alternate as determined in Article III, 3.2 shall be seated as Vice-Chair.

III, 2.4.4. **IMMEDIATE PAST-CHAIR**

III, 2.4.4.1. **Term of Office.** For rules of election, see “Chair” above, 2.4.2.1. The term for the Past-Chair is the final year of a three-year position: 1) Vice-Chair, 2) Chair, and 3) Past-Chair.

III, 2.4.4.2. **Duties.** It is the duty of the Past-Chair to advise the Chair and the Executive Committee on all appropriate matters. The Past-Chair will serve as Chair if the office of Chair becomes vacant and the Vice-Chair is unavailable to replace the Chair.

If both the Vice-Chair and Chair cannot attend a Senate meeting for some reason, the Past-Chair will conduct the meeting. The Past-Chair will perform such duties as are assigned by the Chair.

The Past-Chair will serve as a voting member of the Executive Committee, the Assembly, and the Senate.

III, 2.4.4.3. **Vacancies.** If the position of Past Chair becomes vacant for any reason, the Executive Committee shall fill the seat with the most
immediate Past-Chair or, if necessary, another Past-Chair.

III, 2.4.5. **SECRETARY-TREASURER**

III, 2.4.5.1. *Term of Office.* The Secretary-Treasurer is elected at-large from among the Faculty and serves for two years or until a replacement is duly seated. The Secretary-Treasurer may be re-elected for up to three consecutive terms.

III, 2.4.5.2 *Duties.* In his/her capacity as Secretary of the University Senate the Secretary-Treasurer will ensure that all administrative records of the activities of the Faculty Senate are in order, such as ensuring agendas are posted in advance and minutes for all meetings are maintained, working with available staff as necessary.

In his/her capacity as Treasurer of the University Senate the Secretary-Treasurer will work with the other members of the Executive Committee to produce a budget plan and to maintain the related fiscal records for the University Senate.

The Secretary-Treasurer serves as a voting member of the Executive Committee of the University Senate, the University Assembly, and the University Senate.

III, 2.4.5.3. *Vacancies.* If the position becomes vacant for any reason, the alternate as determined in Article III, 3.2 shall be seated as Secretary-Treasurer.

III, 2.4.6. **PARLIAMENTARIAN**

III, 2.4.6.1. *Election and Term.* The Parliamentarian is appointed by the Executive Committee, approved by the Senate, and serves for a one year term or until a replacement is duly seated. The Parliamentarian may be re-appointed.

III, 2.4.6.2. *Duties.* The Parliamentarian will make sure that the University Senate and Assembly uphold and follow relevant parliamentarian process, including following *Robert’s Rules of Order*, during all meetings. Further, the Parliamentarian will also be tasked with making sure all Bylaws are followed.
The Parliamentarian may be invited to attend meetings of the Executive Committee of the University Senate as a non-voting member.

III, 2.4.6.3. **Vacancies.** If the position becomes vacant for any reason, the alternate as determined in Article III, 3.2 shall be seated as Parliamentarian.

### III, 2.4.7. **OMBUDSPERSON**

#### III, 2.4.7.1. **Qualifications.** The Senate shall appoint a faculty member to serve as the Ombudsperson, who can be a volunteer or nominee from the current or former senior faculty. Nominations may be made by any member of the faculty as defined in Article II, 3.3. The individual must be willing to receive training. The Ombudsperson may be appointed for additional terms. The Senate may by majority vote terminate the appointment of any Ombudsperson.

Preferably, the Ombudsperson holds the academic rank of Professor or held it at the time of retirement. Each Ombudsperson should be trained in conflict resolution through the University System of Georgia Consortium on Negotiation and Conflict Resolution\(^1\) or an equivalent program, either before appointment or as soon as possible thereafter. The Ombudsperson should normally have prior service on University Senate committees or panels, preferably with experience in such matters as faculty discipline and dismissal proceedings, sexual harassment investigations, or faculty P&T. However, once appointed by the Senate, the Ombudsperson may not simultaneously hold any administrative office or serve on committees/panels dealing with the issues cited above.

#### III, 2.4.7.2. **Term.** The Ombudsperson shall serve for two years and may be reappointed in two-year intervals indefinitely or until a replacement is duly seated.

#### III, 2.4.7.3. **Duties.** The Ombudsperson shall serve as a source of information, confidential advice, and assistance in resolving serious concerns of individual faculty members. Such concerns may include, but are not limited to, research misconduct proceedings, faculty discipline and

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\(^1\) See the Basic Mediation Program @ [http://law.gsu.edu/cncr/index/higher_ed/outreach/core_offerings](http://law.gsu.edu/cncr/index/higher_ed/outreach/core_offerings) .
dismissal matters, sexual harassment concerns, and faculty P&T appeals. The Ombudsperson will not address collective concerns of the faculty; these should be addressed through the University Senate and its committees and officers.

The Ombudsperson should be available to consult with any faculty member who so wishes. The Ombudsperson should act as a neutral party to inform the faculty member about issues of concern and to develop resolution options that address the faculty member's concerns. The Ombudsperson shall not have authority to set policy or to direct a specific resolution to a matter.

The Ombudsperson may serve as an initial point of action for an individual faculty member’s dispute or grievance and shall recommend an initial direction for the complaint. Faculty may also begin a dispute or grievance with the Grievance Committee if they prefer.

Any use of the Ombudsperson shall be encouraged, but voluntary. No faculty member shall be required to use the Ombudsperson. The Ombudsperson may meet with the relevant administrative officers of the GRU and other organizations to assist in resolving the faculty member’s concerns. The Ombudsperson shall have access to relevant institutional records, subject to regulations on confidentiality. The Ombudsperson should not participate in any formal institutional process, as an advocate, witness, or in any other formal role.

The Ombudsperson shall keep confidential the information that any faculty member shares, unless the faculty member authorizes disclosure or the Ombudsperson’s legal and ethical duties compel the disclosure. Georgia law provides that most records held by the GRU are available to the public, and there is no special legal privilege for ombudspersons. Therefore, the Ombudsperson may be obligated to respond to a subpoena or court order, to inquiries from law enforcement, and to authorized auditors and investigators. Also, the Ombudsperson shall be obligated to volunteer information of illegal activity.

The Ombudsperson should review the limits to the Ombudsperson’s role with anyone who wishes to consult.
In keeping with the principle of confidentiality described above, the Ombudsperson shall not be required to report on his or her activities, except that the Executive Committee may request a report on the number of faculty who consulted the Ombudsperson, and the approximate total number of active hours spent functioning as an Ombudsperson. The purpose of these reports would be to assess the workload and demand for this service. At the Ombudsperson’s discretion, if confidentiality can be maintained, the Ombudsperson may use anonymous voluntary surveys of the faculty who consulted him or her to measure the effectiveness of this program.

The Ombudsperson attends all Senate meetings, ex-officio and non-voting.

III, 2.4.7.4. Vacancies. If the position becomes vacant for any reason, the Senate shall appoint a new Ombudsperson.

III, 2.4.8. UNIVERSITY ADVOCATE

III, 2.4.8.1. Qualifications. The Senate shall appoint a faculty member to serve as the University Advocate. The individual may volunteer to serve or may be nominated from among the senior faculty. Nominations can be made by any member of the faculty as defined in Article II, 3.3. The individual must be willing to receive training. The University Advocate may be appointed for additional terms.

The University Advocate should preferably hold the academic rank of Professor. The University Advocate should normally have prior service on University Senate committees but, while serving as University Advocate, should not hold an administrative office or serve on University Senate committees. The University Advocate should be a person of courage who will address issues without regard to his or her own personal opinion. The University Advocate should be diplomatic, accessible, plain spoken, and approachable.

III, 2.4.8.2. Term. The University Advocate shall serve for two years and may be reappointed in two-year intervals indefinitely or until a replacement is duly seated. The Senate may terminate the appointment of the University Advocate by majority vote.
III, 2.4.8.3.  **Duties.** The University Advocate shall serve as a voice for faculty members who do not feel comfortable speaking for themselves and who may, anonymously or publicly, ask the University Advocate to speak for them, ask a question, put forward a concern, or address an issue. The University Advocate may be asked to represent faculty members to the Assembly, the Senate, the Executive Committee, or the administration. The University Advocate may speak with impunity, addressing issues on behalf of members of the university.

The University Advocate may decline to raise issues that the University Advocate considers to be in poor taste, irrelevant, or inappropriate.

The University Advocate is an ex-officio and non-voting member of the Senate.

III, 2.4.8.4.  **Vacancies.** If the position becomes vacant for any reason, the Senate shall call for new nominations and appoint another faculty member to serve as University Advocate.

### III, 2.4.9. Liaison to the Board of Regents

III, 2.4.9.1.  **Position.** The Liaison to the Board of Regents may be any faculty member as defined in II, 3 and II, 4 or emeritus faculty. The position shall be appointed by the Executive Committee, approved by the Senate, and serves for one-year or until a replacement is duly seated.

III, 2.4.9.2.  **Duties.** The Liaison to the Board of Regents shall attend Board of Regents meetings in order to communicate actions of the Board to the Senate.

### III, 2.4.10. Senators

III, 2.4.10.1.  **Term of Office.** The term for Senators is two years. Senators may hold their offices for three consecutive terms. After a six-year period of service, an individual is ineligible for one year before again being able to serve in the Senate.

III, 2.4.10.2.  **Duties.** Senators will represent faculty at all Senate meetings and Assembly meetings. The Executive Committee will assign a Senator to liaise with each of the University Senate Committees. Senators
assigned as liaison will attend committee meetings, ex-officio and non-voting, to ensure communication between the Senate and its committees.

III, 2.4.10.3. *Election and rotation.* Each year, approximately half the allotted Senators will be elected by each College with two of four Senators elected at-large. If a college has only one representative, the college will determine when the Senator will be elected to a two-year term.

III, 2.4.10.4. *Vacancies.* Any Senate vacancy will be filled as soon as possible by the alternate Senator from the appropriate college. If the Senate position was at-large, the position will be filled by the alternate.
III, 2.5. UNIVERSITY SENATE COMMITTEES

III, 2.5.1 General Information

III, 2.5.1.1. Purpose. The University Senate Committees shall support the functions of the University Senate, encourage participation by faculty in shared governance, and work with the administration to support the GRU mission, vision, and Strategic Plan. All committee meetings will be open to the faculty unless there are concerns regarding potential conflict of interest or confidentiality.

III, 2.5.1.2. Committee Membership. Unless otherwise noted, each College, including Colleges without primary appointment faculty, may elect a primary voting member, and may elect a secondary member who can attend all meetings if the secondary wants, and attend and vote when the primary member is absent from a meeting. Each year, approximately one-half of the members will be elected. Each member serves for two years or until a replacement is duly seated. Each member may be reelected to the same Committee for up to three consecutive terms for a total of 6 years of service, at which time the individual must sit out for a year.

III, 2.5.1.3. Chair. Unless otherwise noted, the members of each Committee will elect a chair from among their members. It is the chair’s responsibility to provide monthly reports to the University Senate Chair and an end of the year report to the Senate. As necessary, the chair of the committee may give reports on the floor of the Senate. The University Senate Chair may invite any committee chair to give a report to the Senate or to the Executive Committee. The Chair shall announce meetings in advance.

III, 2.5.1.4. Connection to Senate. The Executive Committee of the University Senate will assign a University Senator to each committee (Section 2.4.11.2) to serve as an ex-officio, non-voting liaison.

III, 2.5.1.5. Connection to University Administration. The Senate may seat administrators ex-officio and non-voting to University Senate Committees, as appropriate.

III, 2.5.1.6. Vacancies. Unless otherwise noted, the committee chair should keep the University Senate informed of any vacancies on the committee. When a vacancy occurs the entity responsible for the
III, 2.5.2. University Senate Executive Committee

III, 2.5.2.1. Membership. The University Senate Executive Committee consists of the President (ex-officio and non-voting except in the case of a tie) or the President's proxy (ex-officio and non-voting except in the case of a tie); University Senate Chair (voting); Vice-Chair (voting); immediate Past-Chair (voting); and Secretary-Treasurer (voting). An Administrative Assistant may attend but is non-voting.

III, 2.5.2.2. Duties. The Executive Committee is empowered to act upon all matters except legislation in the name of the University Senate and Assembly when, in its judgment, those bodies cannot readily be convened and when extraordinary events require extreme haste. All such actions will be reported to the faculty immediately via electronic means, and in person to the Senate and the Assembly at the next possible meeting of each.

The Chair, Vice-Chair, and Past Chair will consult and work together as a team to complete business and make decisions collaboratively.

The Executive Committee will set the dates and the agenda for University Senate meetings and Assembly meetings.

The Executive Committee may propose new committees to serve the purposes of the University Senate as part of shared governance. These Committees must be approved by the Senate. The Executive Committee may also form ad hoc committees as needed to support the activities of the Senate, which do not require Senate approval. Other committees and workgroups will be reviewed and incorporated in the GRU system of shared governance as deemed appropriate.

The Executive Committee will serve as a review body for faculty concerns related to the Institutional Review Board and Institutional Animal Care and Use Committee.

III, 2.5.2.3. Vacancies. Any vacancy on the Executive Committee shall be filled by the University Senate from among its members, and the interim officer shall serve until the next election.
III, 2.5.3. Curriculum and Academic Policies Committee

*Duties.* The Curriculum and Academic Policies Committee oversees the evolution of the curriculum, ensuring it is academically sound and meets University goals and the educational needs of our students. The committee recommends appropriate policy to improve and develop academic programs in more than one college, including all undergraduate programs and matters pertaining to the Core curriculum. The committee also reviews all proposed courses, changes, and programs when those changes impact curriculum and academic issues in more than one college, the University as a whole, or all faculty members. The committee members are to mediate curricular problems within, between and among Colleges and oversee University policies and practices in areas such as admissions, classroom management, student retention, progression, graduation, and similar matters.

III, 2.5.4. Promotion and Tenure (P&T) Committee

III, 2.5.4.1. *Membership.* No individual can serve on more than one Promotion and Tenure (P&T) Committee at different levels (department, college, university). For the purpose of this document the library will be considered as a college and the library director as a dean. No faculty member in a position at or above the level of department chair shall serve on any P&T Committee. All committee members shall adhere to the Georgia Regents University (GRU) Individual Conflicts of Interest Policy: http://policy.georgiahealth.edu/2010/09/23/individual-conflicts-of-interest-policy/

Each college that has a promotion and tenure committee will have one representative on the University P&T Committee. The college representative will be elected by the full-time faculty of the College.

Term limits will be three years. Approximately one-third of committee membership will be appointed each year. Initial committee members will be appointed to one-, two- or three-year terms. Initial terms will be determined by lot. Members shall not serve consecutive terms.

All members of the University P&T Committee will have full-time faculty appointments and will hold rank of Associate Professor or above with tenure.

A quorum will consist of 75% of those eligible to vote who must be physically or real-time virtually present at the meeting. A 60% majority
vote of those present physically and real-time virtually will be required to pass a motion to promote or to tenure. Since the vote required is 60% of the members present, an abstention will have the same effect as a no vote.

Appeals of the College P&T committee decisions are to be made in accordance with the GRU Promotion and Tenure appeals procedures.

III, 2.5.4.2. Duties. Duties of the committee include reviewing all prior recommendations for due process and adherence to each unit’s published guidelines. If the committee finds evidence of a violation in due process or inconsistencies in adherence to unit or university guidelines, the committee recommendation shall be accompanied with a detailed explanation. The committee also shall provide guidelines for college and department level P&T processes.

III, 2.5.3.3 Vacancies. The Committee Chair should keep the University Senate informed of any vacancies on the committee. At that time the college will replace the seat with another qualified member, as applicable.

III, 2.5.5. Faculty Rights and Responsibilities Committee

Duties. The Faculty Rights and Responsibilities Committee will collaborate with the administration on benefits, retirement, and faculty workload. They will work with and make recommendations to the administration on issues with adjunct faculty and graduate assistants, and other part-time and temporary teaching faculty. The Committee members will review and make recommendations as applicable on all policies and programs concerning ethics and faculty retention.

III, 2.5.6. Budget Advisory, Information Technology, and University Resources Committee

Duties. The Budget Advisory, Information Technology, and University Resources Committee will interact with the administration on budgetary matters and all matters directly related to University resources including all physical resources and educational resources such as research space, physical plant, office space, parking, dormitories, athletic facilities, libraries, laboratories, classrooms, and information technology infrastructure and software. An Information Technology component shall serve as an interface between faculty and the IT services on campus.
III, 2.5.7. Faculty Development Committee

Duties. The Faculty Development Committee will recommend, approve, and monitor university-wide policies and activities related to faculty development resources and management, including mentoring in the areas of teaching, research, scholarship, publication, creative activity, and service. The committee will also review and make recommendations toward all university-wide faculty recognition policies and applications for university-wide faculty recognition programs.

III, 2.5.8. Governance and Communication Committee

Duties. The Governance and Communication Committee will collaborate with GRU colleges as appropriate to oversee issues of shared governance, to conduct and validate secure elections to the University Senate, and to facilitate communication among faculty. The Committee will keep all college governance structures informed as to elections and Senate membership.

The Committee will review and conduct online surveys to monitor faculty opinion of the university and to review the administration. At the direction of the University Senate the Committee will conduct online votes of the Faculty.

The Committee will provide avenues which allow faculty to communicate with the Committee and the Senate on all issues related to shared governance.

III, 2.5.9. Community Service Committee

Duties. The Community Service Committee will work across colleges to coordinate the university faculty’s presence in the local community and GRU locations, including, but not limited to, public and private entities, schools and teachers, Fort Gordon, community health and service organizations, and other local, regional, and global organizations as appropriate. The Committee will also coordinate activities with the Green Team, which is charged with organizing “green” initiatives on campus, including but not limited to recycling. The Committee will also coordinate with the Budget and University Resources Committee on the issue of responsible (green) facilities.

III, 2.5.10. Student Affairs Committee

Duties. The Student Affairs Committee will work with the administration to support GRU initiatives concerning students.

The Committee will work with and make recommendations to the administration
and Colleges on GRU admission requirements. They will monitor and help coordinate campus procedures for recruitment and outreach to area schools.

The Committee will oversee all issues related to faculty involvement with Student Activities funds and other student fee issues, including but not limited to student technology fees, Lyceum, laboratory fees, parking fees, university-wide scholarships, and financial aid.

### III, 2.5.11. Athletics Committee

#### III, 2.5.11.1. Membership.
Each College, excluding Colleges without primary appointment faculty, will elect one member to this committee. No committee member may be employed by the Athletics program. Each member serves for one year and may be reelected to this committee.

The Director of Athletics will advise the Committee and serve as an ex-officio and non-voting member. One full member of this Committee, the Faculty Athletics Representative appointed by the President, will be trained by NCAA officials.

#### III, 2.5.11.2. Duties.
The Athletics Committee’s responsibilities are in part dictated by NCAA requirements. The Committee is responsible for oversight of and development of policy recommendations on academic matters involving intercollegiate athletics including, but not limited to, special admissions for athletes and athletes’ progress toward graduation. In fulfilling its duties, the Committee has the right to request documents of the institution and of individuals, to interview GRU faculty, administrators, staff, and students, and to seek the advice of GRU legal counsel. The committee is empowered to recommend to the Senate changes in the Athletic program’s policies, and to recommend to the administration changes in the Athletic program’s activities or personnel.

The Committee will advise the administration and the Athletics program on all matters related to university intercollegiate athletics, including but not limited to the budget, athletic scholarships, sports which may be added or dropped, and other matters.

The Committee will submit to the Senate an annual report on intercollegiate athletics, including the budget.

#### III, 2.5.11.3. Chair.
The chair will communicate with the chair of the and Budget
Advisory and University Resources Committee as necessary, will act as the Athletic Committee's representative to the Senate, and will send an end of the year report to the Senate.

**III, 2.5.12. Dispute Resolution and Grievance Committee**

**III, 2.5.12.1. Membership.** The Dispute Resolution members of the committee will be appointed by the Vice-President of Human Resources. The Dispute Resolution members are trained in mediation and other grievance processes. The Grievance members of this committee will be elected from the individual colleges. Each College will elect one member and an alternate to serve on the Grievance Committee. The members serve 3 year terms and can be re-selected for consecutive terms.

**III, 2.5.12.2. Duties.** The Dispute Resolution members of this committee will be involved if a faculty member requests to resolve a complaint through mediation. They will work jointly with the faculty member and the party involved to reach an amicable solution to the problem at hand without filing a formal grievance.

The Grievance members will form two sub-committees, The Grievability Subcommittee will determine whether the faculty member’s complaint is considered grievable according to BOR policy, A separate Grievance Hearing Subcommittee will hear the faculty complaint and provide a recommendation to the President.

**III, 2.5.12.4. Chair.** From among its members, the Committee will elect a chair who will act as the Committee’s representative to the Senate and who will send an annual report to the Senate.

**III, 2.5.12.5. Vacancies.** The Committee Chair should keep the University Senate informed of any vacancies on the committee. At that time the Director of Human Resources or the college will replace the seat with another qualified member, as applicable.

For more information, refer to the Faculty Grievance Policy in the Policy Library. (Policy 7.16.)

**III, 3. Election procedures**

**III, 3.1. Elections.** University Senate elections (at large and officer positions) will
normally be electronic. All eligible members of the Faculty (as defined in II, 3 and II, 4) may vote in all at-large elections, including elections for the at-large members of the Senate, Vice-Chair, and Secretary-Treasurer. The Senate Secretary is responsible for keeping the lists of eligible voters and eligible candidates for all offices and committees. The Governance and Communication Committee will oversee the conduct and validation of secure elections.

Each college may nominate up to twelve candidates, four each for the positions of Vice-Chair, Secretary-Treasurer, and at-large Senator. In addition, any individual member of the Faculty (as defined in II, 3 and II, 4) from any College may independently stand for election to any of these positions.

Each nominee should provide the Senate office with 1) a biographical summary (bio-sketch) of no more than 250 words, 2) a summary statement in no more than 250 words of the nominee’s qualifications for the position, 3) contact information, 4) any online links to further information for voters, and 5) a photograph for the election website.

III, 3.2. Alternates. The alternates for every office are the individuals with the next highest vote counts, in descending order. The University Senate Secretary is responsible for keeping the complete list of alternates.

III, 3.3. Tie votes. In the case of a tie vote, there will be a run-off election within two weeks of the end of the regular election.

III, 4. Censure and Removal from Office

III, 4.1. An ad hoc committee of three Senators appointed by the Executive Committee shall investigate questions of censure. Any cause for the Censure or Removal of a Senate Officer, University Senator, Senate committee chair, Senate committee member, or any other individual from any Senate-controlled position is a confidential and private matter, not to be shared beyond the ad hoc censure committee, the Executive Committee, and/or the Senate.

Censure or Removal shall happen only in unusual circumstances of neglect of duties, abuse of office, illness, retirement, prolonged absence, illegal behavior, moral turpitude, or other serious infractions. Censure can consist of a letter of caution for a minor infraction, a letter of reprimand for a serious infraction, or temporary or permanent termination of office and/or seat for a gross infraction.

III, 4.2. Senators and University Senate Officers may be censured, or in the most serious cases, removed from office, for cause, by a vote of two thirds of the
University Senate. In the case of removal (or suspension) from office, the office will be filled by the selection procedures specified herein.
ARTICLE IV: College Governance

IV, 1. College Bylaws

IV, 1.1. Each College and the Libraries, which have the status of a College, will keep Bylaws for their internal governance structure, whatever form that structure may take.

IV, 1.2. Each College will have some form of elected faculty governance. These governing bodies—whether a body of the whole with elected leadership or a representative group—are charged with organizing the nominations and elections in the College, including selecting College representatives to University-wide committees. They will collect the information needed for the election of their Senators, as well as the nominations for at-large Senators, and nominations, if any, for the Vice-Chair and Secretary-Treasurer of the University Senate.

IV, 1.3. The internal College governing bodies are also charged with ensuring a voice for all faculty members, including part-time faculty.

IV, 1.4. Colleges should have a faculty-selected structure designed to monitor and provide advice concerning College curriculum; faculty development; strategic planning; work assignments; scheduling; evaluation and assessment of faculty; research; grievances of faculty and students; and elections. For promotion, tenure, and post-tenure review, please see the Promotion and Tenure Committee guidelines document.

IV, 2. Structure of College Governance

So long as each college has elected officers and representative bodies to oversee functions outlined in Article IV.1, the structure—whether a governance of the whole or a more formalized and detailed structure—is left to the individual colleges' faculties to determine and maintain. An exception to this policy is the P&T committee, which for consistency across the university, has a mandated committee structure. Please see the P&T Committee guidelines document.
ARTICLE V: Amendment of the Bylaws

V, 1. Amending the Bylaws

V, 1.1. Suggested amendments or revisions to the Bylaws of the GRU University Senate may originate with any individual Faculty member as defined in II, 3 and II, 4 or any representative body subordinate to the Senate and may be referred to the Executive Committee or Senate, or they may originate from within the Executive Committee or Senate.

V, 1.2. Amendments, revisions, or other changes to the Bylaws shall be approved by a 60% majority electronic vote of the total Faculty as defined in II, 3 and II, 4.

V, 1.3. Proposed amendments, revisions, or other changes to the Bylaws shall be distributed to all faculty members electronically at least four weeks in advance of the vote. The electronic distribution of proposed changes to the bylaws and the subsequent e-vote should be coordinated and managed by the Governance and Communication Committee as described in III, 2.5.8.

V, 1.4. The Bylaws will be reviewed by an ad hoc committee of the GRU University Senate Executive Committee at least every two years. The chair of this committee will be the Vice-Chair of the GRU Senate (Section 2.4.3.2), and three other members selected by the Executive Committee in consultation with the Senate. This committee will consider amendments, revisions, or other changes to the Bylaws, and will report any recommendations to the GRU Senate Executive Committee.

V, 2. Interpretation of the Bylaws

Questions of interpretation of the Bylaws shall be presented as an agenda item and resolved by a simple majority vote of the GRU University Senate in consultation with the Parliamentarian. If the question of interpretation becomes a recurring question, an amendment or revision to the bylaws should be proposed and would then proceed through the steps outlined in article V, 1.