

# STATUTES

VALDOSTA STATE UNIVERSITY®



**REVISED**  
**JANUARY 2007**

**VALDOSTA STATE UNIVERSITY IS AN  
EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION.**

## **FOREWORD**

The Statutes of Valdosta State University are set forth within the framework of the official policies and bylaws of the Board of Regents of the University System of Georgia. The Board of Regents is a constitutional body with responsibility for all aspects of the government, control, and management of Georgia's University System. Policies of the Board of Regents are assembled from the State Constitution, laws of the State of Georgia, policies and bylaws of the Board, and other actions taken by the Board in official meetings. The Chancellor of the University System is the chief administrative officer of the Board. In the event of conflict between these Statutes and the policies and bylaws of the Board, the official Board of Regents policies and bylaws shall prevail.

In these Statutes, the term "University System" means the University System of Georgia. The terms "Board of Regents" or "Board" mean the Board of Regents of the University System of Georgia. The term "Chancellor" means the chief administrative officer of the University System. The term "President" means the President of Valdosta State University.

## **PREAMBLE**

In accordance with the policies of the University System of Georgia, Valdosta State University establishes the following regulations and principles for shared governance and designates them to be The Statutes of Valdosta State University.

These Statutes explain fundamental governing principles, delineate the responsibilities and rights of each University entity, and guide communication among entities in order to accomplish cooperatively the Mission of Valdosta State University.

If any provision of The Statutes of Valdosta State University diverges from or conflicts with the official policies of the Board of Regents of the University System of Georgia, system policies shall prevail.

## Table of Contents

<b>Chapter 1</b>	<b>University, Mission Statement and President</b>	
Article I	The University	1
Article II	Mission Statement	1-4
Article III	The President	5-7
<b>Chapter 2</b>	<b>Administrative Offices</b>	
Article I	Vice President for Academic Affairs	8-10
Article II	Vice President for Finance and Administration	11-12
Article III	Vice President for Student Affairs	13
Article IV	Academic Deans	14-15
Article V	Director of Division of Social Work	16-17
Article VI	University Librarian	17-18
Article VII	Academic Department Heads	18
Article VIII	Registrar	19-20
Article IX	Director of Admissions	20-21
Article X	Director of Public Services	22
Article XI	Other Administrators	23
Article XII	The President's Cabinet	24
Article XIII	University Council	24-25
Article XIV	The Council on Staff Affairs	25-26
Article XV	The Diversity Council	27
<b>Chapter 3</b>	<b>The University Faculties</b>	
Article I	General Faculty	28
Article II	Graduate Faculty	28
Article III	Officers of the General Faculty	28
Article IV	Meetings of the General Faculty	29-30
Article V	Employment Policies and Procedures	31
Article VI	Academic Freedom	31

## **Table of Contents**

### **Cont...**

<b>Chapter 4</b>	<b>The Faculty Senate</b>	
Article I	Purpose and Authority	32-33
Article II	Membership	33-34
Article III	Officers	35-36
Article IV	Meetings	36-37
Article V	Executive Committee	38-46
Article VI	Committees of the Senate	
<b>Chapter 5</b>	<b>Colleges, Schools, Divisions, and Departments</b>	
Article I	Academic Organizations	47
Article II	Faculty Responsibilities	47-48
Article III	Academic Department Heads	48-49
<b>Chapter 6</b>	<b>Ratification, Interpretation, Amendments, and Miscellaneous Provisions</b>	
Article I	Ratification	50
Article II	Interpretation	50
Article III	Amendments	51
Article IV	Miscellaneous Provisions	52

## **CHAPTER 1 UNIVERSITY, MISSION, AND PRESIDENT**

### **ARTICLE I: THE UNIVERSITY**

**Section 1.** Valdosta State University is a unit of the University System of Georgia. It is organized as a regional university and is authorized to award associate, baccalaureate, and graduate degrees to qualified candidates in areas of study approved by the Board of Regents of the University System of Georgia.

**Section 2.** Valdosta State University is comprised of the following academic units: the College of the Arts; the College of Arts and Sciences; the Harley Langdale, Jr. College of Business Administration; the James L. and Dorothy H. Dewar College of Education; the College of Nursing; the Graduate School; the Division of Social Work; and the Kings Bay Center. Graduate degrees are granted through the Graduate School; undergraduate degrees are granted through the respective academic units. Additional colleges, schools, and divisions may be added by direction of the Board of Regents. Each college, school, and division shall be governed by these Statutes from the date of its establishment by the Board.

### **ARTICLE II: MISSION STATEMENT**

**Section 1:** Since 1913, Valdosta State University has been a major provider of educational services for South Georgia. The beauty and consistency of its Spanish Mission style of architecture are indicative of its dedication to serving the region's heritage while developing programs and services to enhance its future.

Within the context of the University System's mission and vision, Valdosta State University possesses the core characteristics of a regional university. The core characteristics include:

## Statutes 2007

- \* a commitment to excellence and responsiveness within a scope of influence defined by the needs of a specific region of the state and by particularly outstanding programs or distinctive characteristics that have a magnet effect even beyond the region;
- \* a campus-wide commitment to a technologically-enhanced learning community that promotes student success, sustains instructional excellence, serves a diverse and well-prepared student body, offers academic assistance, and provides learning enrichment for all students;
- \* a range of disciplinary and interdisciplinary academic programming at the baccalaureate and master's levels, as well as a range of professional programs at the baccalaureate and post-baccalaureate levels, including a limited number of professionally oriented doctoral-level programs;
- \* a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the university's scope of influence;
- \* a commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits and a commitment to research in selected areas of institutional strength and focused on regional need.

As a regional university in South Georgia, Valdosta State cooperates with other University System institutions to ensure that the region receives the services it needs. To expand its programmatic outreach, it develops and offers programs by distance learning and at off-campus locations throughout the region. It will continue to exercise a leadership role in meeting the needs of the region, particularly in providing access to professionally oriented doctoral programs, primarily in education, and to applied research. VSU prides itself on offering nationally accredited programs in Art, Business, Music, Nursing, Sports Medicine/Athletic Training, Speech-Language Pathology, School Psychology, Theatre, Public Administration, Social Work, and Teacher Education which have a magnet effect beyond the institution's primary setting. In its academic credit programming, VSU will place a priority on developing existing programs that aid

the educational, economic, cultural, and social advancement of its region and new programs in health-related professions and public administration. The programs will continue to be supported by strong preparatory courses and majors in the humanities, sciences, and social studies. VSU also remains committed to pre-professional programs preparing its undergraduate students for medical, legal, technical, and other professional study.

In its service to students, VSU concentrates on those from the region including a large number of older, non-traditional students who live and work off campus and many who transfer from other institutions. To serve its region and to attain maximum educational benefits, the university promotes an atmosphere that attracts a diversified student body, of that a representative proportion will be minority students.

VSU promotes a successful learning experience by maintaining services for minority, disabled, veteran, international, and other students with special needs. To aid in developing the whole student, it provides counseling, health services, academic advising, special assistance, honors programs, international programs, career planning, and many co-curricular activities.

VSU is committed to providing life-long learning and to the economic and cultural development of its region. It offers various non-credit programs and services through the South Georgia Institute, College of the Arts Outreach, the Valdosta Symphony Orchestra, and other organizations. Community relations are enhanced through alumni services and VSU-TV and Radio. Community service and technical assistance are offered by faculty and staff in a variety of forms.

Research, scholarship, and creative endeavors exist primarily to meet the regional needs of schools, businesses, and other organizations and to promote faculty development and instructional improvement.

## Statutes 2007

VSU aspires to improve continuously the quality and effectiveness of its programs, scholarship, and student services. Assessment of programs, the raising of standards and the refinement of learning technologies will improve the university. To aid in obtaining this objective, institutional research and planning, external funding, and collaborative relationships with other institutions will be promoted. To a great extent, VSU will continue to develop as a regional university serving its South Georgia constituency by implementing programs that meet student needs and providing the maximum opportunity for faculty development.

*Source: Valdosta State University Web Page; Approved by the Institutional Planning Committee - November 18, 1999; Approved by the Faculty Senate - February 17, 2000; The revision was approved February 2002. Subsequent revisions approved by the Faculty Senate in January 2007 and approved by the USG Board of Regents in June 2007.*

### **ARTICLE III: THE PRESIDENT**

**Section 1.** The President is the executive head of the University and exercises such supervision and direction as will promote the efficient operation of the institution. Responsible to the Chancellor for the management of the University and for the execution of all directives of the Board of Regents and the Chancellor, the President:

- a. Provides educational leadership and encourages innovation in educational processes as may be deemed desirable and necessary for the development of the University;
- b. engages in planning for the future development of the University through recommendations to the Faculty Senate, General Faculty, Chancellor, and Board of Regents;
- c. appoints committees to render advice regarding administration of the University and to assist in the performance of presidential duties;
- d. serves as the official channel of communication between the University, the Chancellor, and the Board of Regents;
- e. recommends to the Board of Regents, through the Chancellor, the appointment of vice presidents, deans, directors, department heads, members of the faculty, and certain other employees of the University, the salary of each, and all tenure and promotions;
- f. prepares an annual budget request for presentation to the Chancellor and the Board of Regents;
- g. establishes or recommends to the Board of Regents the establishment of additional academic and non-academic offices to implement the programs of the University;

- h. recommends to the Board of Regents, through the Chancellor, repairs to existing buildings, construction of new buildings, acquisition of real property, and other matters relative to the operation of the University's physical plant;
- i. prepares an annual report for the Chancellor and Board of Regents on the conditions and needs of the University;
- j. confers all academic degrees on qualified students upon recommendation of the appropriate members of the faculty;
- k. holds veto power over all actions of the General Faculty, Faculty Senate, or other governance bodies of the University (when such veto power is exercised by the President, the group concerned is given a written statement of the reasons for the veto as referenced in Chapter 4, Article I, Section 3);
- l. grants leaves of absence, most of which are subject to the approval of the Chancellor and the Board of Regents;
- m. decides all questions of the interpretation of these Statutes and determines the nature and extent of the jurisdiction proper to the faculties of the colleges, schools, and divisions, the General Faculty, councils, committees, and administrative officers for which provision is made in these Statutes; and
- n. has such additional powers, duties, and responsibilities as set forth in the Policies of the Board of Regents.

**Section 2.** The President is a person of professorial rank, a member of the General Faculty, the Graduate Faculty, the Faculty Senate, and the Faculty Senate Executive Committee. The President serves as Chairperson of the General Faculty and Chairperson of the Faculty Senate and presides at all meetings of these two bodies.

**Section 3.** The President is elected annually by the Board of Regents upon the recommendation of the Chancellor and holds office at the pleasure of the Board.

**Section 4.** In the temporary absence of the President, presidential functions shall be exercised in the interim or until the next meeting of the Board of Regents by the Vice President for Academic Affairs.

## **CHAPTER 2 ADMINISTRATIVE OFFICERS**

### **ARTICLE I: VICE PRESIDENT FOR ACADEMIC AFFAIRS**

**Section 1.** The Vice President for Academic Affairs is the chief academic officer of Valdosta State University and has responsibility for coordinating the institution's educational programs, research activities, and service projects; for supervising the work of the academic deans and directors; for enhancing the quality of instruction, research, and service; and for maintaining an appropriate educational environment. The Vice President for Academic Affairs reports to the President and holds office at the pleasure of the President.

**Section 2.** In exercising the powers and duties of the office, the Vice President for Academic Affairs:

- a. provides leadership for the colleges, schools and divisions in the development of appropriate academic goals;
- b. unifies and harmonizes the collective efforts of the General Faculty and the academic administration;
- c. appoints university-wide special committees whose jurisdiction lies outside that of existing Faculty Senate committees;
- d. promotes the development of academic activities that fulfill the responsibilities assigned to the University by the Board of Regents;
- e. is responsible, through the deans of the colleges and the other academic administrative officers, for ensuring that all faculty members are assigned appropriate workloads and maintain a satisfactory quality of work;

- f. is responsible for the assignment and efficient utilization of classrooms, laboratories, special purpose rooms and facilities, faculty offices, and instructional and research equipment;
- g. exercises general control over all funds allocated for the operation of the educational programs of the University, sharing with the deans and directors the task of preparing and recommending instructional budgets;
- h. is ultimately responsible for maintaining the academic standards of the University and for faithfully administering all approved regulations or requirements governing the academic life of the student body;
- i. is responsible for the direction, coordination, and supervision of the instructional programs in the colleges, schools, and divisions of the University;
- j. is responsible for the direction, coordination, and supervision of off-campus, continuing education, and evening, and distance learning programs of the University;
- k. is responsible for studying ways and means by which the quality of instruction may be improved and for making recommendations on these matters to the President, deans, and directors;
- l. maintains personnel records for each faculty member;
- m. charges all colleges, schools and academic divisions with the preparation of comprehensive annual reports which are synthesized in an annual report for the Division of Academic Affairs, to be submitted to the President on or about July 1 of each year;

- n. recommends to the President the appointment of assistants as may be necessary for the effective administration of the Office of the Vice President for Academic Affairs; and
- o. performs such additional duties as the President may deem appropriate to the office.

**Section 3.** The Vice President for Academic Affairs is a person of professorial rank, a member of the General Faculty, the Graduate Faculty, the Faculty Senate, and the Faculty Senate Executive Committee. The Vice President for Academic Affairs serves as Vice Chairperson of the General Faculty, Vice Chairperson of the Faculty Senate, and Chairperson of the Faculty Senate's Academic Committee.

**Section 4.** The Vice President for Academic Affairs has responsibility for the coordination and supervision of the offices of the Academic Deans, and the director of the Division of Social Work, the Office of the Registrar, the Office of Admissions, Odum Library, the Office of International Programs, the Office of Public Services, the Office of Grants and Contracts, and the Division of Aerospace Studies.

## **ARTICLE II:**

## **VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

**Section 1.** The Vice President for Finance and Administration has responsibility for the coordination and supervision of activities assigned to the Office of Finance and Administration and holds office at the pleasure of the President.

**Section 2.** The Vice President for Finance and Administration is an ex officio member of the General Faculty and the Faculty Senate.

**Section 3.** In carrying out the duties ordinarily implied by the office, the Vice President for Finance and Administration:

- a. has charge of the financial operations of the University, including custody and control of all its funds and securities;
- b. is responsible for establishing and maintaining uniform and effective procedures of accounting, budgetary control, internal checks and audit, inventory controls, and business practices;
- c. assists the President in the preparation of the budget and in the control of budget operations;
- d. maintains proper records on all contracts and accounts, and exercises general supervision over all accounts of officers of the University who receive and disburse funds;
- e. keeps proper books of account fully setting forth the financial condition and transactions of the University, and exercises general supervision over all accounts of officers of the University, which have to do with the receipt and disbursement of funds; moreover, such officers shall keep their accounts in such manner and render such statements as may be required;
- f. examines all accounts, claims, and demands against the University; sees

## Statutes 2007

that no money is drawn from its treasury to pay such accounts, claims, or demands, unless they are found to be correct and unless there is money in the treasury legally available for such payment;

- g. receives all funds allocated or paid to the University;
- h. prepares an annual budget for the Office of the Vice President of Finance and Administration;
- i. appoints university-wide special committees whose jurisdiction lies outside that of existing Faculty Senate Committees;
- j. charges all administrative units under the Office of Finance and Administration with the preparation of comprehensive annual reports which are synthesized in an annual report for the Division of Finance and Administration to be submitted to the President on or about July 1 of each year;
- k. recommends to the President appointment of assistants and other personnel necessary to discharge the functions and duties of the office;  
and
- l. performs such additional duties as the President may deem appropriate to the office.

**ARTICLE III:  
VICE PRESIDENT FOR STUDENT AFFAIRS**

**Section 1.** The Vice President for Student Affairs has responsibility for the coordination and supervision of activities assigned to the Division of Student Affairs and serves at the pleasure of the President.

**Section 2.** The Vice President for Student Affairs is an ex officio member of the General Faculty and the Faculty Senate.

**Section 3.** In carrying out the duties ordinarily implied by the office, the Vice President for Student Affairs:

- a. coordinates all student programs of the University except those under the jurisdiction of the President or the Vice President for Academic Affairs;
- b. supervises all student organizations and meetings, and is responsible for matters related to student life and activities outside of instructional areas;
- c. administers regulations regarding student conduct;
- d. recommends to the President appointment of officers and assistants necessary to discharge the functions and duties of the office;
- e. prepares an annual budget for the Division of Student Affairs;
- f. charges all offices under the Division of Student Affairs with the preparation of comprehensive annual reports which are synthesized in an annual report for the Division of Student Affairs, to be submitted to the President on or about July 1 of each year;
- g. appoints university-wide special committees whose jurisdiction lies outside those of existing Faculty Senate committees; and
- h. performs such additional duties as the President may deem appropriate to the office.

## **ARTICLE IV: ACADEMIC DEANS**

**Section 1.** Each college and school within the University has an academic dean to serve as its chief executive officer. Each dean is appointed by the President after consultation with the Vice President for Academic Affairs and upon approval by the Chancellor and Board of Regents. Deans hold office at the pleasure of the President. Each dean is a person of professorial rank, a member of the General Faculty, Graduate Faculty, and an ex officio member of the Faculty Senate. Academic deans are responsible to the Vice President for Academic Affairs.

**Section 2.** Under the direction of the Vice President for Academic Affairs, the dean of each college:

- a. facilitates the development of and coordinates the programs, policies, and procedures designed to promote the goals of the University;
- b. strives to fulfill the educational needs of students and promotes enhancement of instructional quality, research, and service in all areas under the college's jurisdiction;
- c. recommends to the Vice President for Academic Affairs an annual budget for the college and its respective units;
- d. represents the college in all official communications;
- e. recommends to the Vice President for Academic Affairs all faculty appointments to the college, including department heads and such associates or assistants as may be necessary to discharge efficiently the duties of the office of the dean;
- f. makes recommendations to the Vice President for Academic Affairs concerning promotion, tenure, and salary increases for the college's faculty;

## Statutes 2007

- g. recommends to the Dean of the Graduate School the appointment of the faculty of the college to the Graduate Faculty;
- h. exercises general supervision over the college's curricula and over the academic work of students seeking degrees granted by the college;
- i. presides at all regular and special meetings of the faculty of the college;
- j. prepares and submits to the Vice President for Academic Affairs an annual report for the college on or about July 1 of each year;
- k. presents to the Faculty Senate, appropriate administrator, or appropriate committee chairperson those actions of the college's faculty that require either confirmation or approval before becoming effective;
- l. nominates candidates for degrees in the college; and
- m. performs such additional duties as the Vice President for Academic Affairs may deem appropriate to the office.

**Section 3.** The Dean of the Graduate School is responsible for the duties specified in Section 2 above, with the exception of e, f, and g. In addition to these duties, the Dean of the Graduate School:

- a. supervises and coordinates all educational programs at the graduate level throughout the University with the assistance of other deans, directors department heads, and the Graduate Executive Committee;
- b. makes recommendations to the Vice President for Academic Affairs for appointments to the Graduate Faculty of the University;
- c. makes recommendations to the Graduate Faculty regarding standards for admission to graduate study; and
- d. serves as Chairperson of the Graduate Executive Committee.

**ARTICLE V:  
DIRECTOR OF THE DIVISION OF SOCIAL WORK**

**Section 1.** The Director of the Division of Social Work is appointed by the President after consultation with the Vice President for Academic Affairs and upon approval by the Chancellor and Board of Regents. The Director of the Division of Social Work holds office at the pleasure of the President. The Director is a person of professorial rank, a member of the General Faculty, Graduate Faculty, and an ex officio member of the Faculty Senate. The Director of Social Work is responsible to the Vice President for Academic Affairs.

**Section 2.** Under the discretion of the Vice President for Academic Affairs, the Director of the Division of Social Work:

- a. facilitates the development of and coordinates the programs, policies, and procedures designed to promote the goals of the University;
- b. strives to fulfill the educational needs of students and promotes enhancement of instructional quality, research, and service in all areas under the division's jurisdiction;
- c. recommends to the Vice President for Academic Affairs an annual budget for the division;
- d. represents the division in all official communications;
- e. recommends to the Vice President for Academic Affairs all faculty appointments to the division;
- f. makes recommendations to the Vice President for Academic Affairs concerning promotion, tenure, and salary increases for the division's faculty;
- g. recommends to the Dean of the Graduate School the appointment of the faculty of the division to the Graduate Faculty;

- h. exercises general supervision over the division's curricula and over the academic work of students seeking degrees granted by the division;
- i. presides at all regular and special meetings of the faculty of the division;
- j. prepares and submits to the Vice President for Academic Affairs an annual report for the division on or about July 1 of each year;
- k. presents to the Faculty Senate, appropriate administrator, or appropriate committee chairperson those actions of the division's faculty that require either confirmation or approval before becoming effective;
- l. nominates candidates for degrees in the division; and
- m. performs such additional duties as the Vice President for Academic Affairs may deem appropriate to the office.

## **ARTICLE VI: UNIVERSITY LIBRARIAN**

**Section 1.** The University Librarian is appointed by the President with the approval of the Board of Regents and reports directly to the Vice President for Academic Affairs. The University Librarian shall be a person of professorial rank and a member of the General Faculty and an ex officio member of the Faculty Senate.

**Section 2.** In carrying out the duties ordinarily implied by the office, the University Librarian:

- a. is responsible for administration of Odum Library;
- b. makes annual allocations to the colleges, schools, and academic divisions from the funds available for the purchase of library materials;

- c. authorizes the purchase of books, periodicals, and other library materials, supplies, and equipment;
- d. supervises library expenditures and use of library materials;
- e. recommends the adoption of measures to promote the efficiency and increased usefulness to patrons of Odum Library;
- f. recommends to the Vice President for Academic Affairs the appointment of all members of the library faculty and staff necessary for the efficient operation of Odum Library;
- g. recommends to the Vice President for Academic Affairs an annual budget for Odum Library;
- h. prepares and submits to the Vice President for Academic Affairs an annual report for Odum Library on or about July 1 of each year; and
- i. performs such additional duties as the Vice President for Academic Affairs may deem appropriate to the office.

## **ARTICLE VII: ACADEMIC DEPARTMENT HEADS**

**Section 1.** Academic department heads are academic administrative officers and report directly to their respective dean. See Chapter 5, Article III of these Statutes for information regarding department head appointment procedures, duties, and responsibilities.

## **ARTICLE VIII: REGISTRAR**

**Section 1.** The Registrar is appointed by the President with the approval of the Board of Regents and reports directly to the Vice President for Academic Affairs. The Registrar is an ex officio member of the General Faculty and secretary to the Faculty Senate's Academic Committee.

**Section 2.** In carrying out the duties ordinarily implied by the office, the Registrar has primary responsibility for preserving the credentials utilized in admitting students to the University;

- a. has primary responsibility for preserving the credentials utilized in admitting students to the University;
- b. is responsible for the registration of all students;
- c. makes available on request information and statistical data required by administrative officials of the University, the Chancellor, the Board of Regents, state and federal agencies, accrediting associations, and other authorized agencies or persons;
- d. maintains and ensures proper security of records indicating the time, location, enrollment, and other required data for all University courses;
- e. maintains, has charge of, and ensures proper security of all academic records of the University;
- f. makes periodic reports to students on their academic work and provides, on request, transcripts of students' records to persons who are entitled to receive them;
- g. cooperates with the Vice President for Academic Affairs in all matters pertaining to the academic life of the University;

- h. recommends to the Vice President for Academic Affairs an annual budget for the Office of the Registrar;
- i. prepares and submits to the Vice President for Academic Affairs an annual report for the Office of the Registrar on or about July 1 of each year; and
- j. performs such additional duties as the Vice President for Academic Affairs may deem appropriate.

## **ARTICLE IX: DIRECTOR OF ADMISSIONS**

**Section 1.** The Director of Admissions is appointed by the President with the approval of the Board of Regents and reports directly to the Vice President for Academic Affairs. The Director of Admissions is an ex officio member of the General Faculty.

**Section 2.** In carrying out the duties ordinarily implied by the office, the Director of Admissions:

- a. recruits students to the University and supplies to prospective students necessary information concerning admissions;
- b. secures the proper credentials of a prospective student and releases these credentials to the Registrar following the student's admission;
- c. consults with the President, the Vice President for Academic Affairs, and the Vice President for Student Affairs regarding the establishment and maintenance of effective and harmonious relations between the University and other educational institutions in all matters relative to new, transfer, and transient students;

## Statutes 2007

- d. is the sole officer of the University authorized to accept or refuse an applicant for undergraduate study on the basis of the requirements for admission set forth by the General Faculty;
- e. maintains adequate records and compiles statistical data appropriate to the operation of the Office of Admissions;
- f. recommends to the Vice President for Academic Affairs an annual budget for the Office of Admissions;
- g. prepares and submits to the Vice President for Academic Affairs an annual report for the Office of Admissions on or about July 1 of each year; and
- h. performs such additional duties as the Vice President for Academic Affairs may deem appropriate to the office.

**ARTICLE X:  
DIRECTOR OF PUBLIC SERVICES**

**Section 1.** The Director of Public Services is appointed by the President, and reports directly to the Vice President for Academic Affairs. The Director of Public Services is an ex officio member of the General Faculty.

**Section 2.** In carrying out the duties ordinarily implied by the office, the Director of Public Services:

- a. recommends courses, programs, and plans for implementation of services that may be needed in the University's geographical service area;
- b. coordinates all off-campus credit programs;
- c. coordinates all programs in continuing education;
- d. coordinates the Evening Program;
- e. coordinates distance learning initiatives
- f. recommends to the Vice President for Academic Affairs an annual budget for the Office of Public Services;
- g. prepares and submits to the Vice President for Academic Affairs an annual report for the Office of Public Services on or about July 1 of each year;
- h. assists the General Faculty in the presentation of service programs; and
- i. performs such additional duties as the Vice President for Academic Affairs may deem appropriate to the office.

## **ARTICLE XI: OTHER ADMINISTRATORS**

**Section 1.** Other administrators who report directly to the President are the Director of Equal Opportunities Program and Multicultural Affairs, the Director of Information Technology, the Vice President for University Advancement, the Associate Vice President for Strategic Research and Analysis, the Director of Internal Audits, the Director of Athletics, and the University Attorney.

**Section 2.** Other administrators who report directly to the Vice President for Finance and Administration are the Directors of Auxiliary Services, Financial Services, Human Resources and Employee Development, Business Services, Physical Plant and Facilities Planning, University Police, Student Health Services, and Environmental and Occupational Safety.

**Section 3.** Other administrators who report directly to the Vice President for Student Affairs are the Dean of Students, and the directors of Access Office for Students with Disabilities, Counseling Center, Career Services and Cooperative Education, Financial Aid, Housing and Residence Life, Event Services, and Testing.

## **ARTICLE XII: THE PRESIDENT'S CABINET**

**Section 1.** The President's Cabinet is advisory to the President on administrative matters pertaining to all operational areas of the University.

**Section 2.** The President's Cabinet consists of the President, Vice Presidents, the Director of Equal Opportunities and Multicultural Affairs, the Director of Information Technology, the Associate Vice President for Strategic Research and Analysis, the University Attorney, and the Director of Athletics.

**Section 3.** Ex officio members of the Cabinet may be appointed by the President.

## **ARTICLE XIII: THE UNIVERSITY COUNCIL**

**Section 1.** The University Council is an advisory group to the President which serves as information conduit to discuss ideas and assist in the strategic planning process. The University Council assumes the functions of the former University Planning Council, Administrative Council, and Master Planning Council. With approval of the President, the Council may, from time to time, develop policies that will facilitate the administrative operations of various units of the University.

**Section 2.** Voting members of the University Council consists of President; Planning Officer (presides as University Council Executive Secretary); Vice President for Academic Affairs; Vice President for Finance and Administration; Vice President for Student Affairs; Vice President for Advancement; Assistant Vice President for Finance; Director of Information Technology; Director of Human Resources; Director of Plant Operations and Facilities Planning; Executive Secretary of the Faculty Senate; two representatives with Faculty Senate; Chair of the Council on Staff Affairs; two representatives within Council on Staff Affairs; Student Government Association President; two representatives with Student Government Association; representative from Deans' Council; representative from Council of Department Heads; chair of the Diversity Council; and two representatives from the Diversity Council.

**Section 3.** Non-voting, ex officio members include the Associate Vice President for Strategic Research and Analysis; Dean of Students; Director of University Relations; Director of Athletics; University Attorney; and Chair of the Enrollment Management Council.

**Section 4.** In addition, the President may designate additional non-voting, advisory members as appropriate.

**Section 5.** Members of the University Council who are appointed due to their professional position (i.e. Vice Presidents, Directors, etc.) will not have a set time limit. University Council members who serve at the discretion of their individual constituent group (i.e. Council on Staff Affairs, Faculty Senate, etc.) will have time limits not to exceed three consecutive years.

**Section 6.** Special Committees of the University Council

- a. Special Committees of the University Council are created by the Council to carry out the business of the Council.
- b. Special Committees normally will have tenure of no more than one year.

**ARTICLE XIV:  
THE COUNCIL ON STAFF AFFAIRS**

**Section 1.** The intent of The Council on Staff Affairs (COSA) is to advance the mission of the University as a whole and to promote and foster the welfare of University staff through the combined creativity of staff representatives throughout the University. COSA will participate in the process of the University's shared governance by advising the President regarding matters concerning University staff and the general welfare of the University. COSA may consult with and make recommendations to other appropriate organizations of the University.

**Section 2.** The voting COSA membership consists of Elected Representatives, the Director of Human Resources and Employee Development and the Immediate Past Chair (voting Ex Officio members). The non-voting membership consists of a Faculty Senate Representative and the President of the Student Government Association.

**Section 3.** Elected Representatives. All Classified Staff members are eligible for election to COSA with the exception of persons holding temporary appointments or honorary titles.

**Section 4.** Representatives are elected by Classified Staff of the following areas: Office of the President, Division of Academic Affairs, Division of Finance and Administration, Division of Student Affairs and the Division of University Advancement.

- a. The elected ratio of representatives is calculated according to the number of classified staff in a represented area, excluding ex officio representatives, with each area receiving at least one (1) representative seat.
- b. The numerical composition of each area is to be computed annually on March 1<sup>st</sup>.
- c. The reassignment of representative seats from one represented area to another is to be implemented only as the affected representative terms end.
- d. Elections shall be by a majority vote of the classified staff of the area represented and voting at a duly announced time for this purpose.
- e. The term of an elected representative is four years.
- f. Ex officio representatives: The Director of Human Resources and Employee Development (Voting), the Immediate Past Chair (Voting) and a Retired Classified Staff Representative (Non-Voting).

**Section 5.** An election shall be held each year to replace members whose terms have expired. Membership will be based upon popular vote. Newly elected members will be invited to attend the June COSA meeting. Vacant positions may be filled by appointment until the next election is held. All elections will be held as outlined in the COSA By-Laws.

**Section 6.** Members may serve a maximum of two successive terms. Members who have served two successive four year terms may run again after one year out of service to COSA.

**Section 7.** Committee membership and roles, meetings, and preparation of an annual report are further outlined in the Constitution of the Council on Staff Affairs.

**ARTICLE XV:  
DIVERSITY COUNCIL**

**Section 1:** The Diversity Council serves an advisory to the President and provides a platform to engage a broad representation of the campus community in institutional diversity efforts, especially in the area of recruitment of and retention of students and high quality personnel.

**Section 2:** The Diversity Council is comprised of faculty, staff, and student representatives identified from a cross section of the University community. In addition to Council members, subcommittees will be formed by incorporating and recruiting non-council members to deal with various issues, including: community involvement; education and training; administrative; research and measurement; and emerging issues.

## **CHAPTER 3 THE UNIVERSITY FACULTIES**

### **ARTICLE I: GENERAL FACULTY**

**Section 1.** The General Faculty includes all persons who hold the academic rank of instructor, assistant professor, associate professor, or professor and are employed full-time on a calendar or academic year basis, together with the President, the Vice Presidents, the Academic Deans, the Director of the Division of Social Work, the Registrar, the Director of Admissions, the University Librarian, and the Director of Public Services.

**Section 2.** The General Faculty, subject to the approval of the President, the Chancellor, and the Board, makes statutes, rules, and regulations for its governance and for that of students; provides such committees as admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and makes such regulations as may be necessary or proper for the maintenance of high educational standards.

### **ARTICLE II: GRADUATE FACULTY**

**Section 1.** The Graduate Faculty consists of the President, Vice President for Academic Affairs, Academic Deans, the Director of the Division of Social Work and those members of the General Faculty with the rank of assistant professor, associate professor, or professor who have been appointed to the graduate faculty.

**ARTICLE III:  
OFFICERS OF THE GENERAL FACULTY**

**Section 1.** The President serves as Chairperson of the General Faculty and presides at meetings of the General Faculty.

**Section 2.** The Vice President for Academic Affairs assists the President in the President's role as Chairperson of the General Faculty and the Faculty Senate by presiding in the absence of the President at meetings of the General Faculty and Faculty Senate;

**Section 3.** President's designee is responsible to prepare and distribute minutes of faculty meetings to members of the General Faculty.

**Section 4.** The Parliamentarian is designated by the Chairperson of the General Faculty and answers questions related to parliamentary procedure.

**ARTICLE IV:  
MEETINGS OF THE GENERAL FACULTY**

**Section 1.** The General Faculty holds at least one regularly scheduled meeting during each academic semester. Items may be placed on the agenda by any of the following: the Executive Secretary of the Faculty Senate, any Administrative Officer, any member of the General Faculty, and any academic unit of the University. Agenda items are to be submitted in writing to the Secretary of the General Faculty who, in consultation with the President, will develop the agenda for each meeting. A written agenda is to be distributed to members of the General Faculty at least one week prior to the meeting. The agenda may be amended at the meeting by a two-thirds vote of the General Faculty members in attendance.

**Section 2.** Special meetings of the General Faculty may be called at the discretion of the President. In addition, the President shall schedule a meeting of the General Faculty whenever twenty percent or more of its members request it in writing. Ordinarily, notice of a special meeting and an agenda are to be made in writing and distributed at least five (5) working days prior to the meeting.

**Section 3.** Voting during meetings of the General Faculty is usually by voice vote; however, when results of a voice vote are unclear, a show of hands may be requested by any member of the General Faculty. Upon request of twenty percent of the members present, voting shall be by secret written ballot. Persons holding part-time appointments or honorary titles do not enjoy the privilege of voting at meetings of the General Faculty.

**Section 4.** A quorum consists of fifty percent of the General Faculty. In the event that no quorum is assembled, the issue(s) will still be considered without voting. Later voting will occur by another means, i.e. paper, electronic, online or other accurate means of securing a vote total. Minutes and proposed changes from the General Faculty meeting will be posted electronically within 10 working days after the meeting. The General Faculty will have 10 additional days to review the minutes and other documents and complete the voting process. All issues, other than amendments, can be passed by a simple majority of those who cast a ballot, defined as 50 percent of those voting plus 1. (Note: Amendments to VSU Statutes require a two-thirds majority of those who cast a ballot. *VSU Statutes Chapter 6, Article III, Section 1(d).*)

**Section 5.** Other employees of the University and guests may be invited by the President to attend meetings of the General Faculty when the interests of the University are served by their presence.

**Section 6.** All actions of the General Faculty are in the form of recommendations to the President. If a recommendation is vetoed, the President must submit in writing to the General Faculty the reasons for rejecting the action. Should a recommendation receive presidential approval, the President shall report at the next regular meeting of the General Faculty a summary of actions taken to implement it.

**ARTICLE V:  
EMPLOYMENT POLICIES AND PROCEDURES**

**Section 1.** Faculty appointment, reappointment, promotion, tenure, and dismissal shall follow policies and procedures established by the Board of Regents.

**ARTICLE VI:  
ACADEMIC FREEDOM**

**Section 1.** Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

**Section 2.** Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

**Section 3.** Teachers are citizens, members of a learned profession, and officers of an education institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

## **CHAPTER 4 THE FACULTY SENATE**

### **ARTICLE I: PURPOSE AND AUTHORITY**

**Section 1.** The Faculty Senate serves as the mechanism for shared governance at the University and is the body to which the statutory, standing, and special committees of the Senate report.

**Section 2.** The Faculty Senate functions as the representative, deliberative, advisory, and legislative body of the General Faculty.

**Section 3.** Faculty Senate recommendations are presented to the President of the University for consideration. Within sixty (60) days of receiving a recommendation from the Senate, the President either approves or disapproves the recommendation or seeks an extension from the Senate for a specified period of time in order to formulate a response.

- a. A recommendation becomes official policy when approved by the President, provided it is in accordance with the Statutes of the University and the policies and bylaws of the Board of Regents.
- b. When the President disapproves a Senate recommendation, the President reports in writing to the Senate within thirty (30) days of receiving the Senate's recommendation the reasons for disapproval. After receiving the President's report, and upon two-thirds override vote of the Senate, the matter is referred to the General Faculty for its consideration and for a recommendation to the President who will respond in writing to the General Faculty within sixty (60) days of receiving the General Faculty's recommendation or seek an extension from the Senate for a specified period of time in order to formulate a response.

- c. Should the President not respond to the Senate within the above sixty (60) days, the Executive Committee will write the President for a response before the next Faculty Senate meeting. Should no response be received before the next Faculty Senate meeting, the matter will then be sent to his/her immediate supervisor, the Chief Academic Officer and Executive Vice Chancellor of the System of Georgia, in a letter from the Executive Secretary of the Faculty Senate. The President may add comments to that packet.

## **ARTICLE II: MEMBERSHIP**

**Section 1.** The voting Senate membership consists of Elected Senators and Ex Officio Senators. The ratio of Elected Senators to Ex Officio Senators is four to one.

**Section 2.** Elected Senators. All members of the General Faculty, except those just finishing their second consecutive elected term, are eligible for election to the Senate from the unit in which they hold faculty status

Those holding part-time, temporary appointments or honorary titles also may not be senators.

- a. The Senators are elected by the General Faculty of the following units: College of the Arts; College of Arts and Sciences; Harley Langdale, Jr. College of Business Administration; James L. and Dorothy H. Dewar College of Education; College of Nursing; Division of Social Work; and Odum Library. Faculty members at off-campus sites are to be represented through the academic department to which they are assigned.

- b. The elected senatorial seats are assigned to the units by the Committee on Committees, according to the number of full-time faculty in a unit, excluding ex officio Senators, with each unit receiving at least one (1) Senate seat.
- c. The numerical composition of each unit is to be computed ~~on~~ by September 1st of the academic year.
- d. The reassignment of senatorial seats from one represented unit to another is to be implemented only as the affected senatorial terms end.
- e. Election shall be by a majority vote of the General Faculty of the unit present and voting at a meeting duly announced for this purpose. A quorum is defined by the General Faculty of each unit.
- f. The term of an Elected Senator is three years. Senators may serve no more than two consecutive terms.

**Section 3.** Ex Officio Senators. The administrative officers who serve as Ex Officio Senators are the President, Vice Presidents, Academic Deans, the Director of the Division of Social Work, and the University Librarian. If a new position of Vice President or Dean is created, that person will have the courtesy of the floor until four (4) Elected Senators take their seats following reapportionment by the Committee on Committees.

**Section 4.** The Chairperson of the Council on Staff Affairs serves a one year term as a non-voting participant.

**Section 5.** The President of the Student Government Association and one other student appointed by the Student Government Association serve one-year terms as non-voting participants.

## **ARTICLE III: OFFICERS**

**Section 1.** Chairperson of the Faculty Senate. In accordance with Board of Regents policy, the President serves as the Chairperson of the Senate. The Chairperson presides at Senate meetings and does not vote except to make or break a tie.

**Section 2.** Vice Chairperson of the Faculty Senate. The Vice President for Academic Affairs is the Vice Chairperson of the Senate and presides over the Senate in the absence of the Chairperson.

**Section 3.** Executive Secretary of the Faculty Senate. The Executive Secretary of the Senate is an Elected Senator chosen annually by the Senate membership and confirmed by the General Faculty. A Senator may not serve more than two consecutive years in the position of Executive Secretary.

**a. The Executive Secretary:**

- 1) chairs the Executive Committee of the Senate;
- 2) reviews and approves detailed minutes of the Senate recorded by the administrative assistant assigned to that task, who after approval sends copies of minutes to members of the faculty and the President, no later than ten (10) days following each Senate meeting;
- 3) makes written reports of all actions taken by the Senate, which are submitted to the President, and the General Faculty of the University at its bi-annual meetings;

- 4) writes the Senate's annual report, which is submitted to the General Faculty; and the President of the University; on or about July 1 of each year; and
- 5) arranges for meetings of the Senate, schedules the room, and oversees details for the meeting.

**Section 4.** Parliamentarian. At the Senate's September meeting, the Chairperson of the Senate appoints one Elected Senator to serve as Parliamentarian. The Parliamentarian settles questions regarding the proper application of rules of order.

## **ARTICLE IV: MEETINGS**

**Section 1.** The Senate meets in open session at least twice a semester during the academic year and at least once during the summer.

**Section 2.** A quorum exists when more than 50 percent of the membership is present.

**Section 3.** Except as specified herein, all meetings of the Senate are conducted according to the latest revision of *Robert's Rules of Order*.

## **ARTICLE V: EXECUTIVE COMMITTEE**

**Section 1.** The duties of the Executive Committee are:

- a. to set the agenda for each meeting of the Senate;
- b. to receive reports of the statutory, standing, and special committees of the Senate;

- c. to determine whether recommendations or policy matters in committee reports require Senate action;
- d. to determine whether other items submitted in writing for the agenda by faculty, staff, students, and administrators should be introduced before the full Senate or first be assigned to an appropriate committee for consideration, and to make that assignment;
- e. to resolve jurisdictional questions that may arise between or among committees; and
- f. to call special meetings of the Senate as required.

**Section 2.** The Executive Committee of the Senate is composed of the Chairperson of the Senate, the Chairpersons of the Statutory Committees of the Senate, and the Executive Secretary.

**Section 3.** The immediate past Executive Secretary serves in a non-voting ex officio capacity.

**Section 4.** The Executive Committee is chaired by the Executive Secretary of the Senate who arranges meetings of the Executive Committee. In the absence of the Executive Secretary, the committee selects one of its members to preside.

**Section 5.** A quorum of the Executive Committee is a majority of the voting members.

## **ARTICLE VI: COMMITTEES OF THE SENATE**

**Section 1.** The committees of the Faculty Senate aid the Faculty Senate in the effective execution of its authority and responsibility as well as the discharging of the duties entrusted to the Senate by the Statutes of the University.

**Section 2.** Each committee of the Senate is designated as a “Statutory Committee”, a “Standing Committee”, or a “Special Committee.”

**Section 3.** The committees, in their respective jurisdictions, are empowered by the Statutes of the University and the Bylaws of the Senate to:

- a. formulate and recommend policies and procedures governing the administration of the University for approval by the Senate;
- b. be available to consult with and advise the President of the University;
- c. study and make recommendations on matters assigned to them by the President of the University or the Senate; and
- d. act as a liaison between the Senate and the administrative officers of the University.

**Section 4.** Decisions made by all committees are recommendations to the Senate and require formal Senate response. Exceptions must be specified by the Statutes of the University or Bylaws of the Senate.

**Section 5.** The statutory committees are the following: Committee on Committees, Academic Committee, Faculty Grievance Committee, Institutional Planning Committee, and Faculty Affairs Committee.

a. Committee on Committees

1) The Committee on Committees:

- a) nominates for Senate approval the membership for all existing statutory and standing committees of the Senate, unless such membership is elected by the General Faculty or Senate; the method for selecting nominees is set forth in the Senate Bylaws. Unless otherwise specified in the Statutes or Bylaws, membership on Committees is available to anyone on the General Faculty and may include professional staff, classified personnel, and students;
- b) oversees election of members to the Senate;
- c) oversees election of members to statutory committees;
- d) advises on appointments for membership on University-wide special committees; and;
- e) fills any vacancy in a statutory, standing, or special committee during the academic year. A replacement must be from the same unit as the person being replaced.

2) The membership of the Committee on Committees is composed of:

- a) Seven (7) Elected Senators—five (5) elected by the Senate to represent each of the undergraduate colleges, the Division of Social Work, and Odum Library; and
- b) Two (2) Ex Officio Senators elected by the Senate.

## Statutes 2007

- 3) The terms of committee membership are for three (3) years. The terms of the Elected Senators are staggered by the Committee on Committees so that one-third (1/3) of the Elected Senators is replaced each year.
  - 4) The committee annually appoints one of its Elected Senators as Chairperson
- b. Academic Committee
- 1) The Academic Committee
    - a) approves, disapproves, or remands to the originating unit any proposals and recommended changes related to the educational philosophy, academic mission, and educational enterprise of the University;
    - b) approves, disapproves, or remands to the originating unit any recommended curricular proposals; and
    - c) approves, disapproves, or remands to the originating unit any proposals and recommended changes in the policies and procedures pertaining to the academic programs of the University.
  - 2) The membership of the Academic Committee is composed of:
    - a) the Vice President for Academic Affairs, or an officially appointed designee, who serves as Chairperson;
    - b) the Registrar, who acts as a non-voting secretary and adviser;

## Statutes 2007

- c) seven (7) Elected Senators appointed by the Committee on Committees—one (1) appointed from each of the undergraduate colleges, one (1) appointed to represent the Division of Social Work, and one (1) appointed to represent the Graduate School; and
  - d) twelve (12) members of the General Faculty—two (2) elected by the General Faculty of each undergraduate college, one (1) elected by the General Faculty of the Division of Social Work, and (1) elected by the General Faculty of the Odum Library.
- 3) The terms of the elected and appointed committee membership are for three (3) years. The terms are staggered by the Committee on Committees so that one-third (1/3) of the Elected Senators is replaced each year.
- 4) The duties of the Chairperson include:
- a) Insuring that all proposal presented for the Academic Committee's consideration are in accordance with existing policies and procedures; and
  - b) Convening and presiding over the meetings of the Academic Committee
- 5) The Academic Committee is not empowered to make any substantive changes in a curriculum proposal. If changes are suggested, the proposal will be remanded to the originating unit for further consideration and resubmission.
- 6) All approved proposals will be included in the Committee's report to the Senate. A proposal, however, may be appealed to the Senate after the Academic Committee has disapproved it at two monthly meetings, whether consecutive or not.

- 7) When voting on the Academic Committee's report, the Senate is not empowered to make any substantive changes in a curriculum proposal.
- c. Faculty Grievance Committee
- 1) The Faculty Grievance Committee has the authority to conduct inquiries into grievances by faculty who have exhausted the University's appellate channels from the department, to the college, school or division, to the Vice President for Academic Affairs; to attempt the resolution of those grievances by mediation; and to present to the President its recommendations for appropriate response to the grievances it has considered.
  - 2) The Faculty Grievance Committee will not consider grievances involving promotion, salary, non-renewal of contracts, or tenure unless the aggrieved faculty member reasonably alleges violation of University Statutes, academic freedom, administrative processes or procedures, or discrimination on the basis of sex, race, religion, national origin, handicap, or age.
  - 3) The membership of the Faculty Grievance Committee is composed of:
    - a) one (1) tenured Elected Senator appointed for a one-year term as Chairperson by the Committee on Committees; and
    - b) fourteen (14) tenured members of the General Faculty—one (1) elected by the General Faculty of each undergraduate college, one (1) elected by the combined General Faculty of the Division of Social Work and Odum Library, and eight (8) elected at large by the General Faculty of the University.

- 4) The terms of elected committee membership are for three (3) years. The terms are staggered by the Committee on Committees so that one-third (1/3) of the membership is replaced each year.
- d. Institutional Planning Committee
- 1) The Institutional Planning Committee
    - a) reviews policies and makes recommendations pertaining to the operations of the academic and administrative bodies of the University;
    - b) reviews policies and makes recommendations pertaining to academic and administrative effectiveness of the University and its units;
    - c) reviews policies and makes recommendations pertaining to the use of physical, financial, and human resources of the University; and
    - d) reviews policies and makes recommendations pertaining to comprehensive institutional planning.
  - 2) The membership of the Institutional Planning Committee is composed of:
    - a) three (3) Elected Senators appointed by the Committee on Committees with no more than one (1) Senator from any one undergraduate college, Division of Social Work, or Odum Library. The Committee on Committees appoints one of these Senators as Chairperson;

## Statutes 2007

- b) six (6) members of the General Faculty—one (1) elected by the General Faculty of each undergraduate college and one (1) elected by the combined General Faculty of the Division of Social Work and Odum Library. None of the faculty elected may be Senators; and
  - c) the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Finance and Administration, and the Associate Vice President for Strategic Research and Analysis.
- 3) The terms of appointed committee membership are for three (3) years. The terms are staggered by the Committee on Committees so that one-third (1/3) of the appointed membership is replaced each year.
- e. Faculty affairs Committee
- 1) The Faculty Affairs Committee
    - a) reviews policies and makes recommendations pertaining to faculty welfare matters;
    - b) reviews policies and makes recommendations pertaining to the teaching, learning, and research environment of the University; and
    - c) reviews policies and makes recommendations pertaining to general University matters affecting the educational mission.

- 2) The membership of the Faculty Affairs Committee is composed of:
  - a) three (3) Elected Senators appointed by the Committee on Committees with no more than one (1) Senator from any one undergraduate college, the Division of Social Work, or Odum Library (the Committee on Committees appoints one of these Senators as Chairperson) and;
  - b) six (6) members of the General Faculty—one (1) elected by the General Faculty of each undergraduate college and one (1) elected by the combined General Faculty of the Division of Social Work and Odum Library. None of the faculty elected may be Senators.
- 3) The terms of elected and appointed committee membership are for three (3) years. The terms are staggered by the Committee on Committees so that one-third (1/3) of the membership is replaced each year.

**Section 6.** Standing Committees

- a. Standing Committees of the Senate are created by the Senate and assigned responsibility for specific areas of concern. The size and composition of all Standing Committees, as well as tenure and method of selection of membership, are set forth in the Senate By-laws. Unless otherwise specified in the Statutes or Senate By-laws, membership on Standing Committees is available to anyone on the General Faculty and may include professional staff, classified personnel and students.
- b. The tenure of a Standing Committee is for no more than three years, at which time the Senate shall renew, modify, or discontinue the committee.

**Section 7.** Special Committees

- a. Special Committees are created by the Senate to carry out the business of the Senate when that business does not fall within the jurisdiction of an existing Statutory or Standing Committee of the Faculty Senate.
- b. Special Committees normally will have tenure of no more than one year

**CHAPTER 5  
COLLEGES, SCHOOLS, DIVISIONS, AND DEPARTMENTS**

**ARTICLE I:  
ACADEMIC ORGANIZATION**

**Section 1.** The academic programs of the University are administered through colleges, schools, academic divisions, and departments. Colleges and schools, headed by Deans; academic divisions, headed by Directors, have equivalent status as the major academic units of the University. Departments of instruction are normally housed within colleges and divisions on the basis of subject matter. Changes in academic organization are initiated by the faculty of a department and approved by the governing body of the appropriate college or division, its dean or director, the Vice President for Academic Affairs, the President and, when appropriate, by the Board of Regents.

**ARTICLE II:  
FACULTY RESPONSIBILITIES**

- Section 1.** The faculty of each college, school or division:
- a. establishes entrance requirements for admission to its academic programs;
  - b. develops academic programs for its students;
  - c. establishes its degree requirements;
  - d. participates in the establishment of committees to discharge its duties and responsibilities;

- e. adopts regulations governing procedures for its orderly and efficient administration; and
- f. exercises the fullest measure of autonomy over the academic affairs of the unit, consistent with the maintenance of general educational policies and standards and of correct academic and administrative relations with the governing authority of the University and the Board of Regents.

### **ARTICLE III: ACADEMIC DEPARTMENT HEADS**

**Section 1.** Each college or division is organized into academic departments to which members of the faculty are assigned. An academic department is an administrative unit and exists for the purpose of providing instruction, research, and service. A faculty member serves as its head. Each department head is appointed by the President, is approved by the Board of Regents, holds office at the pleasure of the President, and reports directly to a dean or director. Department head appointments are made after consultation with the faculty of the particular department, the dean of the college or director of the division, and the Vice President for Academic Affairs.

**Section 2.** Academic department heads are persons of professorial rank and are members of the General Faculty.

- Section 3.** Under the direction of a dean or director, each department head:
- a. consults routinely with members of the department on all substantive matters;
  - b. establishes committees within the department to aid in its administration;

## Statutes 2007

- c. encourages the development of programs, policies, and procedures designed to promote the goals of the University and to enhance the quality of instruction, research, and service within the department;
- d. is responsible, within the limits of departmental concern, for faculty teaching schedules and assignments, academic advisement of students, and the preparation of catalogue or bulletin materials;
- e. assumes primary responsibility for identifying and maintaining the instructional staff of the department, and recommends faculty appointments, promotion, tenure, salary, and dismissal;
- f. is responsible for the expenditure of funds allocated to the department;
- g. is the departmental representative in all official communications;
- h. recommends to the dean or director the name of a departmental faculty member to serve as acting department head during any period of absence from the campus by the department head that exceeds one week;
- i. prepares and recommends to the dean or director an annual budget for the department;
- j. conducts an annual evaluation of each full-time member of the departmental faculty;
- k. prepares an annual report for the department, to be submitted to the appropriate dean or director on or about July 1 of each year; and
- l. performs such additional duties as the dean or director may deem appropriate to the office.

**CHAPTER 6**  
**RATIFICATION, INTERPRETATION, AMENDMENT, AND**  
**MISCELLANEOUS PROVISION**

**Article 1: Ratification**

**Section 1.** The Statutes of Valdosta State University are in full force when approved by

- a. a two-thirds majority of faculty members present at a General Faculty meeting, provided the required quorum is present at the time of voting;
- b. the President;
- c. the Chancellor, and;
- d. the Board of Regents

**Article II: Interpretation**

**Section 1.** Members of the General Faculty are to be provided with a copy of these Statutes and subsequent modifications thereto.

**Section 2.** Questions of interpretation of these Statutes are adjudicated by the President.

**Section 3.** The decision of the President on such matters as interpretation of these Statutes or conflict of jurisdiction may be appealed by affected parties to the Board of Regents as provided in Article IX, Bylaws of the Board of Regents.

### ARTICLE III: AMENDMENT

**Section 1.** The President, any member of the General Faculty, or the Faculty Senate, has the authority to propose an amendment to the University Statutes. Proposals to amend not initiated by the President are forwarded to the President's Office. All proposals are then handled in the following manner:

- a. within sixty (60) days of receiving a proposal to amend the Statutes, a Committee on Revision is to be appointed either by the President or, upon the President's request, by the Faculty Senate, for the purpose of reviewing the proposed amendment(s);
- b. within sixty (60) days of its formation, the Committee on Revision, after consultation with the President, other interested administrative officers and bodies of the University, submits all proposals and its recommendations in writing to the General Faculty no later than (10) working days prior to the next regular or called faculty meeting;
- c. proposed amendments are to be adopted by a two-thirds majority of the General Faculty present at the faculty meeting, provided the required quorum is present at the time of voting;
- d. in the event that no quorum is assembled, the issue will still be considered without voting. Later voting will occur by another means, i.e., paper, electronic, online or other accurate means of securing a vote. Minutes and proposed changes from the General Faculty meeting will be posted electronically within 10 working days after the meeting. The General Faculty will have 10 additional working days to review the minutes and other documents and complete the voting process. Amendments will be passed by two-thirds of those who cast a ballot. (Note: Issues, other than amendments, require a simple majority of 50 percent plus one to pass, as stated in *VSU Statutes, Chapter 3, Article IV, Section 4.*)

**Section 2.** Amendments to the Statutes are in force when approved by the General Faculty, the President, the Chancellor, and the Board of Regents.

## **ARTICLE IV: MISCELLANEOUS PROVISIONS**

**Section 1.** All rules, regulations, and Statutes heretofore adopted, inconsistent with these Statutes, are repealed.

**Section 2.** The Board of Regents retains the power to modify, amend, or repeal these Statutes in any respect.

**Section 3.** Automatic revisions to these Statutes may be done in specific instances without the need for a faculty vote, including changes appropriate in order to reflect constitutional, Board of Regents, or USG changes, job title changes, schedule, etc.

**Section 4.** The first revision of the Statutes was approved by the General Faculty on March 15, 1999, by the President on March 15, 1999, and by the Board of Regents on June 9, 1999. The second revision of the Statutes was approved by the General Faculty on February 6, 2007, by the President on February 7, 2007, and by the Board of Regents on June 13, 2007.