

## **Bylaws of the Faculty Affairs Committee**

### ***Article I: Name***

The Faculty Affairs Committee is a Statutory Committee of the Faculty Senate.

### ***Article II: Charge***

Per the VSU Statutes, 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, such as public relations, campus security, parking and traffic control, and copying and printing services.

### ***Article III: Membership***

Section 1. 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, or Odum Library (the Committee on Committees appoints one of these Senators as Chairperson); and
- (b) seven (7) members of the General Faculty—one (1) elected by the General Faculty of each undergraduate college and one (1) elected by the General Faculty of Odum Library. None of the faculty elected may be Senators.
- (c) one (1) nonvoting student member from SGA is encouraged.

Section 2. Terms

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 3. Resignations

Members leaving the Faculty Affairs Committee must submit a written resignation to the Chair no less than seven days in advance of the effective date of resignation. The

committee's Chair must forward copies of written resignations to the Committee on

Committees within one week of receiving such resignations. The Committee on Committees appoints replacements for resigned members.

#### ***Article IV: Officers***

##### Section 1. Chairperson and Chairperson-elect

The Chairperson and chairperson-elect must be elected Faculty Senators and are selected by the Committee on Committees for the term of one year, except as provided in VSU statute. The term of the chairperson may be renewed.

The Chairperson-elect serves as Secretary and keeps written minutes of all meetings. Copies of committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be placed on reserve in the Odum Library no later than two weeks after a committee meeting. At the end of the year, these committee records will be collected and placed in the University archives in the Odum Library.

#### ***Article V: Subcommittees***

##### Section 1. Authority

- a. The Faculty Affairs Committee may establish subcommittees as needed.
- b. The Chairperson will inform the Committee on Committees of the membership of subcommittees at the time they are created.

##### Section 2. Membership

The Faculty Affairs Committee selects the members of subcommittees.

##### Section 3. Officers

The Chair of the Faculty Affairs Committee appoints from the committee's membership the chairs of all subcommittees.

##### Section 4. Reports

All subcommittees of the Faculty Affairs Committee submit reports as determined by the Committee Chair.

##### Section 5. Terms

The Faculty Affairs Committee establishes the terms of its subcommittees. Subcommittees disband when they complete their charges.

## *Article VI. Procedures*

### Section 1. Meetings

- a. The Faculty Affairs Committee establishes at least one scheduled meeting for the fall semester of each academic year and submits the schedule to the Committee on Committees. Other meetings occur depending upon charges received from the Faculty Senate or from the Executive Committee of the Faculty Senate.
- b. Meetings of the Faculty Affairs Committee are open.
- c. The Faculty Affairs Committee may invite to its meetings and hear any guests whom the committee deems appropriate.

### Section 2. Goals and Rules

- a. The Faculty Affairs Committee develops goals for each academic year and submits the list of goals to the Executive Committee.
- b. The Faculty Affairs Committee will submit written rules governing their procedures to the Executive Secretary of the Faculty Senate and place these written rules on reserve at Odum Library.

### Section 3. Quorum

A simple majority of the voting membership of the Faculty Affairs Committee constitutes a quorum.

### Section 4. Voting

- a. Approval of motions is by majority vote of the voting members of the Faculty Affairs Committee present and voting.
- b. The Faculty Affairs Committee does not accept proxies but will accept written absentee votes addressed to the Chair of the committee.

### Section 5. Submission of materials

All proposals, recommendations, reports, and other materials for consideration by the Faculty Affairs Committee must be submitted to the Chair a minimum of ten working days in advance of a scheduled meeting.

### Section 6. Annual report

The Faculty Affairs Committee Chairperson prepares an annual report and submits it to the Executive Secretary of the Faculty Senate by June 15.

***Article VII: Amendments to the Bylaws***

Section 1. Submission of proposed amendments

Proposed amendments to the bylaws of the Faculty Affairs Committee must be submitted in writing to the Chair at least four weeks prior to the next scheduled meeting.

Section 2. Approval of proposed amendments

Approval of proposed minutes to the Bylaws of the Faculty Affairs Committee is by majority vote of the voting members present and voting.