MIDDLE GEORGIA STATE UNIVERSITY
STATUTES

[Effective July 1, 2016]
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Article I.  The University  

Section 1.01  Name and Authority  
The name of this institution is Middle Georgia State University (the University). The University is a University System of Georgia institution and is governed by the Board of Regents of the University System of Georgia.  

Section 1.02  Mission, Vision and Values, and Programs of the University  

(a) The Mission of Middle Georgia State University  
Middle Georgia State University educates and graduates inspired lifelong learners whose scholarship and careers enhance the region through professional leadership, innovative partnerships and community engagement.  

(b) The Vision and Values of Middle Georgia State University  
Our Vision: 
We transform individuals and their communities through extraordinary higher learning.

The Four Values that Shape Our Vision:
• Stewardship
• Engagement
• Adaptability
• Learning

(c) The Programs of the University  
Middle Georgia State University offers the following specific programs and services, opens many of its events to the public, and offers its services and expertise to promote the cultural and economic development of the region.  

(i) Baccalaureate  
Baccalaureate programs are focused on selected areas of study and offer students the opportunity to complete Bachelor of Arts, Bachelor of Science, or Bachelor of Applied Science degrees with special emphasis on fields that support state and regional economic development.  

(ii) College Transfer  
College Transfer programs prepare students for further academic study at Middle Georgia State University and assure transfer of credit to other units of the University System of Georgia. To achieve this purpose, numerous two-year degree programs with richly diverse electives, interdisciplinary courses, distance learning, and honors courses are offered.

(iii) Career  
Career programs prepare students for further academic study while providing graduates with specific knowledge and skills for employment in such fields as aviation and health sciences.
(iv) **Certificates**
Certificates provide students with specific knowledge and skills for employment in specific fields as well as enhancing the knowledge and skills of currently employed professionals.

(v) **Student Affairs**
Student Affairs programs enrich the growth and development of students and facilitate their pursuit of educational goals by providing counseling and disabilities services; coordination of student organizations, events and activities; health, recreation and wellness programming and services; new and transfer student orientation; student conduct and advocacy; residential life; and a wide variety of cultural, social, and recreational events for the benefit of students and the community at large.

(vi) **Continuing Education**
Continuing Education services provide the public with personal enrichment, short courses, and workshops for which continuing education credits may be awarded. Through this department, the University also provides facilities and administrative services, which enable statewide organizations and other units of the University System of Georgia to bring seminars, meetings, and upper level and graduate courses to the region.

### Section 1.03 Degrees and Certificates Offered by the University
The University is authorized by the Board of Regents to confer upon those candidates who have successfully completed the prescribed course of study certificates and the degrees of Associate of Science, Associate of Applied Science, Associate of Arts, Bachelor of Science, Bachelor of Applied Science, Bachelor of Arts, Master’s degrees, and such other degrees as may be established by the University and approved by the Board of Regents.

### Section 1.04 Satellite Campuses and Off-Site Courses
The University offers educational opportunities and degree programs on the following satellite Campuses: Cochran, Dublin, Eastman, and Warner Robins. The University also offers the core curriculum at the Robins Resident Center at Robins Air Force Base, Warner Robins, Georgia.

Credit courses with limited enrollment may be offered in cooperation with area high schools and businesses.

### Article II. The President

#### Section 2.01 Appointment
The Board of Regents, through the Chancellor of the University System, appoints the President. The President is responsible to the Chancellor for the operation and management of the University and for the execution of all directives of the Board and the Chancellor.

#### Section 2.02 Powers and Authority
As prescribed by Board of Regents policies, the President shall (i) be the executive head of the University and all of its departments, (ii) be the ex officio chair of the faculty and shall preside at meetings of the faculty, (iii) be responsible for the appointment, of faculty members and administrative employees of each institution (iv) have authority to execute, accept or deliver, on behalf of the board, certain research, settlement, service, and reciprocal law enforcement emergency agreements affecting his/her institution (See section 2.5 of the Policy Manual of the Board of Regents).
Article III. The Administrative Officers

Section 3.01 Administrative Officers
The Administrative Officers of the University, hereafter referred to as the Officers of the University, shall be the President, the Provost, the Executive Vice President, the Chief of Staff, the Vice President of University Advancement, the Vice President for Student Affairs, the Vice President for Enrollment Management, the Chief Information Officer, and the Counsel to the President. These officers may have faculty status as delineated by the Board of Regents (*Policy Manual of the Board of Regents* 3.2.1.2).

Section 3.02 Appointment of Administrative Officers
The Administrative Officers, except the President, shall be appointed by the President and hold office at the pleasure of the President, under whose jurisdiction they serve.

Section 3.03 Responsibilities of the Administrative Officers

(a) Provost
The Provost shall be responsible directly to the President; shall be the chief academic officer of the University; shall provide leadership for the faculty, chairs, and deans in the areas of development of curricula and improvement in instruction; and shall be an ex-officio member of the Faculty Senate. In the absence of the President, he or she shall act as the chief executive officer of the University. He or she shall be a member of the Academic Assembly.

(b) Executive Vice President
The Executive Vice President shall be responsible directly to the President, shall conduct the business and financial affairs of the University, shall have custody and control of all funds and securities of the University and all of its assets, including physical property. The Executive Vice President shall act as the fiscal adviser to the President.

(c) Chief of Staff
The Chief of Staff shall be responsible directly to the President, shall be the chief liaison officer for all government relations activities of the University, and shall provide leadership for the Office of the President’s staff. He or she shall be a member of the Academic Assembly.

(d) Vice President of University Advancement
The Vice President of University Advancement shall be responsible directly to the President and shall direct advancement functions. He or she shall be a member of the Academic Assembly.

(e) Vice President for Student Affairs
The Vice President for Student Affairs shall be responsible directly to the President and shall direct student affairs functions. He or she shall be a member of the Academic Assembly.

(f) Vice President for Enrollment Management
The Vice President for Enrollment Management shall be responsible directly to the President and shall direct enrollment management functions. He or she shall be a member of the Academic Assembly.
(g) **Chief Information Officer**  
The Chief Information Officer shall be responsible directly to the Provost and shall direct information technology functions. He or she shall be a member of the Academic Assembly.

(h) **Counsel to the President**  
The Counsel to the President reports to the Chief of Staff; shall be responsible for advising the President and his Cabinet on legal affairs, presidential communications, and strategic initiatives; and shall serve in the following capacities: Chair of the Legal Affairs Committee, Chair of the Intellectual Property Committee, and Chair of the Title IX Committee

**Article IV. The Faculty**

**Section 4.01 Faculty Membership**  
The faculty shall consist of the Corps of Instruction, the Administrative Officers as defined in Article III above, and other administrative positions designated by the President. Further descriptions of procedures and policies can be found in the Faculty Handbook.

(a) **Corps of Instruction and Its Responsibilities**  
The Corps of Instruction, as defined by the Board of Regents, includes full-time Professors, Associate Professors, Assistant Professors, Lecturers, Senior Lecturers, Instructors, and teaching personnel with other titles as approved by the Board of Regents and duly certified librarians (*Policy Manual of the Board of Regents* 3.2.1.1, 8.1.1.1).

Members of the Corps of Instruction shall carry out their duties in a professional, ethical, and collegial manner, as defined in the Faculty Handbook.

(b) **Part-Time Faculty**  
All teaching personnel on less than a full-time contract are classified as part-time faculty and hold the rank of Part-Time Instructor as defined in The Policy Manual of the Board of Regents, are not members of the Corps of Instruction (*Policy Manual of the Board of Regents* 3.2.1.1, 8.1.1.1). Part-time faculty may attend all meetings of the Academic Assembly and may speak or report, but shall not be eligible to vote. Part-time faculty are subject to the same employment criteria and procedures as full-time faculty but are not eligible for tenure.

**Section 4.02 Organization of the Faculty**

(a) **General**  
The Corps of Instruction is organized for administrative purposes into academic colleges/schools. Each college/school is administered by a Dean of the College/School, who reports to the Provost, and Department Chairs, who report to the Deans of the appropriate Colleges/Schools. The deans and chairs are appointed by the President and serve at the pleasure of the President. Faculty members are responsible to their chair and/or dean. The academic units include the School of Aviation, the School of Business, the School of Education, the School of Health Sciences, the School of Information Technology, and the
College of Arts and Sciences. Additional colleges/schools and departments may be created upon the recommendation of the President.

(b) Deans of the Colleges/Schools
The Dean of a College/School coordinates and supervises the activities of the various disciplines within the college/school, working directly with the chairs and faculty. He or she shall serve a twelve-month contract. At the discretion of the President, deans are eligible for tenure. The dean makes recommendations to the Provost for implementing, updating, and improving the curriculum within the College/School. He or she is responsible for providing leadership in the areas of faculty in-service training, scholarship, educational experiences, professional service to the community, academic advising, and faculty recruitment for the college/school. The dean shall otherwise serve as the administrative head of the college/school and shall make appropriate recommendations to the Provost regarding courses, faculty assignments, an annual school budget, an annual report, annual evaluation of faculty performance, and other college/school activities.

(c) Associate Deans
The Associate Dean provides leadership within a college/school and is appointed by and serves at the pleasure of the President, upon the recommendation of the Dean of the College/School and the Provost. He or she shall serve a twelve-month contract. He or she shall be a member of the faculty of a discipline with appropriate faculty rank, eligible for tenure as a member of the faculty, and responsible directly to the Dean of the College/School. He or she shall assist the Dean of the College/School in matters related to curriculum, the evaluation, recruitment, and appointment of faculty, and other matters as directed by the dean in the administration of the College/School.

(d) Department Chairs
Department Chairs provide leadership within a college/school and are appointed by and serve at the pleasure of the President, upon the recommendation of the Dean of the College/School and the Provost. He or she shall serve a twelve-month contract. He or she shall be a teaching member of the faculty of a discipline with appropriate faculty rank, eligible for tenure as a member of the faculty, and responsible to the Dean of the College/School. He or she shall assist the Dean of the College/School in matters related to curriculum, the evaluation, recruitment, and appointment of faculty, and other matters as directed by the dean in the administration of the department.

Section 4.03 Faculty Appointment, Reappointment, Dismissal, Promotion, Tenure, and Evaluation

(a) Faculty Appointment
Faculty appointments and reappointments in the colleges/schools are recommended by the Dean of the college/school to the Provost who then makes a recommendation to the President.

(i) Initial Appointment of Tenure Track Faculty
1) Recommendations of appointment of tenure track faculty shall be consistent with Southern Association of Colleges and Schools’ requirements for institutional accreditation
and shall be based upon evidence of successful teaching, scholarship, professional
development, service, and desirable personal qualities judged on the basis of interviews,
complete biographical data, transcripts, and recommendations (Policy Manual of the Board
of Regents 8.3.1.2).

2) Initial appointments for new tenure track faculty with a minimum of eighteen graduate
semester hours in his or her teaching discipline and a master’s degree, an earned
doctorate, or a terminal degree shall be at the rank of Assistant Professor.

3) Candidates with an earned doctorate or other terminal degree in his or her teaching
discipline and at least five years of effective professional practice may be appointed at
the rank of Associate Professor.

4) Candidates with an earned doctorate or other terminal degree in his or her teaching
discipline and at least eleven years of exceptional professional practice may be appointed at
the rank of Professor.

(ii) Initial Appointment of Non-Tenure Track Faculty

1) Recommendations of appointment of non-tenure track faculty shall be based upon evidence of
ability as an effective teacher, desirable personal qualities judged on the basis of personal
interviews, complete biographical data, transcripts, and recommendations.

2) The initial appointment of non-tenure track faculty shall be as Instructor or Lecturer.
Minimum qualifications for appointment in an associate degree program or a baccalaureate
degree program shall be at least eighteen semester hours of graduate credit or the
equivalent in the discipline of the individual’s teaching field and a master’s degree.
Minimum qualifications for appointment in a career-terminal two-year program shall be a
bachelor’s degree or associate’s degree and demonstrated competencies in the teaching
discipline.

3) Non-tenure track faculty are ineligible for tenure and, unless otherwise specified, have
no work load obligations other than teaching and teaching related responsibilities.

(b) Faculty Reappointment

Regents Policies govern all reappointments of faculty. (Policy Manual of the Board of Regents
8.3.4.2, 8.3.4.3).

(c) Faculty Dismissal

Regents Policies govern the dismissal of a tenured faculty member and of a non-tenured faculty
member before the end of his or her contract term. The Policies describe the grounds for dismissal
and authorize the University to include additional grounds in its Statutes
(Policy Manual of the Board of Regents 8.3.9).

(d) Promotion of Faculty

See the Faculty handbook for a more detailed definition of the promotion process and the
expectations of faculty who apply. The following are the minimum criteria for promotion in all
professional ranks:
• A record of superior teaching.

• A record of outstanding service to the institution, and/or community.

• A record of outstanding research, scholarship, creative activity, or academic achievement.

• A record of professional growth and development.

(Policy Manual of the Board of Regents 8.3.6.1, 8.3.6.4).

(e) Faculty Tenure
Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100% workload basis for two out of every three consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency, or program modification as determined by the Board of Regents. Only full-time assistant professors, associate professors, and professors are eligible for promotion. See the Faculty Handbook for a more detailed definition of the tenure process and the expectations of the faculty who apply.

(Policy Manual of the Board of Regents 8.3.7).

(i) Criteria for Tenure

• A record of superior teaching.

• Academic achievement, as appropriate to the mission of the institution.

• A record of outstanding service to the institution, school, or department.

• A record of professional growth and development.

(ii) Minimum Time

1) Tenure may be awarded by the President upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher.

2) A maximum of three years credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions. Such credit for prior service shall be defined in writing by the President and by the Board of Regents at the time of the initial appointment at the rank of Assistant Professor or higher.

3) Faculty with probationary credit toward tenure may be considered when their probationary credit plus years of service equals five or more years.

(iii) Maximum Time Served Without Tenure

1) Except for the approved suspension of the probationary period due to a leave of absence,
the maximum time that may be served at the rank of Assistant Professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if a recommendation for tenure is not approved by the President.

2) The maximum time that may be served in any combination of full-time, tenure track instructional appointments (lecturer or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if a recommendation for tenure is not approved by the President.

(f) Faculty Evaluation

(i) Documentation: The Faculty Portfolio

1) Tenured or tenure-track faculty members
   Each member of the faculty shall develop and maintain a portfolio, the contents of which are delineated in the Faculty Handbook; this portfolio may be maintained in hard copy, but upon application for promotion, tenure, third-year review, or post-tenure review, it shall be submitted as an electronic portfolio.

2) Non-tenure Track Faculty Members
   Each non-tenure track faculty shall develop and maintain a portfolio, the contents of which are delineated in the Faculty Handbook; this portfolio may be maintained in hard copy, but must be submitted as an electronic portfolio.

(ii) Annual Evaluation

1) A faculty member shall receive at least one written annual review of his or her professional performance. The review shall include a required scheduled conference for the purpose of discussing the contents of that faculty member’s annual written evaluation. The evaluation shall be formative as well as summative. The evaluation is completed by the appropriate administrator in the faculty member’s academic unit and reviewed and approved by the Dean. Both the faculty member and the evaluator shall signify that the evaluation has been discussed by signing the evaluation.

2) The annual evaluation shall be based upon the faculty portfolio, faculty performance, and the faculty self-evaluation for that year. It is the faculty member’s responsibility to provide the evaluator with the relevant materials for this review. During the annual evaluation, each faculty member shall develop, in consultation with the evaluator, a written plan of activities for the coming year.

3) If a faculty member feels that his or her final evaluation is inaccurate and/or detrimental
   • The faculty member may respond in writing to the annual written evaluation, in this case the response shall be attached to the evaluation. The evaluator shall
acknowledge in writing the receipt of this response, and shall note any changes, in the annual written evaluation made as a result of either the conference or the faculty member’s written response.

- The faculty member who has written a response and feels that the final annual evaluation by the evaluator is still inaccurate and/or detrimental may file a written request that the Provost review the evaluation and the response. A written summary of that review shall be furnished to the faculty member and to the evaluator by the Provost.

4) The results of the annual evaluation shall be reflected in the annual salary recommendations.

(iii) Pre-Tenure Review

1) The goal of pre-tenure review is to promote faculty development by providing probationary faculty an opportunity for a more in-depth, formative review than is provided by the annual faculty evaluation. Pre-tenure review is a formal step in the continuous evaluation of faculty performance. Pre-tenure review is part of an integrated system of pre-tenure, promotion and tenure, and post-tenure review.

2) Pre-tenure review takes the place of the annual evaluation in the faculty member’s third year and serves to guide probationary faculty toward successful promotion and tenure review. In conjunction with the appropriate administrator in the faculty member’s academic unit, candidates shall also prepare a faculty development plan which outlines the steps to be taken toward successful progress for promotion and tenure. In cases where the evaluator concludes that satisfactory progress has not yet been achieved, then together, the faculty member and the reviewer shall draw up a development plan and identify resources necessary for improvement. However, neither satisfactory performance on the review nor fulfillment of the development plan can be construed as a guarantee of promotion or tenure.

3) If a faculty member feels that his or her pre-tenure review is inaccurate and/or detrimental:

- The faculty member may respond in writing to the pre-tenure review evaluation, in this case the response shall be attached to the evaluation. The evaluator shall acknowledge in writing the receipt of this response, and shall note any changes, in the pre-tenure review made as a result of either the conference or the faculty member’s written response.

- The faculty member who has written a response and feels that the pre-tenure review written by the evaluator is still inaccurate and/or detrimental may file a written request that the Provost review the pre-tenure review and the response. A written summary of that review shall be furnished to the faculty member and to the evaluator by the Vice President for Academic Affairs
• The results of the pre-tenure review shall be reflected in the annual salary recommendations

**(iv) Post-Tenure Review**

1) As a means of enhancing the performance of all faculty by stressing formative development over summative evaluation, post-tenure review is designed to foster the ongoing development of the faculty member. A list of required materials and the process for submitting said materials is delineated in the Faculty Handbook.

2) Post-Tenure review means that all tenured faculty are reviewed periodically in order to enhance and reward performance. This periodic review excludes any of the following administrative officers, even if they are tenured: Presidents, Provosts, Vice Presidents, Associate Vice Presidents, and Vice President of Student Affairs. It also excludes College/School Deans, College/School Associate or Assistant Deans, and Department Chairs, since the majority of their work is administrative.

3) Post-tenure review shall begin five years after the award of tenure and shall continue at five-year intervals unless interrupted by an additional review for promotion or other personnel action. The five-year interval commences after such a promotion or other personnel action. A faculty member who is on leave during the scheduled post-tenure review year would ordinarily be reviewed the year of return.

4) If the faculty member does not accept the post-tenure review findings, further appeal shall follow the University’s normal grievance procedures He or she shall follow the same route of appeal as is described above in iii, 3, a, b.

**Section 4.04 Academic Freedom**

Middle Georgia State University recognizes that there are rights and responsibilities that exist concomitant with the academic freedoms underpinning the professional work of its faculty.

Accordingly, Middle Georgia State University operates under the principles of the American Association of University Professors (AAUP) articulated in the 1940 Statement of Principles on Academic Freedom and Tenure (with 1970 Interpretive Comments), which can be found at the AAUP website [http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure](http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure).

The key elements of the AAUP statement on academic freedom are:

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.

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. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

3. College and university teachers are citizens, members of a learned profession, and officers of an educational 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 might 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.

**Article V. Faculty Conflict Resolution & Grievance Procedures**

**Section 5.01 Resolving Disputes**

It is the policy of the institution that all employee grievances will be resolved promptly and fairly, and that all employees shall receive fair and equitable treatment.

Grievance procedures, which are outlined in the faculty handbook, are designed to promote accessibility, simplicity, speed, and exhibit standards of fairness that will encourage employees to select the internal procedure route over an external route in seeking redress of perceived injustices.

There shall be no retaliatory action taken by any employee of Middle Georgia State University against any other employee of the institution as a result of an employee seeking redress under these procedures, cooperating in an investigation, or otherwise participating in any proceeding under these procedures. Such retaliatory action is prohibited and shall be regarded as a separate and distinct grievance under these procedures.

Faculty and staff members may request a grievance review (either informally or formally) in matters concerning terms and conditions of employment and unlawful discrimination. Matters involving alleged discrimination that are outside the purview of the faculty and staff grievance procedure shall be referred to the University’s Affirmative Action Officer, who shall conduct an informal investigation. Questions of promotion, tenure, performance evaluations, hiring decisions, classification appeals, challenges to grades and assessments, challenges to salary decisions, challenges to transfers or reassignments, termination or layoff due to lack of work or elimination of position, normal supervisory counseling, and investigations or decisions reached under the institutions Harassment Policy are not subject to review through an institutional grievance process supervised by the Ad Hoc Conflict Resolution Committee. (*USG Human Resource Administrative Practice Manual: Employee Relations – Grievance Policy* Dated May 2008, modified July 3rd, 2012)

**Section 5.02 Grievance Procedures**

A faculty member may use the formal faculty grievance process outlined in the Faculty Handbook.
Article VI. Governance

Section 6.01 The Academic Assembly

The general purpose of the Academic Assembly is to hear summary reports from the officers of the University. The Academic Assembly shall also vote on limited types of recommendations. See the Bylaws of the Academic Assembly, the Bylaws of the Faculty Senate, and the Senate Rules of Process as outlined in the Faculty Handbook.

The Voting Membership of the Academic Assembly is composed of the President of the University, the Officers of the University, the Provost, all Vice Presidents, all Associate Vice Presidents, all Assistant Vice Presidents, the Registrar, the Corps of Instruction of the University, including all campus Deans, all Associate Deans, all Assistant Deans, Chairs, and all Directors and administrative staff of the University who hold ex-officio faculty status (See Bylaws of the Academic Assembly, Article III-A, &B). The President of the University, with the assistance of the Provost, serves as Chair of the Academic Assembly, and presides over its meetings. See the Bylaws of the Academic Assembly, the Bylaws of the Faculty Senate, and the Senate Rules of Process as outlined in the Faculty Handbook for complete details.

Section 6.02 The Faculty Senate

(a) General
The purpose of the Faculty Senate is to recommend to the President of the University rules and regulations for the governance of the University as may be proper for the maintenance of high educational standards, the well-being, and effective functioning of the University. It shall approve the curriculum and recommend to the President necessary policies and practices in support of the Mission of the University. The Faculty Senate's areas of jurisdiction are the academic program, teaching faculty, student affairs, student admission and retention, academic regulations, educational materials, and other related matters. The Senate shall consist of voting and non-voting members. For the purposes of the Senate and as a rule separate from assembly Bylaws, ex officio is defined here as non-voting.

The membership of the Faculty Senate is composed of the President of the University (ex officio); the Provost (ex officio); the President of the Student Government Association (ex officio); a main campus Librarian, and members of the full-time faculty elected by their respective academic units, defined as a college/school or, if there are departments within the school, by the department. Each department or college/school, if a college/school does not have departments, will be represented by the ratio of one representative for every ten faculty members, rounded to the nearest whole number. For purposes of representation on the Faculty Senate and Standing Committees, departments of less than ten faculty members shall be grouped together within their college/school and represented by the ratio of one representative for every ten faculty members, rounded to the nearest whole number. Regardless of the number of faculty members, each of the following college/schools shall have at least one faculty representative: College of Arts and Sciences, School of Information Technology, School of Education, School of Business, School of Health Sciences, and the
School of Aviation. In addition to the academic unit representation, the Cochran, Dublin, Eastman, Macon, and Warner Robins campuses shall elect one site specific at large-faculty Senator. (See the Bylaws of the Academic Assembly, the Bylaws of the Faculty Senate, and the Senate Rules of Process as outlined in the Faculty Handbook for complete details).

Starting in spring 2016, MGA Faculty Senate elections will be staggered according to academic units.

Units in Standing Committee Group A will hold Faculty Senate Elections in even-year spring semesters (e.g. Spring 2016, Spring 2018, Spring 2020, etc.)

Units in Standing Committee Group B will have elections and appointments in odd-year spring semesters (e.g. Spring 2017, Spring 2019, Spring 2021, etc.) At-Large Senators and Library Representatives hold elections with Group B.

**Senator Breakdown by Unit and Group as of AY 2016**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>A</td>
</tr>
<tr>
<td>History/Political Science</td>
<td>A</td>
</tr>
<tr>
<td>Mathematics</td>
<td>A</td>
</tr>
<tr>
<td>Media, Culture &amp; the Arts</td>
<td>A</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>A</td>
</tr>
<tr>
<td>Psychology, Sociology, and Criminal Justice</td>
<td>A</td>
</tr>
<tr>
<td>School of Aviation</td>
<td>B</td>
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<tr>
<td>School of Business</td>
<td>B</td>
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<tr>
<td>School of Education</td>
<td>B</td>
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<tr>
<td>School of Heath Sciences</td>
<td>B</td>
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<tr>
<td>School of Information Technology</td>
<td>B</td>
</tr>
<tr>
<td>Library</td>
<td>B</td>
</tr>
<tr>
<td>At-Large (One from Each Campus)</td>
<td>B</td>
</tr>
</tbody>
</table>

Group A: Senators (Elections during Even Spring Semester Years)
Group B: Senators (Elections during Odd Spring Semester Years)

Senators will serve two-year terms, which will commence on July 01 immediately following the spring election for their assigned group and will last until June 30 following the next spring election for their assigned group.

Following the election of senators, the senate will elect officers. The election of officers will also occur in the spring semester. Officers will serve one-year terms, which will commence on July 01 immediately following the spring election and will last until June 30 of the following year. There will be no limits on the number of terms a senator may serve, nor any limits on the number of terms a senator may serve as an officer of the senate.
(b) Standing Committees
The members of the Standing Committees of the Faculty Senate shall be taken from the membership of the Academic Assembly, the administrative staff, and the student body. The committee members receive their appointment from the President of the University based upon the recommendation of the Executive Committee of the Faculty Senate. The Student Government Association through the office of the Vice President of Student Affairs recommends student members on Standing Committees to the Executive Committee. Student members are appointed for a period of one year but may be re-appointed for a second year. Faculty members are appointed or elected for a period of two years. Faculty appointments shall be arranged so that approximately fifty percent of committee members are retained each year. There will be no limits on the number of terms a faculty member may serve on a committee. Taking into account that Middle Georgia State University has multiple campuses, it is highly desirable that each standing committee has at least one faculty representative from each campus. Even though limited resources (e.g., too few faculty members based on some campuses) may make it difficult or impossible to achieve, an effort should be made to populate each standing committee with at least one faculty member from each campus. The President of the University shall be an ex-officio member of all University committees. The Faculty Senate may at any time, by majority vote, recommend the establishment or disbandment of a standing committee.

The Standing Committees of the Faculty Senate and their general areas of responsibility are:

(i) Executive Committee
The Executive Committee shall recommend members to serve on Standing Committees and Boards, manage the nominations and the elections of Senators, select a panel to hear faculty grievances, and coordinate the Subcommittee for Alternate Dispute Resolution. It shall review periodically the University Purpose and Mission Statement; the Bylaws of the Academic Assembly of Middle Georgia State University; the Bylaws of the Faculty Senate; and the Senate rules of Process. It shall, with the Faculty Senate, annually review the Statutes of Middle Georgia State University. The Executive Committee shall coordinate the yearly review and update of the Faculty Handbook with the Academic Personnel Policies Committee of the Senate, assign Standing Committees of the Senate with yearly charges, and determine proper jurisdiction of the Senate committees. It shall also maintain documentation and act upon recommendations from other committees and boards, and advise and assist, as needed, each college’s/school’s representative(s) to Executive Committee on overseeing all Standing Committee elections and appointment processes within their colleges/schools or, in the case of the Promotion and Tenure Review Committee, their departments. The Chair of the Executive committee shall prepare the ballots for the election of Academic Assembly Officers.

(ii) Academic Personnel Policies Committee
The Academic Personnel Policies Committee shall recommend policies concerning the welfare of the faculty, academic freedom, and personnel evaluation. This committee shall work with the Executive Committee on the annual update of the Faculty Handbook and recommend revisions.
(iii) **Faculty Development Committee**
The Faculty Development Committee shall coordinate a program and manage a budget of faculty development opportunities within disciplines, across colleges/schools, and within student support services, including technology training and international study and travel. It will manage a budget to improve the quality of teaching and learning and for faculty’s advancement.

(iv) **Faculty Recognition Committee**
The Faculty Recognition Committee shall perform various duties relating to the recognition of faculty for their accomplishments. In particular, the purpose of this committee is honoring and supporting the faculty. The committee will review, formulate and recommend policy, which will maintain, enhance and recognize the professional achievement, teaching excellence and service contributions of the faculty.

(v) **Technology Resources Committee**
The Technology Resources Committee shall work closely with the Chief Information Officer and shall serve as a forum and clearinghouse for the discussion of technology issues and needs, and shall periodically review University plans for the improvement of technology on each campus, and make recommendations to the Senate.

(vi) **Library Resources Committee**
The Library and Technology Resources Committee shall work closely with all campus librarians to make recommendations for improvement of the libraries with regard to services, collections (including print and electronic), and programs. This committee serves as a liaison between the libraries and the faculty to encourage and mediate faculty communication with the libraries, and to advocate for library plans and resources.

(vii) **Promotion, Tenure, and Post-Tenure Review Committee**
The Promotion, Tenure, and Post-Tenure Review Committee shall oversee and recommend action to the Faculty Senate on all matters relating to promotion/tenure policies and procedures and all matters relating to post-tenure review policies and procedures. It shall maintain, with the Provost, a current roster of all tenure-track faculty and faculty at the rank of Lecturer, including date of hire, rank at hire, years in service, number of probationary years of credit, and first date of eligibility for promotion and/or tenure; to provide relevant information and training; to verify that the portfolio site is maintained and that applications are archived in a secure manner; to help populate subcommittees, as needed; and to verify process at all stages, including to the President in the case of an appeal, or to anyone else party to a particular application. The Committee shall oversee the institution’s obligation to conduct Post-Tenure Review (PTR).

(viii) **Student Affairs Committee**
The Student Affairs Committee shall serve as an advisory body to the Vice President of Student Affairs, shall study and recommend policies and procedures concerning the overall student affairs program, and, as a group composed of at least fifty percent students, shall assist in the budgetary processes for the Student Activities Fee and Technology Fee, and annually review the Student Handbook and make recommendations to the Vice President of Student Affairs.
(ix) **Student Honors, Awards, and Graduation Committee**
The Honors, Awards, and Graduation Committee shall perform various duties relating to the granting of student honors and awards, propose speakers for the major academic functions to the President and recommend to the President plans for the annual graduation exercises.

(x) **Campus Safety Committee**
The Campus Safety Committee shall serve as an advisory body to the Department of Public safety and the enterprise of Risk Management, shall make recommendations to the Senate on any aspect of campus safety, including but not limited to the classroom, student activities, residence life, grounds, emergency planning, and surface streets accessing the University.

(xi) **Inter-campus Visiting Speaker Committee**
The Inter-campus Visiting speaker committee shall make recommendations to the President for speakers to be invited to the five-campus community for fall semester Freshman Orientation, spring Student Honors and Awards recognition, and annual Commencement ceremony. This body shall also make recommendations to the President for additional discipline-specific or interdisciplinary speakers who may be invited to the University.

(c) Boards
Boards of the Faculty Senate review University-wide activities and research whose oversight requires a greater level of continuity and training. The members of the boards shall be taken from the membership of the Academic Assembly, Administrative Staff, and the student body. The board members receive their appointment from the President of the University based upon recommendation of the Executive Committee of the Faculty Senate. The Student Government Association through the office of the Vice President of Student Affairs recommends student members on boards to the Executive Committee. Faculty appointments shall be arranged so that at least two-thirds of board members are retained each year. The President of the University shall be an ex-officio member of all University boards. The Faculty Senate may at any time, by majority vote, recommend the establishment or disbandment of a board.

The Boards of the Faculty Senate are as follows:

(i) **Institutional Effectiveness Board**
The Institutional Effectiveness Board shall provide leadership for the overall direction and support of institutional and academic program effectiveness, assessment, and improvement; coordinate, evaluate, and facilitate the use of Comprehensive Program Review reports to make recommendations for program improvements or program viability to the Provost; and ensure the integrity of assessment activities.

(ii) **Strategic Planning Board**
The Strategic Planning Board shall assist in the development and updating of the institution’s mission statement and strategic plan; perform annual evaluation of progress toward the achievement of the institution’s strategic goals; and coordinate, evaluate, and facilitate the use of institutional assessment data in support of improvement initiatives and educational support units.
(iii) Institutional Review Board
The Institutional Review Board is a research oversight board charged with ensuring, both through advance and periodic review, that research involving human and animal subjects is conducted in compliance with the applicable federal, state, and institutional policies and procedures for the protection of subjects in research.

(iv) Student Conduct Board
The Student Conduct Board makes recommendations to the Senate on any aspect of student behavior or academic misconduct.

The Student Conduct Board is comprised of persons authorized by the University President to determine whether a student has violated the Student Code of Conduct. The members of the Student Conduct Board are recommended by the Executive Committee and appointed annually by the President. The membership of the Student Conduct Board shall be the Provost (ex officio), the Vice President of Student Affairs (ex officio), ten students, ten faculty, and ten staff members appointed by the President. Student members shall be enrolled in good standing with a minimum grade point average of 2.5, and shall be recommended by the Student Government Association President. The process to adjudicate student misconduct (behavior and academic) shall be located in the Office of Student Affairs. Prior to imposition of any sanction involving a student grade, the Vice President of Student Affairs shall consult with the Provost or his or her duly appointed designee. Hearing panel composition shall consist of one faculty member, one staff member, and one student (a total of three).

(v) Intercollegiate Athletic Board
The Intercollegiate Athletic Board shall provide feedback and advice to the Athletic department concerning compliance functions, academic issues, gender equity, and budget development. It shall serve as a liaison between various members of the campus community and the University’s intercollegiate athletics department and coaches; and shall act in an advisory capacity regarding recreation activity, facilities management, and fund-raising efforts.

(vi) Student Media Advisory Board
The Student Media advisory Board shall review and approve activities of University media and provide oversight, direction, and suggestions for intercampus media outlets and activities. This group also reviews and contributes to changes for the Student Media Bylaws in collaboration with the Office of Student Affairs.

(vii) The International Programs Review Board
The International Programs Review Board shall review and recommend approval of the University’s international programs, including (1) the University’s comprehensive internationalization plan; (2) policies and procedures for establishing study abroad and domestic study programs; (3) periodic review of existing study abroad and domestic study programs; (4) selection of faculty for international research, teaching, or exchange programs as applicable; (5) selection of students receiving MGA Foundation study abroad scholarships; (6) policies and procedures for international student recruitment; (7) memoranda of
understanding for study abroad consortia and international partnerships; (8) selection of faculty to serve on the regional councils of the System Council on International Education; (9) and other initiatives relating to comprehensive internationalization.

(viii) **Academic Affairs Board**
The Academic Affairs Board shall recommend action to the Provost on matters related to curriculum, courses of study, academic standards, and admissions standards; only new programs, minors, degrees, and new academic policies shall need the approval of the Senate.

(d) **Councils**
Councils of the Senate shall review University-wide activities and research whose oversight requires a more specialized focus than a committee or a board and a greater level of continuity and training. Council members shall be taken from the membership of the corps of instruction and the administrative staff. Council members receive their appointment from the President of the University in consultation with current council members, appropriate academic administrators, and/or representatives of the Executive Committee and/or of the Senate. Council members serve a minimum of one two-year term. If possible, faculty appointments are arranged so that at least two-thirds of council members are retained for more than one term. The President of the University shall be an ex-officio member of all University Councils. The Senate may at any time, by majority vote, recommend the establishment or disbandment of a council.

The Councils of the Faculty Senate are as follows:

(i) **Graduate Studies Council**
The Graduate Studies Council shall provide a forum and a process for developing policies and practices for graduate studies at Middle Georgia State University; to deliberate on all matters of graduate studies, including, but not limited to, admissions, graduate students, graduate curriculum, graduate faculty, and the implementation of a graduate studies culture that is integral to the success and identity of the institution; to make recommendations to the President, the Provost, the Senate, and its standing committees.

Section 6.03 Ad Hoc Committees

(a) **Ad Hoc Committees of the Assembly**
The Assembly may create Ad Hoc Committees as deemed necessary by the President or by a representative of the President. Ad hoc committees shall not interfere with or circumvent the Standing Committees or Boards of the Senate. Normally, there are both semi-permanent ad hoc committees and those discontinued upon the completion of a temporary and particular task. Any employee of the college may serve on an Ad Hoc Committee, and alumni, and community members might also serve under special circumstances. At the time of its creation, any Ad Hoc Committee shall be registered with the Executive Committee of the Senate and the Secretary of the Assembly and shall be reviewed by the Executive Committee as to its membership, its work, its formal recommendations, its minutes, and its necessity. The minutes of Ad Hoc Committees shall be sent to the Secretary of the Assembly, the Executive Committee, and to the Provost. The Executive Committee may recommend to the President that an Ad Hoc Committee be discontinued or that an additional Ad Hoc Committee be created. See Bylaws of the Academic Assembly (Article VI).
(b) Ad Hoc Committees of the Faculty Senate
The Senate may establish Ad Hoc Committees of the Senate following the same guidelines for Ad Hoc Committees of the Assembly. Ad Hoc Committees shall not interfere with or circumvent Standing Committees of the Senate or Boards of the Senate. See Bylaws of the Faculty Senate (Article VI, G).

Section 6.04 The Student Government Association
The Student Government Association shall represent the student body of Middle Georgia State University for the purpose of promoting communication and facilitating understanding among students, faculty, and administrators. Official recommendations by students regarding the policies, rules, and regulations of the College shall be made to the Provost either directly or through the Student Government Association. The recommendations shall then be forwarded to the President for assignment to the appropriate committee of the Faculty Senate or to the Administrative Council. Student Government shall be conducted in accordance with the Constitution and Bylaws of the Student Government Association.

Section 6.05 Decision Making and Policy Formulation
Faculty, staff, students, or administrators may initiate proposals for college policy. Three avenues exist by which a proposal may receive consideration:

1. Proposals pertaining to academic matters shall be referred to appropriate Standing Committee for review, consideration, and recommendation. Where matters of jurisdiction are not clear, the proposal shall be forwarded to the Executive Committee for assignment to the appropriate committee for review, consideration, and recommendation. Recommendations from the Standing Committees to amend the Bylaws of the Academic Assembly or the Bylaws of the Faculty Senate shall be forwarded to the Executive Committee for consideration and, upon approval, recommendations may be sent to the Faculty Senate for consideration. However, all proposals relating to curricula and courses shall proceed through the Department Chair, Dean of a College/School, the Provost, and to the Academic Affairs Committee.

2. Proposals of non-academic or general University policy are referred to the President.

3. Policy proposals that relate to both of these areas or those that are not clearly one or the other are referred to the President for designation to the proper group for consideration.

The Faculty Senate's areas of jurisdiction are the academic program, teaching faculty, student affairs, student admission and retention, academic regulations, educational materials, and other related matters.

The Faculty Senate and the Academic Assembly, after acting favorably on a policy proposal pertaining to internal operations, shall submit its recommendation to the President. Recommendations of the Faculty Senate or the Academic Assembly become University policy or University practice only upon approval of the President or Board of Regents, as appropriate.

These Statutes shall not be construed to deny any faculty or administrative group the freedom to discuss any matter of concern to the University.
Article VII. Adoption, Interpretation and Amendment of the Statutes

Section 7.01 Distribution of the Statutes
The Statutes and any amendments approved by the Board of Regents shall be available to all faculty electronically. Faculty may request a printed copy from the Office of Provost.

Section 7.02 Interpretation
The President is the official charged with the responsibility for interpreting these Statutes.

Section 7.03 Amendments
(a) Initiating Amendments
A Standing committee, an Ad Hoc committee, a Board of the University, or any member of the Academic Assembly or the Faculty Senate may initiate amendments to these Statutes. All proposed amendments must be submitted in writing to the President for assignment to the Academic Assembly or the Faculty Senate. An amendment pertaining to academic matters shall be forwarded to the Executive Committee of the Faculty Senate who shall, if necessary, forward it to the appropriate Standing Committee or Board. Once approved by the Executive Committee, an amendment shall be presented to the Faculty Senate for approval.

(b) Adoption of Amendments
A favorable vote by a simple majority of the Administrative Council or Faculty Senate constitutes approval of recommended amendments provided a quorum of at least one more than two-thirds of the members is present. Amendments approved by the Administrative Council or Faculty Senate become effective after their approval by the President and the Board of Regents.

Article VIII. Miscellaneous Provisions

Section 8.01 Powers of the Board of Regents
The Board of Regents, at all times, retains the authority to modify, amend, or change these Statutes in any respect. Subsequent actions by the Board of Regents requiring changes in these Statutes shall automatically be incorporated therein, and appropriate corrections shall be made and distributed by the Office of the President.

Section 8.02 Prior Policies and Regulations
All regulations heretofore adopted, which are inconsistent with these Statutes are hereby repealed by the adoption of these Amended and Restated Statutes.

Section 8.03 Adoption of the Amended and Restated Statutes
The Amended and Restated Statutes shall become the official Statutes of Middle Georgia State University following a favorable vote by a two-thirds majority of the Faculty Senate and approval by the President.

Section 8.04 Annual Review of the Statutes
The Office of Academic Affairs, the Executive Committee, and the Faculty Senate of Middle Georgia State University, will conduct an annual review and update of the Statutes.