BYLAWS OF THE MIDDLE GEORGIA STATE UNIVERSITY FACULTY SENATE

[Effective July 24, 2020]

Voted to adopt: July 24, 2020
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Article I. Name

The name of the body to be governed by these Bylaws shall be the Middle Georgia State University Faculty Senate (MGA Senate).

Article II. Definition of Terms

This article contains the definition of pertinent terms and acronyms used throughout this document.

A. Academic Unit: An instructional college/school, or if there are departments within the college/school, the department.

B. AY: Academic Year, defined by the calendar year of spring semester.

C. BOR: the Board of Regents for the University System of Georgia.

D. Campus: For the purposes of representation, the following campuses are recognized: Cochran, Dublin, Eastman, Macon, and Warner Robins. In the event of ambiguity or dispute, the campus designated for a particular faculty member will be the “home campus” determined by the Office of the Provost.

E. Corps of Instruction: As outlined in the Board of Regents Policy Manual, § 3.2.1.1, a Corps of Instruction comprises “full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, principal lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding part-time and adjunct appointments or other honorary titles shall not be considered to be members of the faculty.”

F. Ex Officio: A member of a voting body by virtue of the member’s title or office. This document will prescribe whether ex-officio members are “voting” or “non-voting.”

G. Full-time Faculty: A full-time lecturer, instructor, or tenure-track faculty member employed by Middle Georgia State University.

H. Instructional College or School: A school or college of the university that houses, either directly or within departments or other administrative subdivisions, multiple faculty whose primary responsibility is teaching.

I. MGA: the official acronym for Middle Georgia State University.

J. Officers of the University: As outlined in the MGA Statutes, the officers are the President, Provost, Executive Vice President, Chief of Staff, Vice President of University Advancement,
Vice President for Student Affairs, Vice President for Enrollment Management, Chief Information Officer and the Counsel to the President. These officers may have faculty status as delineated by BOR Policy §3.2.1.2.

K. **PTPTR:** the Promotion, Tenure, and Post-Tenure Review Committee, a standing committee of the Senate.

L. **Recognized Affiliates of the Faculty Senate (RSA):** Permanent working groups responsible for product that does not typically require Senate oversight. Unless otherwise indicated, the Recognized Senate Affiliates (RSA) remain under the jurisdiction of the Executive Committee of the Senate which populates the rosters and serves as the conduit between the Recognized Affiliates and the Faculty Senate.


N. **SGA:** the Student Government Association of Middle Georgia State University.

### Article III. Duties and Responsibilities

A. The MGA Senate shall recommend to the President of the University (President) rules and regulations for the governance of the University, including but not limited to admissions, dismissal, conduct, scholarship, classes, courses of study, requirements for graduation, and student organizations and activities as may be proper for the maintenance of high educational standards. In accordance with the policies of the Board of Regents of the University System of Georgia, communication between the Senate and the Chancellor and the Board of Regents shall be through the President. [BOR Policy Manual, 3.2.4, BOR Minutes, May 2010]

B. The MGA Senate may establish, alter, and abolish such Standing Committees and Recognized Senate Affiliates as deemed necessary. *Ad hoc* committees, whose mandate must be for one calendar year or less, may be established, altered, or abolished by a simple majority of the Senate. Permanent changes to Senate Standing Committees and Recognized Senate Affiliates shall require an amendment to these bylaws.

C. The MGA Senate shall hear reports from the Officers of the University, the Chairs of the Standing Committees of the MGA Senate, and the President of the Student Government Association. The Senate may request a report from a Recognized Senate Affiliate when the Senate deems necessary.
D. As a principle, the members of the MGA Senate may engage in dialogue on any matter pertaining to the well-being and the effective functioning of the University.

E. Since the MGA Senate has no independent legal status, it may not enter into contractual agreements with any person, group, or entity. Only the President or the President’s duly authorized designee, has the authority to enter into contracts.

**Article IV. Membership of the MGA Senate**

A. The membership of the Senate shall consist of the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Voting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>President of the University (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Provost (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>President of the SGA (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Director of Library Services or Designee</td>
<td>voting</td>
</tr>
<tr>
<td>At-Large Faculty Senator from each Campus*</td>
<td>voting</td>
</tr>
<tr>
<td>Full-Time Faculty Members †</td>
<td>voting</td>
</tr>
</tbody>
</table>

* One At-Large faculty Senator from each campus will be elected by the MGA full-time faculty following the A/B rotation guidelines as outlined in Appendix One. The election will be facilitated by the Executive Committee using a secret ballot.

† Full-time faculty members shall be elected by their respective academic units as outlined in Appendix One. Each academic unit shall be represented in the Faculty Senate by the ratio of one Senator for every ten full-time faculty members, rounding down when the remainder of the number of faculty divided by ten is four or less, and rounding up when said remainder is five or greater. Regardless of faculty population, each instructional college or school of the university shall have at least one Senator. The Chair of the Senate is a tenured member of the full-time faculty but is not necessarily the representative of an academic unit. The Senate Chair will only vote to break a tie unless the Chair also serves as an academic unit representative; in the latter case the Chair may participate in all votes in the Senate and will have an additional vote if there is a tie.

B. All Senators, except Officers of the Senate (see Article V), shall serve as a member of a Standing Committee. A Senator shall represent the Senate only on a Standing Committee and shall not serve as the appointed representative of an academic unit as represented on Appendix One. If a Senator has other major institution-level assignments (e.g., Provost Fellow), an exemption from committee service may be requested from the Senate Chair.

C. Only the elected members of the Senate shall vote on matters before it. Non-Senate members of the MGA Corps of Instruction, administrators, and staff are welcome to attend Senate meetings. As the Senate is intended as a forum for candid discussion and debate among the duly elected instructional faculty, non-Senate guests shall not
address the Senate unless and until the rules are suspended and they are recognized by the presiding officer or in direct response to a question posed by the presiding officer.

D. Members of the MGA Faculty Senate shall be elected in the spring to two-year terms, which will commence on July 01 immediately following the spring election and will last until June 30 following the next spring election (i.e., two years hence). If a Senator is elected out-of-cycle for reasons outlined in Article IV§G-H, or to replace the Chair whose term has been extended by one year, the new Senator will serve until the next regular Senate election for the Senator’s academic unit.

E. Each academic unit holds elections for Faculty Senate representatives at the same time as elections for Executive Committee representatives, following the A/B rotation guidelines as outlined in Appendix One. Each academic unit will determine its Senate election process and may hold additional internal elections for appointments to Standing Committees. All elections will be performed through a vote of the academic unit’s full-time faculty. All elections will be performed using a secret ballot.

F. If a Senator is unable to complete the term for any reason, including a reassignment or status change that makes the Senator ineligible to serve, the Senator shall notify the Senator’s immediate supervisor, the Chair of the Senate, and the Chair of the Executive Committee as soon as possible, but no later than ten (10) business days after the change of status makes it impossible to serve. The Executive Committee Chair shall facilitate the election of a replacement.

G. A Senator may be removed from a term if, in the judgment of the Senate, the Senator is not adequately representing the Senator’s unit, either by habitual and unexcused absences, or by notification from the respective unit that this Senator is not adequately serving the academic unit; in all instances, the onus for proving cause in the removal of a Senator is on whomever has made the claim. A two-thirds vote of the Senate is required to remove a Senator. If a Senator is removed, the Chair of the Senate will notify the Senator, the Senator’s immediate supervisor, the Chair of the Executive Committee, and the President within five (5) business days. The Executive Committee Chair will facilitate the election of a replacement. Elections to replace Senators shall be held only when the University is in session.

H. The Senate shall have the authority to provide for all procedures needed to implement the transition from the governance structure defined in this document to any governance structure in place at any time in the future. The MGA Senate may periodically appoint a special ad-hoc committee to review the bylaws and make
recommendations to the Executive Committee to initiate changes to its governance documents.

**Article V. Officers of the MGA Senate**

A. The Officers of the Senate shall be the Chair, the Vice-Chair, the Recorder, and the Parliamentarian.

1. The Chair, Vice-Chair, Recorder, and Parliamentarian of the Senate shall be elected from the voting membership of the Senate.

2. If an Officer of the Senate is unable to complete the term for any reason, including a reassignment or status change that makes the officer ineligible to serve, the Senate will hold a special election, facilitated by the remaining officers. The newly elected officer will serve until the next regular Senate election for the Senator’s academic unit. If the Chair cannot finish the term, the Vice-Chair will move into the Chair position for the remainder of the term.

3. The Senate Chair must be a tenured faculty member. The term for Senate Chair is one year. A Senate Chair may be reelected through the Chair-Elect process (see Article V§B). If the Senate Chair is reelected, the term of the Senate Chair may be extended not more than one year, following the guidelines in Article IV§E.

   The Chair shall serve as the Presiding Officer of the Senate; shall call and prepare an agenda for all regular meetings of the Senate; and shall circulate such agendas and minutes or other relevant documents to each member of the Senate not less than five (5) business days prior to the meeting. In the absence of the Chair, the Vice-Chair shall assume these duties as Chair pro tempore. The Senate Chair will only vote to break a tie unless the Chair also serves as an academic unit representative; in the latter case the Chair may participate in all votes in the Senate and will have an additional vote if there is a tie.

   The Senate Chair is compelled to bring all reports or actions coming from the Standing Committees to the Senate for review. The Chair is authorized to call for reports from any Standing Committee or any Recognized Affiliate at any time, providing thirty (30) calendar days of work time for the affected unit.

   The Senate Chair is responsible for maintaining the official line of communication between the Senate and the President of the University. Work product that originates in the Standing Committees that potentially results in changes of policy, process, or practice shall be forwarded to the Faculty Senate via the Senate Chair for review. The Senate will review and
if approval is warranted, vote on the work product coming from the Standing Committees, creating a formal recommendation of the Senate. The Senate Chair shall send all formal recommendations of the Senate to the President for review. Upon receipt, the President shall affirm or veto the recommendations and communicate that decision to the Chair. Per BOR Policy Manual §2.6.2, “The President may veto any act of any council, faculty, or committee of his or her institution, but, in doing so, shall transmit to the proper office a written statement of the reason for such a veto. A copy of each veto statement shall be transmitted to the Chancellor.” Upon receipt of the President’s decision, the Chair will report the same back to the Senate, to affected committees, and to all interested parties. If a change to the Bylaws or the MGA Statutes is required as a result of any action, the Faculty Chair of the Senate shall notify the Chair of the Executive Committee who shall prepare changes to the documents and submit to the Senate for vote. If a change to the Faculty Handbook is required as a result of any action, the Chair of the Senate shall notify the Chair of the Faculty Affairs Committee who shall initiate changes to the Handbook and submit to the Senate for a vote.

The Senate Chair shall receive a one course release per semester of service. The Senate Chair may not serve on any other Standing Committee of the Senate or Recognized Senate Affiliate except as a member of a PTPTR subcommittee when selected by a faculty undergoing PTPTR review, on ad hoc committees, or in ex-officio capacity.

4. The Senate Vice-Chair must be a tenured faculty member. The term for Vice-Chair is one year. There is no limit to the number of terms a Senator may serve as Vice-Chair. Unlike the Senate Chair, the Vice Chair’s term shall not be extended beyond the normal election cycle. If the Chair cannot finish the term, the Vice-Chair will move into the Chair position.

In the absence of the Chair, the Vice-Chair shall act as Chair pro-tempore, following the guidelines set forth for the Chair in Article V§A,5. In the absence of another designee, the Vice-Chair will serve as the University’s representative on the University System of Georgia Faculty Council, an advisory body for the Chancellor. The Vice-Chair will review petitions from Senators to attend Senate meetings from off campus. These petitions should be rare and unusual and approval should be reserved for these exceptions.

If the Executive Committee is without a Chair, the Vice-Chair will convene
the Executive Committee and oversee the nomination, election, and installation of Chair.

5. The Recorder shall be the recording secretary of the Senate and shall keep accurate records of all meetings and actions of the Senate. The Recorder shall forward a copy of the minutes to the Chair not more than ten (10) business days following a Senate meeting. A vote to approve the minutes will occur at the next regular meeting of the Senate.

The Recorder shall send a copy of the approved minutes to the Governance Historian not more than five (5) business days after the approval. The term for the Recorder is one year. There is no limit to the number of terms a Senator may serve as Recorder. Unlike the Senate Chair, the Recorder’s term shall not be extended beyond the normal election cycle.

6. The Parliamentarian of the Senate shall adjudicate questions of procedure during meetings. The term for Parliamentarian is one year. There is no limit to the number of terms a Senator may serve as Recorder. Unlike the Senate Chair, the Parliamentarian’s term shall not be extended beyond the normal election cycle.

B. At the first spring semester meeting of the Senate, the Senate will nominate and elect a Chair-Elect following the process in Article V§D.1. The Chair-Elect may be any Senator (including current officers of the Senate) who will have tenure by the start of the following fall semester.

As needed, the Chair-Elect will shadow the current Chair for the remainder of the term. An early Spring Semester vote ensures that new Senators understand the role of the Senate Chair before accepting a nomination. It also provides Senators the opportunity to become acquainted with potential nominees and cast an informed vote. The seat held by the Chair-Elect must be replaced by election or special election when the Chair-Elect takes office as the Chair. If the Chair-Elect must vacate the post, the Senate shall follow the guidelines put forth in Article V§C.

C. The election of the Senate Chair (in the absence of a Chair-Elect, see Article V§B), the Senate Vice-Chair, the Recorder, and the Parliamentarian will occur at the end of the Spring semester, following Senate elections but prior to the installation of new Senators. Only Senators who are in Year One of a term, or have just been reelected to a subsequent term are eligible for nomination for Vice-Chair, Recorder, and Parliamentarian. Officers will serve one-year terms, which will commence on July 01 immediately following the spring elections and will last until June 30 of the following year.
D. The process for the election of Senate Officers will be as follows: after the spring elections but prior to the installation of new Senators, nominees for Faculty Chair (in the absence of a Chair-Elect, [See Article V§B-V§C]), Faculty Vice-Chair, Recorder, and Parliamentarian of the Senate will be listed and conducted by a secret ballot.

1. The presiding officer of the Senate shall appoint three tellers to collect the ballots, count the ballots, and immediately report the vote. In the event that no candidate receives a majority of the votes cast, a run-off election shall be conducted by secret ballot between the two candidates who received the highest number of votes.

E. No member of the Senate may hold more than one Senate office at a time.

Article VI. Meetings and Procedures of the MGA Senate

A. At the conclusion of spring elections of new Senators, the Faculty Senate Chair shall call a meeting of new Senators. The President of the University shall install new members and preside over the oath, which affirms that “I, Senator ____________, shall uphold the bylaws of the University System of Georgia, the bylaws and statutes of Middle Georgia State University, and shall uphold the responsibilities of shared governance in support of the mission statement of Middle Georgia State University for the well-being of the students, the faculty, and the university.”

B. The calendar of meetings for the next academic year will be announced by Chair-Elect at the conclusion of spring elections. Regular Meetings shall be called by the Chair at least twice each semester and normally on the first Friday of the month. An agenda for a Regular Meeting of the Senate shall be distributed to each member of the Senate no less than five (5) business days prior to that meeting. Items presented for a vote, including minutes from previous meetings, must be made available to members of the Senate by the Senate Chair no less than five (5) business days prior to a meeting.

C. Special Meetings may be called by the Senate Chair, or in the Chair’s absence, by the Vice-Chair with at least ten (10) business days written notice stating the date, time, place, and purpose of the Special Meeting.

D. Emergency Meetings of the Senate shall be called by the Senate Chair, or in the Chair’s absence, by the Vice-Chair no less than four hours prior to the meeting. Only matters requiring immediate action by the Senate for the welfare of the University or a part thereof shall be considered as constituting an emergency. Only items stated in
the call of an Emergency Meeting shall be considered by the Senate at that meeting.

E. A simple majority of the voting membership of the Senate shall constitute a quorum. Members shall attend face-to-face using designated MGA technology. If rare and unusual exceptions arise, faculty may request to attend remotely. Petitions for this exception should be sent to the Vice-Chair of the Senate for approval.

F. Voting by proxy is not permitted. Electronic voting is permitted.

G. The order of business of a Regular Meeting of the Senate shall be as follows:

1. Quorum Call
2. Approval of Minutes
3. Approval of Agenda
4. Unfinished Business
5. New Business/Recommendations from the Standing Committees
6. Reports from the Officers of the University, as needed and/or scheduled
7. Other Reports, Petitions, Communications, and Announcements

H. All meetings of the Senate shall be conducted in accordance with Robert’s Rules of Order and these Bylaws.

Article VII. Standing Committees of the MGA Senate

A. The President of the University shall be an ex officio (non-voting) member of all University committees.

B. The Faculty Senate is the official line of communication between the Standing Committees of the Senate and the President of the University. See Article V§A.3.

C. The Senate Chair is compelled to bring all reports or actions coming from the Standing Committees to the Senate for review. See Article V§A.3.

D. The Senate may at any time, by majority vote, recommend to the Executive Committee that these Bylaws be amended to establish, disband, or alter the membership or functions of a Standing Committee. This recommendation shall be considered via the process specified in Article XI of these Bylaws.

E. The Chairs of Standing Committees are faculty members elected from and by the committees themselves. Variations to this rule are noted in the committee descriptions, Article VIII§M.
F. Other members of the Standing Committees of the Senate shall be taken from the Corps of Instruction, the Officers of the University and administrative staff, the staff as represented by the Staff Council, and the student body. Only non-Senators shall serve as the appointed representative from the academic unit as articulated in Appendix One. The committee members receive their appointments from the President of the University based upon the recommendations of the Executive Committee of the Senate.

G. Student members on Standing Committees are recommended to the Executive Committee of the Senate by the Student Government Association through the Office of Student Affairs. Student members are appointed for a period of one year but may be re-appointed for a second year.

H. The Executive Committee will populate openings in the Standing Committees after MGA Faculty Senate elections in the spring semester, and finalize the committee roster at the beginning of the subsequent fall semester.

I. Faculty members are appointed or elected until June 30 of the final year of their appointed term. Faculty appointments to Standing Committees will be for two-year terms. Faculty typically serve on Standing Committees for one (1) term, but additional terms are expected for faculty serving on the Academic Affairs Committee. If a member is elected as Chair-Elect of a Standing Committee during the last year of that member’s term, the member’s term is extended one additional year.

J. In order to provide continuous leadership throughout the academic year and to avoid losing all experienced committee members every two years, the Executive Committee will stagger all Standing Committee appointments utilizing the A/B rotation guidelines outlined in Appendix One. Except for the Promotion, Tenure, and Post-Tenure Review Committee (PTPTR), which has its own method for staggering appointments, all other Standing Committee elections and appointments will be carried out in reference to academic units. All Standing Committee members serve two-year terms.

For the Purposes of representation on Standing Committees, full-time faculty members from the academic units who are currently represented with at least one Senator shall have at least one non-Senator representative on select Standing Committees as defined in the membership sections of the Standing Committees. Academic units with fewer than 20 full-time faculty members will be required to populate the following select Standing Committees and Boards: Academic Affairs Committee, Academic Quality Committee, Executive Committee, Faculty Affairs Committee, Teaching Resources and Budgetary Allocation Committee, and the Institutional Effectiveness Board. Each academic unit may nominate faculty members to serve
on each of the other committees and boards populated by academic units but is not obligated to do so.

An academic unit can select a committee member out-of-cycle under the following conditions:

- The committee member leaves before completing the term
- The committee member leaves at the end of an extended term, such as serving as chair
- An academic unit is added to a group that does not hold elections in the same year that this academic unit joins the group

The term of a Standing Committee member that has been selected out-of-cycle ends at the beginning of the next cycle for that member’s academic unit.

K. Vacancies of appointed members on a Standing Committee shall be filled by the Executive Committee of the Senate. Vacancies of elected members on the Executive Committee and the PTPTR Committee shall be filled by election as provided in these bylaws. If no individual is eligible to be elected to fill a vacancy on a Standing Committee, the vacancy shall not be filled.

L. The procedures of a Standing Committee are as follows:

1. The first meeting of the committee shall be called by its Chair or by the Chair of the Executive Committee if the committee has no Chair. At its first meeting, the committee shall elect a Recorder and a Chair if it has no rising Chair-Elect.

2. The Chair of the committee shall call and determine the agenda of all meetings of the committee and when warranted, create a formal recommendation to the Senate for approval (See Article VII§B). This notification should occur at least ten (10) business days prior to a Senate meeting date to have the item placed on the Senate agenda. A motion to suspend the 10-day rule must be adopted by the Senate before it will consider recommendations without such notice.

3. The Recorder of the committee shall keep accurate minutes of all meetings of the committee and provide those to the Chair of the committee for review and to be placed on the agenda of the subsequent meeting. Upon approval of the committee, the Recorder will forward the minutes to the Governance Historian (See Article VII§M,4,g,xi).
4. At the first meeting of the spring semester, the committee will nominate and elect a Chair-Elect from the committee membership who will serve as Chair the following academic year. Delaying the vote until the spring semester ensures that new committee members understand the role of the committee chair before accepting the nomination. It also provides committee members the opportunity to become acquainted with potential nominees and cast an informed vote.

5. A Standing Committee shall acknowledge all formal recommendations formally referred to it by a member of the MGA faculty, staff, administration, RSA, or another Standing Committee; and report at any regular meeting of the Senate the status of any such recommendations not yet acted upon by the committee. The party originating the recommendation may take the recommendation to the Senate if the committee fails to take some action within ninety (90) days of the referral.

6. Voting by proxy is not permitted. Electronic voting is permitted.

7. All meetings of the Standing Committees shall be conducted in accordance with Robert’s Rules of Order and the Bylaws.

M. The Standing Committees of the Senate are as follows:

1. Academic Affairs Committee

   a. Membership: The Academic Affairs Committee shall consist of the following members:

   | Full-Time Faculty as delineated in Article VII§J *† | voting |
   | Senator (ex officio) voting to represent the Senate, not the Academic Unit | voting |
   | Senator (ex officio) voting to represent the Senate, not the Academic Unit | voting |
   | Chair or Designee, Graduate Studies Council (ex officio) | non-voting |
   | Provost or Designee (ex officio) | non-voting |
   | Registrar (ex officio) | non-voting |

*The Chair of this committee will be selected from this faculty pool. The Chair will serve a minimum of four years: Year One as a committee member, Year Two as Chair-elect, Year Three as Chair, and Year Four as Past Chair. At the final meeting of the year, the rising Chair will oversee the nomination and election of a new Chair-Elect from first year members.

† Faculty typically serve on Standing Committees for one term, but additional terms are expected for faculty serving on the Academic Affairs Committee.

   b. Function: The Academic Affairs Committee shall collaborate with the Office of the Provost to review formal academic policy petitions at the course, program, and institutional level. The Academic Affairs
Committee shall submit all curricular recommendations and overarching institutional policy to the Senate review process. Other items are forwarded to the Office of the Provost for review and approval. Specifics are outlined below in Article VII§M.2.c.

c. The Academic Affairs Committee shall review proposals pertaining to:

   i. New courses,
   
   ii. The deactivation or deletion of courses if the course in question affects another course, or program, i.e. as a prerequisite, or corequisite,
   
   iii. Substantive changes to a course, or program
   
   iv. New programs,
   
   v. The deactivation or deletion of programs,
   
   vi. Any item that will delay or prolong graduation, e.g. leads to a hidden requirement,
   
   vii. Any item that affects the Core Curriculum,
   
   viii. Institutional Admission Standards.

d. The Academic Affairs Committee shall be notified of but not review proposals pertaining to:

   i. BOR or USG mandates, including academic policy mandates,
   
   ii. Editorial changes to a course, including course description, or grammar corrections unless:

       1. The change impacts a Student Learning Outcome,

       2. The change impacts course numbering that will or should affect a Student Learning Outcome,
   
   iii. Prerequisites that do not affect the core curriculum,
   
   iv. Subject code changes,
   
   v. Course title changes.

е. The Chair of the Academic Affairs Committee shall receive one course release for each semester of service.
f. Items presented for a vote must be made available to members of the committee no less than five (5) business days prior to an Academic Affairs Committee meeting.

2. Academic Quality Committee

a. The Academic Quality Committee shall consist of the following members:

| Full-Time Faculty as delineated in Article VII§J * | voting |
| Senator (ex officio) voting to represent the Senate, not the Academic Unit | voting |
| Senator (ex officio) voting to represent the Senate, not the Academic Unit | voting |
| Chair or Designee, Graduate Studies Council (ex officio) | non-voting |
| Chair or Designee, Academic Affairs Committee (ex officio) | non-voting |
| Provost or Designee (ex officio) | non-voting |
| Dean, appointed by Provost (ex officio) | non-voting |
| Director of Library Services (ex officio) | non-voting |
| Representative from the Center of Excellence in Teaching/Learning (ex officio) | non-voting |

*The Chair of this committee will be selected from this faculty pool.

b. Function: The Academic Quality Committee shall discuss, analyze and recommend action on matters related to MGA’s instructional practices, including but not limited to the core curriculum, course evaluations, face-to-face and online classrooms, strategies for retention, progression, and graduation, potential areas of curricular growth and development, and overarching academic standards.

3. Diversity Committee

a. Membership: The Diversity Committee shall consist of the following members* (Table continues on page 17. See * page 17):

| Full-Time Faculty as delineated in Article VII§J † | voting |
| Senator (ex officio) voting to represent the Senate, not the Academic Unit | voting |
| Senator (ex officio) voting to represent the Senate, not the Academic Unit | voting |
| Staff Member from the Staff Council | voting |
| Student Representative | voting |
| Provost or Designee (ex officio) | non-voting |
| Director of Diversity, Inclusion, and Equity/Title IX Coordinator (ex officio) | non-voting |
| Director of Disability Services (ex-officio) | non-voting |

*The membership of the Diversity Committee should reflect the diversity of the MGA community.
†The Chair of this committee will be selected from this faculty pool.

b. Function: The Diversity Committee shall assist in encouraging and nurturing a campus climate that reflects MGA’s commitment to diversity and inclusion. The Diversity Committee will uphold and protect diversity of thought, promote the free exchange of ideas, and the right to assemble.

4. Executive Committee

a. Membership: The Executive Committee shall consist of the following members:

<table>
<thead>
<tr>
<th>Role</th>
<th>Voting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair *</td>
<td>non-voting unless tie</td>
</tr>
<tr>
<td>Full-Time Faculty as delineated in Article VII§J</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Provost or Designee (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Governance Historian (ex officio)(see §M,3,d-e)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

* The Chair of the Executive Committee will be the Chair-elect from the previous year and may come from any one of the academic units. If there is no Chair-elect from the previous year, the Senate Vice-Chair will convene the initial meeting of the Executive Committee and the committee will elect a Chair. The newly seated Chair will then oversee the election of a new voting member for the Chair’s academic unit.

b. The Executive Committee Chair shall receive a one course release for each semester of service.

c. The Executive Committee Chair may not serve on any other committee or Recognized Senate Affiliate except as a member of a PTPTR subcommittee when selected by a faculty undergoing PTPTR review, on ad hoc committees, or in ex-officio capacity.

d. The Governance Historian shall be a full-time member of the Corps of Instruction, from any discipline, who is eligible for election to the Senate (see Article IV §A-B). The Governance Historian shall be elected by the Executive Committee after a call to the Corps of Instruction for self-nominations to the post. The Governance Historian may not simultaneously serve as an Officer of the Senate or as Chair of the Executive Committee. Unless the Governance Historian is simultaneously serving as an elected member of the Executive Committee, the Governance Historian is not compelled to attend Executive Committee meetings.
e. The Governance Historian is expected to serve for at least one year, but not longer than five years. The Governance Historian may resign from the position voluntarily at any time after one year, by informing the Chair of the Executive Committee. The Governance Historian may also be obliged to vacate the office by ceasing to be eligible to serve in the position (for example, through retirement or appointment to an administrative role). The Governance Historian may also be dismissed for cause by a two-thirds vote of the Executive Committee at a regular or special meeting, after a notice of at least five (5) business days of a pending dismissal motion by the Chair of the Executive Committee.

f. Election: Academic units shall elect representatives of the Executive Committee during spring semester, following the A/B rotation outlined in Appendix One. Except to break ties, the Chair of the Executive Committee does not vote; because the chair’s academic unit must be represented by a voting member, the Chair-Elect’s academic unit shall elect a second member as a voting member during the spring election. Each academic unit will determine its election process through a vote of its full-time faculty. All elections will be performed using a secret ballot.

g. Function:

i. Analyze shared governance practices and shared governance units to ensure support of and alignment with MGA’s mission statement, vision and values.

ii. Oversee the population of all Standing Committees and Recognized Senate Affiliates (with the exception of the Graduate Studies Council which has a council-contained population process) and recommend the slate to the President for approval.

iii. Facilitate the nominations and elections of Senators, the PTPTR Committee, and the Executive Committee, and keep an accurate roster of all governance units. Oversee the installation of the Governance Historian as outlined in §M,3,d. As needed, the Executive Committee will also assist academic units in internal election processes for representation on Standing Committees.

iv. Periodically review the Senate Bylaws. Changes to this document initiate in the Executive Committee and are then sent to the Faculty
Senate for the review process. Requests for changes to the bylaws from other units should be forwarded to the Executive Committee.

v. Coordinate annually with the President, Provost, and Senate Chair to assign specific charges to the Standing Committees of the Senate, and to RSAs as needed.

vi. Determine proper jurisdictions of Standing Committees and RSAs.

vii. Maintain documentation and act upon recommendations from other committees and Recognized Senate Affiliates. With the exception of the Graduate Studies Council, if an RSA produces work that may require submission to the Senate approval process, the RSA will forward the work product to the Executive Committee Chair for review. The Chair of the Executive Committee will review and forward the work product to the appropriate committee within five (5) business days of receipt.

viii. Review the Statutes with the Chair of the Faculty Senate during spring semester as specified in the University Statutes.

ix. Assist with the faculty grievance process as outlined in the Faculty Handbook and the University Statutes.

x. Establish best practices in shared governance by holding an annual training meeting for governance Chairs in coordination with the Office of the Provost.

xi. The Governance Historian shall maintain an accurate record of the Senate roster, including dates of installation, offices held, committees served, and completion of elected terms.

The Governance Historian shall keep an accurate record of Chairs and Recorders of the Standing Committees, including dates of installation and completion of terms.

The Governance Historian shall keep an accurate record of all members of the PTPTR committee, including dates of installation and completion of elected terms.

The Governance Historian shall be the conduit between the
secretaries or recorders of all governance units and the webmaster. The Governance Historian will collect all rosters, agendas, minutes, and actions from all Standing Committees, Recognized Senate Affiliates, and Senate Ad Hoc Committees and coordinate their posting with the webmaster.

The Governance Historian will ensure that an accurate copy of all official governance documents including but not limited to the Statutes, the Bylaws and the Faculty Handbook is available on the website, and will keep a duplicate physical copy.

5. Faculty Affairs Committee

a. Membership: The Faculty Affairs Committee shall consist of the following members:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty as delineated in Article VII§J*</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Provost or Designee (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Executive Vice President (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

*The Chair of this committee will be selected from this faculty pool.

b. Function: The Faculty Affairs Committee shall, except where policies of the Board of Regents of the University System of Georgia apply or as otherwise provided in these bylaws, recommend policy, process and practice that concern the general welfare and function of the faculty, among them those that impact annual evaluation, promotion, tenure, workload, teaching and research infrastructure, emeriti designation, awarding sabbaticals, compensation, and budget allocations and systems processes that affect the work of the faculty.

The Faculty Affairs Committee will also oversee the process of awarding institutional faculty awards for scholarship, service, and teaching; and seek additional ways to honor the work of the faculty.

The Faculty Affairs Committee shall maintain the Faculty Handbook and coordinate with the Senate to ensure that changes affecting the Faculty Handbook which a) originate in other governance units; b) are approved by the Senate; and c) are affirmed by the President are
reflected in the Faculty Handbook. All revisions to the Faculty Handbook shall be forwarded to the Senate for a final review process. The Faculty Affairs Committee will collaborate with the Student Academic Enhancement Committee and the Teaching Resources and Budgetary Allocation Committee to strengthen their shared objectives.

6. Institutional Policy and Campus Affairs Committee

   a. Membership: The Institutional Policy and Campus Affairs Committee shall consist of the following members:

<table>
<thead>
<tr>
<th>Member</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty as delineated in Article VII§J*</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Staff Member from the Staff Council</td>
<td>voting</td>
</tr>
<tr>
<td>Provost or Designee (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>University Counsel (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Chief of Staff and Government Relations Officer (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Assistant Vice President, Risk Management and Police Services (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

   *The Chair of this committee will be selected from this faculty pool.

   b. Function: The Institutional Policy and Campus Affairs Committee shall review institution-level policies and initiatives related to legal mandates and the procedural efforts of an effective institution. This committee shall also ensure that institutional policy does not compete with BOR policy or State and Federal law.

7. Intercollegiate Athletics Committee

   a. Membership: The Intercollegiate Athletics Committee shall consist of the following members (table continued on page 22):

<table>
<thead>
<tr>
<th>Member</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty as delineated in Article VII§J* (for * see page 22)</td>
<td>voting</td>
</tr>
<tr>
<td>Faculty Athletic Representative</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Provost or Designee (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Vice President of Student Affairs (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>University Counsel (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Director of Athletics and Wellness (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>
*The Chair of this committee will be selected from this faculty pool.

b. Function: Provide feedback and advice to the Athletics Department concerning compliance functions, academic issues, gender equity, and budget development; serves as a liaison between various members of the campus community and the University’s intercollegiate athletics department and coaches; and acts in an advisory capacity regarding recreation activity, facilities management, and fund raising efforts.

8. Promotion, Tenure, and Post-Tenure Review Committee

a. Membership: The Promotion, Tenure, and Post-Tenure Review Committee shall consist of the following members:

<table>
<thead>
<tr>
<th>7 tenured faculty as specified below*</th>
<th>voting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senator (ex officio), appointed by Senate Chair</td>
<td>non-voting</td>
</tr>
<tr>
<td>Senator (ex officio), appointed by Senate Chair</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

*Only tenured faculty members with at least five years of service at MGA and at the minimum rank of associate professor with at least three years at this rank are eligible to serve on the PTPTR Committee. The PTPTR Committee shall consist of seven (7) voting members with approximately equal numbers of full professors and associate professors elected at large (see election below); and two appointed non-voting members of the Faculty Senate. Each voting member serves for two years.

b. Voting representatives of the PTPTR Committee shall be elected as needed from the MGA Academic Roster each spring. All elections to this committee will be conducted using the normative electronic voting system. During odd numbered years, an election will be held to replace three members of the committee and during even-numbered years, an election will be held to replace four members of the committee. The Executive Committee will decide prior to the election on the number of full professors and associate professors that should be elected to maintain approximately equal numbers on the PTPTR Committee. The Chair of the PTPTR Committee will be elected from its voting members.

c. Senators appointed to the PTPTR Committee are non-voting and shall not participate in any matter pertaining to any specific faculty member undergoing the promotion, tenure, or post-tenure review process. They will participate in discussions about the broader PTPTR process, its impact on other standing committees, and the University.
**d.** Function: In coordination with the Dean of each College/School and the Office of the Provost, the PTPTR Committee shall provide relevant information to and training of the faculty about the promotion, tenure, and post tenure review processes; notify faculty of application deadlines per the Faculty Handbook; ensure that all subcommittees are populated and approved; and verify the process at all stages, including to the President in the case of an appeal, or to anyone else party to a particular application.

The PTPTR Committee shall confer with the Faculty Affairs Committee as needed.

e. The Calendar of Promotion and Tenure Activities can be found in the Faculty Handbook (§3.02.04.5.M.7.d).

**9. Strategic Plan Implementation and Assessment Committee**

**a.** Membership: The Strategic Plan Implementation and Assessment Committee shall consist of the following members*:

<table>
<thead>
<tr>
<th>Member Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty as delineated in Article VII§J†</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Provost or Designee (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Office of Institutional Research and Planning Representative</td>
<td>non-voting</td>
</tr>
<tr>
<td>Faculty Chair of the Senate (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

*The faculty must be selected so that each campus is represented. This committee may be expanded, or an ad hoc committee formed to develop the next Strategic Plan.

†The Chair of this committee will be selected from this faculty pool.

**b.** Function: The Strategic Plan Implementation and Assessment Committee shall assist in the development and modification of the University’s mission statement and strategic plan; and utilize assessment tools to measure the effectiveness of the implementation.

**10. Student Academic Enhancement Committee**

**a.** Membership: The Student Academic Enhancement Committee shall consist of the following members*:

<table>
<thead>
<tr>
<th>Member Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty as delineated in Article VII§J†</td>
<td>voting</td>
</tr>
<tr>
<td>Position</td>
<td>Voting</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Student</td>
<td>voting</td>
</tr>
<tr>
<td>Student</td>
<td>voting</td>
</tr>
<tr>
<td>Director of International Programs (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Director, Career Services (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Director, Quality Enhancement Plan (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Coordinator of Student Media, (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Faculty member representing the Arts, appointed by academic supervisor (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

*These faculty will be appointed after consultation with the respective Chair/Dean with preference given to faculty who are actively engaged with students outside the classroom.

†The Chair of this committee will be selected from this faculty pool.

b. Function: The Student Academic Enhancement Committee shall review current opportunities and recommend future opportunities for student academic engagement outside of the confines of the classroom.

This committee will review the University’s comprehensive internationalization plan and establish necessary policies and memoranda that govern international teaching and travel, included but not limited to the recruitment of faculty and students, and annual review of programs as dictated by USG policy.

This committee will coordinate with the MGA Foundation, Student Affairs, and other appropriate funding sources to secure available financial aid for students and faculty engaged in such activities.

The Student Academic Enhancement Committee will also review MGA’s comprehensive internship opportunities.

The jurisdiction of this committee includes but is not limited to the University’s international educational and service programs, domestic off-site educational and service programs; internships; student research and presentations on and off campus, such as artistic events, conferences, and biological field study; and the establishment of student chapters of professional organizations.

The Student Academic Enhancement Committee will coordinate with the Faculty Affairs Committee, the Student Affairs Committee, and the Teaching Resources and Budgetary Allocation Committee to lobby
for infrastructure and funding to support these efforts.

11. Student Affairs Committee

   a. Membership: The Student Affairs Committee shall consist of the following members:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Voting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty as delineated in Article VII§J*</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>1 Student (SGA Representative)</td>
<td>voting</td>
</tr>
<tr>
<td>1 Student (Torch Society Representative)</td>
<td>voting</td>
</tr>
<tr>
<td>Provost or Designee (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Vice President for Student Affairs (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Director of Student Success (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

*The Chair of this committee will be selected from this faculty pool.

   b. Function: The Student Affairs Committee shall annually review the Student Handbook, RSO Documents, the Student Code of Conduct, and study and recommend policies and procedures concerning the overall Student Affairs mission and its impact on teaching, learning, and living at MGA.

12. Teaching Resources and Budgetary Allocation Committee

   a. Membership: The Teaching Resources and Budgetary Allocation Committee shall consist of the following members (table continued on page 26):

<table>
<thead>
<tr>
<th>Membership</th>
<th>Voting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty as delineated in Article VII§J * (see * on page 26)</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Senator (ex officio) voting to represent the Senate, not the Academic Unit</td>
<td>voting</td>
</tr>
<tr>
<td>Student Representative</td>
<td>voting</td>
</tr>
<tr>
<td>Student Representative</td>
<td>voting</td>
</tr>
<tr>
<td>Chief Information Officer (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Director of Library Services (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Representative from the Center of Excellence in Teaching/Learning (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Director of IT Services (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

*The Chair of this committee will be selected from this faculty pool.

   b. The Teaching Resources and Budgetary Allocation Committee shall
recommend changes in infrastructure, the budgetary request process, policy and practice to increase functionality and effectiveness in the classroom, the library and labs, and in closely related activities that enhance student learning and engagement.

The Teaching Resources Budgetary and Allocation Committee will collaborate with the Faculty Affairs Committee and the Student Academic Enhancement Committee to strengthen their shared objectives.

Article VIII. Recognized Affiliates of the MGA Senate

A. The President of the University shall be an ex officio (non-voting) member of all Recognized Affiliates of the University Senate.

B. Recognized Affiliates of the Faculty Senate perform vital functions for the benefit of MGA, and provide guidance to the campus community. The functions of the Recognized Senate Affiliates (RSAs) have been and are expected to be required annually. Typically these functions do not require submission to the Senate approval process.

C. Recognized Affiliates of the Faculty Senate assist an established administrative unit of MGA, but remain under the jurisdiction of the Senate via the Executive Committee. The Graduate Studies Council is exempt from Executive Committee jurisdiction.

D. The Faculty Senate is the official line of communication between the Recognized Senate Affiliates (RSAs) and the President of the University. With the exception of the Graduate Studies Council, work product that originates in the RSAs that is subject to the Senate review process shall be forwarded to the Executive Committee Chair. The Chair of the Executive Committee will review the work product upon receipt and within five (5) business days will forward the work product to the Senate or to the appropriate Standing Committee which will take up the recommendation and make a formal petition to the Senate. The Senate review process is detailed in Article VII§B-C.

E. The Senate may at any time, by majority vote, recommend to the Executive Committee that these Bylaws be amended to establish, disband, or alter the membership or functions of a Recognized Affiliate of the Senate. This recommendation shall be considered via the process specified in Article XI of these Bylaws.

F. The Faculty Senate has the authority to request an activities report from a Recognized Affiliate of the Senate at any time. The Chair of the RSA shall provide a report to the Faculty Senate Chair within 30 calendar days of the request.
G. With the exception of the Graduate Studies Council, the Recognized Affiliates of the Faculty Senate will be populated by the Executive Committee of the Senate after MGA Faculty Elections in the spring semester; the roster will be finalized at the beginning of the subsequent fall semester. The Chairs of the RSAs are detailed by committee in Article VIII§Q.

H. Members of the RSAs shall be taken from the Corps of Instruction, the Officers of the University and administrative staff, the staff as represented by the Staff Council, and the student body. The RSA members receive their appointments from the President of the University based upon the recommendations of the Executive Committee of the Senate.

I. Student RSA members are recommended to the Executive Committee of the Senate by the Student Government Association through the Office of Student Affairs. Student members are appointed for a period of one year but may be re-appointed for a second year.

J. RSA members are appointed until June 30 of the final year of their appointed term, typically two-years. Faculty typically serve on RSAs for one term, but additional terms are expected for faculty serving on the Institutional Effectiveness Board, the Institutional Review Board, and the Student Conduct Board. If a member is elected as Chair-Elect of an RSA during the last year of that member’s term, the member’s term is extended one additional year.

K. In order to provide continuous leadership throughout the academic year and to avoid losing all experienced faculty RSA members every two years, the Executive Committee will typically stagger all faculty appointments utilizing the A/B rotation guidelines outlined in Appendix One.

L. An academic unit can select a committee member out-of-cycle under the following conditions:

- The RSA member leaves before completing the term
- The RSA member leaves at the end of an extended term, such as serving as chair
- An academic unit is added to a group that does not hold elections in the same year that this academic unit joins the group

M. The term of an RSA member that has been selected out-of-cycle ends at the beginning of the next cycle for that member’s academic unit.

N. Vacancies of appointed members on an RSA shall be filled by the Executive Committee of the Senate. If no individual is eligible to be elected to fill a vacancy on an RSA, the vacancy shall not be filled.

O. All faculty and staff serving on RSAs shall be given service credit on their annual self-evaluations.
P. The procedures of a Recognized Senate Affiliate are as follows:

1. The first meeting of the RSA shall be called by its Chair or by the Chair of the Executive Committee if the RSA has no Chair. At its first meeting, the RSA shall elect a Recorder and a Chair if it has no rising Chair-Elect.

2. The RSA Chair shall call and determine the agenda of all meetings of the RSA and when warranted, create a formal recommendation to the Executive Committee to send a work product to the Faculty Senate for review (See Article VIII§D).

3. The Recorder of the RSA shall keep accurate minutes of all meetings and provide those to the Chair of the RSA for review and to be placed on the agenda of the subsequent meeting. Upon approval of the committee, the Recorder will forward the minutes to the Governance Historian (See Article VII§M,4,g,xi).

4. For those RSAs that have a faculty chair, at the first meeting of the spring semester, the RSA will nominate and elect a Chair-Elect from the faculty membership who will serve as Chair the following academic year. Delaying the vote until spring semester ensures that new RSA faculty members understand the role of the RSA Chair before accepting the nomination. It also provides RSA members the opportunity to become acquainted with potential nominees and cast an informed vote.

5. An RSA shall acknowledge all formal recommendations from a member of the MGA faculty, staff, administration, the Senate, a Standing Committee or another RSA. The party originating the recommendation may take the recommendation to the Executive Committee if the RSA fails to take some action within ninety days of the referral.

6. Voting by proxy is not permitted. Electronic voting is permitted.

7. All meetings of the RSAs shall be conducted in accordance with Robert’s Rules of Order and the Bylaws.

Q. The Recognized Affiliates of the Faculty Senate are as follows:

1. Campus Safety Board

   a. The Campus Safety Board assists the Office of Fiscal Affairs, with the Assistant Vice President of Risk Management and Police Services.
b. Membership: The Campus Safety Board shall consist of the following members:

<table>
<thead>
<tr>
<th>Position</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Faculty Members, 1 from each campus *†</td>
<td>voting</td>
</tr>
<tr>
<td>3 Students, 1 from each campus</td>
<td>voting</td>
</tr>
<tr>
<td>Provost or Designee (ex officio)</td>
<td>voting</td>
</tr>
<tr>
<td>Executive Vice President for Fiscal Affairs (ex officio)</td>
<td>voting</td>
</tr>
<tr>
<td>Assistant Vice President of Facilities (ex officio)</td>
<td>voting</td>
</tr>
<tr>
<td>Assistant Vice President, Risk Management and Police Services (ex officio)†</td>
<td>voting</td>
</tr>
<tr>
<td>Dean over Health Sciences (ex officio)</td>
<td>voting</td>
</tr>
<tr>
<td>Counseling Center Representative (ex officio)</td>
<td>voting</td>
</tr>
<tr>
<td>Staff Representative from Residence Life, selected by VPSA (ex officio)</td>
<td>voting</td>
</tr>
</tbody>
</table>

* The Faculty members will serve three years. Ideally, one campus representative will rotate off the Board per year.
† The Assistant Vice President of Risk Management and Police Services, and one faculty member will serve as Co-Chairs.

c. Function: The Campus Safety Board shall review the Annual Security and Fire Safety Report and make recommendations to improve overall campus safety. The Campus Safety Board will also discuss all matters related to safety, in physical spaces and online, including but not limited to the classroom, student activities, residence life, grounds, risk management, emergency planning, and to surface streets providing access to the University.

d. Any policy that emerges from the Campus Safety Board that is subject to the Senate approval process will be submitted to the Executive Committee of the Senate for review. See Article VIII§C-D.

2. Faculty Development Board

a. The Faculty Development Board assists the Office of Academic Affairs, with the Provost or Designee.

b. Membership: The Faculty Development Board shall consist of the following members (see table page 30):

<table>
<thead>
<tr>
<th>Position</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty as delineated in Article VII§J *</td>
<td>voting</td>
</tr>
<tr>
<td>Provost or Designee (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Representative from the Center of Excellence in Teaching/Learning (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

* The Chair of this RSA will be selected from this faculty pool.

c. Function: In collaboration with the Center of Teaching and Learning, the Faculty
Development Board shall coordinate a program of faculty development opportunities within disciplines, across colleges/schools and to improve the quality of teaching and learning. This RSA manages a budget for funding faculty development activities and resources, solicits applications from members of the faculty seeking funds for travel to professional conferences, and makes recommendations to the library for teaching and learning materials.

d. Any policy that emerges from the Faculty Development Board that is subject to the Senate approval process will be submitted to the Chair of the Executive Committee of the Senate for review. See Article VIII§C-D.

3. Graduate Studies Council

a. The Graduate Studies Council assists the Office of Graduate Studies, with the Dean of Graduate Studies.

b. Membership: Only tenured or tenure-track faculty may serve as voting members of the Council. Most members shall hold a terminal degree, with sixteen (16) voting members appointed in consultation with the Executive Committee, the Senate, and the Provost. Normally, members will serve for at least two years, but the process outlined below should encourage both the stability of experience and the practice of welcoming new members. Ideally, membership shall be composed of faculty with a record of or significant potential for scholarly activity; a record of excellent service to the University; and a record of excellence in teaching. In the spring of each year, the Faculty Development Committee (FDC) of the Council shall poll current members regarding their wish to serve subsequent terms; shall request nominations for new members from the above-named parties; and shall prepare and submit a complete roster to the Chair of the Council, who will then submit it to the Provost and to the President for approval by the last Friday in August. The Executive Committee and the Senate may follow any process of nomination as their respective groups approve. Best practice suggests that all eligible faculty are notified by the Chair of FDC in spring that they are allowed to self-nominate, and that before the final roster is submitted to the Provost, the Chair of the Council, the Executive Committee, and the Senate consult one final time. Ideally, all Schools shall be represented, and all programs having graduate degrees shall be represented.

i. Members shall serve two years, with no provision for mid-year replacement if a member resigns, is reassigned, or if for some other reason is unable to complete a two-year term.

ii. The Faculty Development Committee of the Council shall recommend new members, if needed, to the Chair and the Dean of Graduate Studies at the end of each year and shall consult with the Executive Committee, the Senate, and
the Provost as a matter of practice.

iii. The Dean of Graduate Studies shall be an ex officio (non-voting) member and shall represent the Office of the Provost.

iv. A member of the Office of Enrollment Management shall be an ex officio (non-voting) member and shall advise on policies for admissions and financial aid.

c. Function: To 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.

4. Institutional Effectiveness Board

a. The Institutional Effectiveness Board assists the Office of Academic Affairs, with the Provost/Vice President of Academic Affairs.

b. Membership: The Institutional Effectiveness Board shall consist of the following members:

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty as delineated in Article VII § J * †</td>
<td>voting</td>
</tr>
<tr>
<td>Dean Nominated Senior Faculty – One per instructional school**</td>
<td>voting</td>
</tr>
<tr>
<td>Provost or Designee (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Assistant Provost for Academic Policy and Planning (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Executive Vice President (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Vice President of Enrollment Management (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Chief Marketing Officer (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Director of Institutional Research Effectiveness (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

*The Chair of this RSA will be selected from this faculty pool. The Chair will serve a minimum of three years: Year One as an RSA member/Chair Elect, Year Two as Chair, and Year Three as Past Chair. At the first meeting of the spring semester, the RSA will nominate and elect a Chair-Elect who will serve as Chair-Elect the following academic year. This RSA may elect the incumbent Chair as the Chair-Elect, who will continue as Chair the subsequent year. A Spring semester vote allows RSA members the opportunity to understand the role before accepting a nomination, and the opportunity to know a colleague before deciding an election.

† Faculty typically serve on RSAs for one term, but additional terms are expected for faculty serving on the Institutional Effectiveness Board.

**Dean nominated senior faculty will serve between two and four years, with no more than one-third rotating off in any given year.

c. Function: The Institutional Effectiveness Board shall provide leadership for
the overall direction and support of institution and academic 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 Vice President for Academic Affairs; and ensure the integrity of assessment activities.

d. The Board shall coordinate any policies pertaining to faculty evaluation data and its use with the Faculty Affairs Committee.

e. Any policy that emerges from the Institutional Effectiveness Board that is subject to the Senate approval process will be submitted to the Chair of the Executive Committee of the Senate for review. See Article VIII §C-D.

5. **Institutional Review Board**

a. The Institutional Review Board assists the Office of Academic Affairs, with the Office of the Provost.

b. Membership: At the first meeting of spring semester each year, IRB shall poll members who have completed their two-year terms regarding their wish to serve subsequent terms. Resulting empty seats will be filled by an application process to be developed and administered by IRB which prioritizes applicants who have already been trained and who have the relevant expertise in the federally mandated areas. The IRB membership shall include (note that a single member may satisfy more than one of these):

- At least two members whose primary concerns are non-scientific,
- At least one member who is able to represent the interest of children, pregnant women, persons with disabilities, and other vulnerable groups of people,
- At least one scientist,
- At least one member who is from the field of education.

Continuity of membership is desired, and current membership does not need to apply if choosing to remain on the board.

Applications will be reviewed by the IRB Chair and/or Chair-Elect and the Chair of the Executive Committee during Spring Semester, and positions shall be filled to fit current federal guidelines. The IRB membership will consist of at least 17 members. Additionally, the board will include:

<table>
<thead>
<tr>
<th>Position</th>
<th>Membership Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Institutional Research</td>
<td>voting</td>
</tr>
<tr>
<td>1 to 2 Community members **</td>
<td>voting</td>
</tr>
</tbody>
</table>
The Chair of this RSA will be selected from this faculty pool. The Chair will serve a minimum of three years: Year One as an RSA member/Chair Elect, Year Two as Chair, and Year Three as Past Chair. At the first meeting of the fall semester, the RSA will nominate and elect a Chair-Elect who will serve as Chair the following academic year. This RSA may elect the incumbent Chair as the Chair-Elect, who will continue as Chair the subsequent year. **A fall semester vote is necessary for this board due to the chair-elect having specific duties that allow the board to function.** The IRB Chair shall receive a one course release per semester of service.

The one or two community members are nominated by current IRB members and appointed by the President to serve as voting members of the board. These community members may not be affiliated with the University or be immediate family of an affiliate of the University.

c. Function: The Institutional Review Board is a research oversight board charged with ensuring that researching involving human subjects is conducted in compliance with the applicable federal, state, and institutional policies and procedures for the protection of subjects in research. The Board shall ensure compliance by reviewing the research project prior to it being conducted and through periodic review as warranted.

d. Any policy that emerges from the Institutional Review Board that is subject to the Senate approval process will be submitted to the Chair of the Executive Committee of the Senate for review. See Article VIII§C-D.

6. Student Conduct Board

   a. The Student Conduct Board assists the Office of Student Affairs, with the Assistant Vice President of Student Affairs.

   b. Membership: The Student Conduct Board shall consist of the following members:

<table>
<thead>
<tr>
<th>10 Student Members*†</th>
<th>voting</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Faculty Members*</td>
<td>voting</td>
</tr>
<tr>
<td>10 Staff Members*</td>
<td>voting</td>
</tr>
<tr>
<td>Assistant Vice President for Student Affairs (ex officio)†</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

*The pool of ten students, ten faculty members, and ten staff members should include representation from each campus from which to constitute hearing panels.

† Faculty typically serve on RSAs for one term, but additional terms are expected for faculty serving on the Student Conduct Board.

**The Assistant Vice President for Student Affairs will serve as Chair of this Board. The members of the Student Conduct Board are recommended to the President by the Executive Committee after consultation between the Executive Committee, the Office of Student Affairs, and the Staff Council. Student members shall be enrolled in good standing with a minimum grade point average of 2.5, and shall be recommended by the Office of Student Affairs in consultation with the Student Government Association.
c. Function: The Student Conduct Board provides panels to determine whether a student has violated the Student Code of Conduct.

d. 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 for Student Affairs shall consult with the faculty of record for the affected course, the faculty member’s supervisor, and the Provost or the Provost’s appointed designee.

e. Hearing panel composition shall consist of one faculty member, one staff member, and one student (a total of three).

f. Any policy that emerges from the Student Conduct Board that is subject to the Senate approval process will be submitted to the Chair of the Executive Committee of the Senate for review. See Article VIII§C-D.

7. Student Fees Board

a. The Student Fees Board assists the Office of Student Affairs, with the Vice President of Student Affairs.

b. Membership: The Student Fees Board shall consist of the following members*:

<table>
<thead>
<tr>
<th>Member Description</th>
<th>Voting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 6 Faculty Members with one from each instructional college or school</td>
<td>voting</td>
</tr>
<tr>
<td>5 Students, 1 from each campus</td>
<td>voting</td>
</tr>
<tr>
<td>10 Undergraduate students, chosen to represent the interests of the different colleges or schools</td>
<td>voting</td>
</tr>
<tr>
<td>1 Student from the Graduate Studies Advisory Council</td>
<td>voting</td>
</tr>
<tr>
<td>1 Student (SGA Representative)</td>
<td>voting</td>
</tr>
<tr>
<td>0 or more additional students as deemed necessary to ensure the majority of members present and voting at meetings are students</td>
<td>voting</td>
</tr>
<tr>
<td>Vice President for Student Affairs (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Executive Director, Budgets and Auxiliary Services (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

*The Chair of this RSA will be a faculty representative elected from and by this faculty pool. The USG mandates the ratio of students to faculty for this body. In 2018, the minimum threshold was 51% students and n=4 students. USG schools are encouraged to exceed the minimum threshold.

c. Function: The Student Fees Board shall oversee and manage the allocation of the Student Activities Fee and the Technology Fee to eligible campus organizations and projects. As part of this work, the Student Fees Board
reviews the budget request process including calendar, forms and work flow; provides an open allocation process, including provision for requestors to address the task force; notifies allocation decisions to all interested parties.

d. Any policy that emerges from the Student Fees Board that is subject to the Senate approval process will be submitted to the Chair of the Executive Committee of the Senate for review. See Article VIII§C-D.

8. Student Honors and Awards Board

a. The Student Honors and Awards Board assists the Office of Student Affairs, with the Vice President of Student Affairs.

b. Membership: The Student Honors and Awards Board shall consist of the following members:

<table>
<thead>
<tr>
<th>Membership</th>
<th>Voting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty as delineated in Article VII§J*</td>
<td>voting</td>
</tr>
<tr>
<td>5 Student Representatives</td>
<td>voting</td>
</tr>
<tr>
<td>Provost or Designee (ex officio)</td>
<td>non-voting</td>
</tr>
<tr>
<td>Vice President for Student Affairs (ex officio)</td>
<td>non-voting</td>
</tr>
</tbody>
</table>

* The chair of this RSA will be selected from this faculty pool.

c. Function: The Student Honors and Awards Board shall oversee and manage the decision process and the ceremony to confer student academic and leadership honors and awards. The Student Honors and Awards Board shall coordinate with the Office of the President to oversee and manage the selection process of the Presidential Scholar including nominations, interviews, and the recommendation to the President.

d. Any policy that emerges from the Student Honors and Awards Board that is subject to the Senate approval process will be submitted to the Chair of the Executive Committee of the Senate for review. See Article VIII§C-D.

9. Student Media Advisory Board

a. The Student Media Advisory Board assists the Dean whose portfolio includes the academic unit which houses student media, under the Student Media Coordinator.

b. Membership: The Student Media Advisory Board (SMAB) shall consist of the following members (table continued on page 36):
NMAC Coordinator (Recorder, ex officio) | voting
---|---
Student Media Coordinator (ex officio) (Serves as Chair of the SMAB)* | non-voting unless tie
Student (SGA member, appointed by SGA) | voting
At-Large Student, appointed by Chair | voting
At Large Student, appointed by Director of Student Life | voting
Student Editor-in-Chief of The Statement [school newspaper] (ex officio) | voting
Student Editor-in-Chief of The Fall Line Review [literary magazine] (ex officio) | voting
Student Coordinator of KnighTVision [video/TV] (ex officio) | voting
Faculty Advisor, The Statement (ex officio) | voting
Faculty Advisor, The Fall Line Review (ex officio) | voting
Faculty Advisor, KnighTVision (ex officio) | voting
Journalism Professional from the Office of Marketing and Communication | voting

*In the event that the Student Media Coordinator simultaneously serves as the advisor for The Statement, The Fall Line Review, or KnighTVision, the Student Media Coordinator will appoint a Designee to represent that media outlet as a voting member.

c. Function: 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.

d. Any policy that emerges from the Student Media Advisory Board that is subject to the Senate approval process will be submitted to the Chair of the Executive Committee of the Senate for review. See Article VIII §C-D.

**Article IX. The Corps of Instruction and Officers of the University**

**A.** Shared governance at Middle Georgia State University includes organized groups that represent institutional constituents. These groups include: The Faculty Senate, Staff Council, the President’s Cabinet, and the Student Government Association. The purpose of all bodies is to assure that there is a seamless integration of all efforts aimed at elevating MGA. All four governance bodies report to the President and any recommendation from any of the bodies comes as a recommendation to the President.

**B.** The Faculty Senate has the right to organize itself into committees as needed to accomplish its work in representing the Corps of Instruction. Within this effort, it is essential that the Senate include staff, students, and Officers of the University on its committees to ensure seamless working relationships and efficient operations across the institution.

**C.** As a representative body, votes of institutional significance by the Senate must be approved by the Corps of Instruction and Officers of the University prior to being forwarded to the
President for consideration. Votes of institutional significance include: changes to the Faculty Handbook or Statutes; the approval of graduates; the institutional votes of confidence, support, no confidence, or nonsupport for institutional efforts or Officers of the University. All meetings, including debate and votes shall be conducted according to Robert’s Rules of Order.

D. A vote of the Corps of Instruction can be called by the Senate, by any group of faculty comprised of 10% or more of the Corps of Instruction (identified by a signed petition presented to the President), or by the President of the University.

E. Typically, called votes of the Corps of Instruction will happen at the annual Fall Convocation, or at a meeting scheduled near the conclusion of spring semester. The Spring meeting will include the Corps of Instruction, Staff, and Officers of the University. At this meeting the group as a whole will receive reports from the Officers of the University, the Chair of the Faculty Senate, the Chair of the Staff Council, the President of the Student Government Association, and other reports as requested by the President.

F. At its final meeting of the year, the Corps of Instruction will vote on and approve the graduates from the University for the preceding year. As a matter of courtesy, the lists of graduates will have been circulated electronically to the Corps of Instruction from the Office of the Registrar prior to the end of each semester.

Article X. Contingency Measures

A. In the event an administrative reorganization causes the units in Appendix One to no longer correspond with the organization of the university, affecting

- Senate representation,
- Standing committee representation, or
- Recognized Affiliates of the Senate Representation

any newly-formed unit will be eligible for representation in line with Article IV§A until such time as the bylaws can be revised to adjust Appendix One.

B. The Standing Committee or RSA appointment cycle for newly-formed units will be the same as that determined in Article VII§I-J of these Bylaws.

C. In the interim, no committee member will be required to vacate a seat prior to the expiration of its term solely as the result of an administrative organization.

D. In the interim, the Executive Committee Chair will assign an election cycle to each newly-formed unit, with a goal of maintaining as equal a number as possible of academic units in
groups A and B (See Appendix One). Any Senators whose seats would no longer exist, or who would no longer be representatives of the appropriate unit, as a result of the reorganization shall complete their terms, unless they become otherwise ineligible to serve as Senators.

E. In the event an administrative reorganization necessitates the change of an RSA’s affiliation with a division, office or administrative position, the Executive Committee, after consultation with the Chair of the affected RSA, shall designate a temporary affiliation of the RSA effective until these Bylaws are amended to reflect this reorganization.

F. In the event an administrative or staff position, office, title, organization, publication, or any other entity referred to in these guidelines has its name changed without a substantive change in its functions, the designation in these Bylaws shall be treated as continuing to refer to that person or entity.

G. In the event an administrative reorganization results in a substantive change in the job responsibilities associated with, or the elimination of, a title or office granting its holder ex officio membership on a committee or RSA specified in these Bylaws, the Executive Committee, in consultation with the chair of the relevant committee or RSA and the Provost or duly appointed designee, may designate a temporary successor position whose holder shall serve in the ex officio position until such time as these Bylaws are amended to reflect the reorganization. Different temporary successor positions for the same title or office may be designated for each affected committee or RSA, as may be deemed appropriate by the Executive Committee.

H. Measures taken in conformance with paragraphs A-G shall remain in effect until amended or rescinded by the Executive Committee or a Bylaws amendment is approved by the President, after following the procedure described in Article XI, obviating the need for the measure.

Article XI. Amendment of these Bylaws

A. Any substantive recommendation or motion to amend or rescind these bylaws shall be immediately referred to the Executive Committee of the MGA Senate.

B. With the approval of the Executive Committee, the recommendation or motion shall be forwarded to the Faculty Senate for inclusion on the agenda of the next Faculty Senate meeting. A two-thirds majority of the members of the Senate present and voting is required to adopt a motion to amend or rescind these bylaws. All recommendations for change are subject to the approval of the President.

Appendix One: Rotation Guide
<table>
<thead>
<tr>
<th>Academic Unit or Miscellaneous</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of English (SoAL)</td>
<td>A</td>
</tr>
<tr>
<td>Department of History (SoAL)</td>
<td>A</td>
</tr>
<tr>
<td>Department of Mathematics and Statistics (SoC)</td>
<td>A</td>
</tr>
<tr>
<td>Department of Media, Culture, and the Arts (SoAL)</td>
<td>A</td>
</tr>
<tr>
<td>Department of Natural Sciences (SoHNS)</td>
<td>A</td>
</tr>
<tr>
<td>Department of Political Science (SoEBS)</td>
<td>A</td>
</tr>
<tr>
<td>Department of Psychology and Criminal Justice (SoEBS)</td>
<td>A</td>
</tr>
<tr>
<td>School of Aviation</td>
<td>B</td>
</tr>
<tr>
<td>School of Business</td>
<td>B</td>
</tr>
<tr>
<td>Department of Teacher Education and Social Work (SoEBS)</td>
<td>B</td>
</tr>
<tr>
<td>Department of Information Technology (SoC)</td>
<td>B</td>
</tr>
<tr>
<td>Department of Nursing (SoHNS); Department of Rehabilitation Sciences and Respiratory Therapy (SoHNS)</td>
<td>B</td>
</tr>
<tr>
<td>At-Large (one from each campus, applicable to Faculty Senate only)</td>
<td>B</td>
</tr>
</tbody>
</table>

Group A: Elections/Appointments during even spring semester years

Group B: Elections/Appointments during odd spring semester years

A special election may be necessary to replace the seat held by a Chair-Elect from an academic unit in an off-election year. The Chair-Elect is eligible to be their academic unit’s representative.