

# BY-LAWS

ALLEN E. PAULSON COLLEGE OF SCIENCE AND  
TECHNOLOGY

GEORGIA SOUTHERN UNIVERSITY

Approved: Month, Year

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**BY-LAWS OF THE COLLEGE OF SCIENCE AND TECHNOLOGY****Article I****ORGANIZATION**

**Section 1.** University Administration. The president is the executive head of the institution and of all its departments. The president: (a) has jurisdiction over the organization of and formulation of by-laws and operating policies of all departments, divisions, colleges and administrative offices of the University; (b) provides educational leadership and encourages innovation in educational processes; (c) formulates proposals and makes plans for their implementation as he/she deems desirable and necessary for development of the University; and (d) decides jurisdictional questions which arise among faculties of the various Colleges and divisions, the university faculty, committees, and the various administrative officers of the University. From decisions of the president on such matters, an appeal may be made to the Board of Regents as provided in *The Policy Manual and By-Laws of the Board of Regents*. The Provost and Vice President for Academic Affairs has administrative jurisdiction over academic matters, academic personnel, and such other duties as are prescribed in the *Statutes of the University* (see Article III, Section 2).

**Section 2.** College of Science and Technology. The College of Science and Technology is organized with (a) a dean and (b) a faculty (Statutes, Article VI, Section 1).

A. **The Dean.** The dean of the College is one of the administrative officers of the University (Statutes, Article III, Section 3). This individual is the chief executive officer of the College and reports to the Provost.

The dean shall:

- a. Serve as the chief academic and administrative officer of the College;
- b. Be responsible for facilitating the development and maintenance of a strategic plan for the College in collaboration with faculty, and staff advisory committees/councils;
- c. Be responsible for facilitating the development and coordination of the programs of the College in collaboration with faculty, and staff advisory committees/councils;
- d. Support and encourage the academic, scholarly, and service work of the faculty;
- e. Recommend tenure, promotions and merit increases in salary for the faculty from the College;
- f. Prepare and administer a budget for the College;

- g. Be responsible, with faculty and appropriate staff, for the program of academic advisement for the students in the College;
- h. Develop and implement a plan for college-wide fund-raising;
- i. Exercise general supervision, with faculty and appropriate staff, over the work of students in the College;
- j. Present faculty-developed proposals for new degrees and curriculum changes from the College;
- k. Develop and coordinate advisory councils;
- l. Call and preside at meetings of the faculty and/or staff of the College of Science and Technology, as deemed necessary;
- m. Conduct an annual evaluation of all administrators reporting to the dean according to university policy;
- n. Charge College committees (standing and ad hoc) on an annual basis;
- o. Be responsible for course scheduling and classroom assignments in the College;
- p. Serve as a medium of communication for official business with University authorities, students, and the public;
- q. Resolve issues of dispute between the college's departments, when appropriate;
- r. Work with other units of the University to resolve issues.
- s. Implement the purposes of the College as provided in the organization and regulations of the College;
- t. Recommend to the Provost and Vice President for Academic Affairs the appointment of the faculty of the College to the graduate faculty;
- u. Nominate candidates for degrees in the College;
- v. Complete other duties as assigned by the provost.

**B. The Faculty.** The faculty of the College of Science and Technology shall consist of the professors, associate professors, assistant professors, senior lecturers, lecturers, and instructors in departments of the College as designated by the president.

The faculty shall:

- a. Fulfill the duties outlined in the University Faculty Handbook and the Policy and

Procedures manual of the College;

- b. Establish entrance requirements for students in the College;
- c. Prescribe and define courses of study for students in the College;
- d. Recommend, to the dean and the appropriate university committees, requirements for degrees and endorsements offered in the College and recommend for degrees those candidates who have fulfilled degree requirements;
- e. Enforce academic regulations for students in the College;
- f. Exercise jurisdiction, in general, over all curricular/program matters within the College;
- g. Adopt regulations governing its own procedures and by-laws necessary and prepare for the orderly and efficient administration of the College;
- h. Have the fullest measure of autonomy consistent with the maintenance of general educational policy and standards and of correct academic and administrative relations with the governing authority of the University;
- i. Make no changes in the curriculum of the College that involve budgetary questions until submitted to the president and until such changes have received his/her approval; and
- j. Provide input for annual evaluations of administrators within the college.

**Section 3.** Associate Dean(s). Assist the dean and serve as the dean's representative on as needed basis. The two Associate Deans report directly to the Dean.

The Associate Dean of Faculty and Research Programs is primarily responsible for advancing a culture of academic excellence where distinction in teaching, scholarship and other creative works and service is expected and rewarded; and for providing leadership for research programs, scholarly efforts, and strategic multidisciplinary research initiatives that further the College's strategic plan.

The Associate Dean of Student and Academic Programs is primarily responsible for providing leadership in the coordination and administration of graduate and undergraduate enrollment management and student services of the College; monitoring the student academic policies and procedures of the College; and providing leadership in curriculum development, implementation, and assessment.

**Section 4.** The Departments. The organization of the College is by departments (Statutes, Article VI, Section 1(B) (2)). The department is an administrative unit of the College, consisting of at least four full-time faculty members, and exists for the purpose of providing instruction and conducting research in its respective fields of teaching and investigation (Statutes, Article VI, Section 2) and service. The College consists of the departments recommended by the faculty of the College, through the COST dean to the Provost and Vice President for Academic Affairs and to the President and the Board of Regents for approval (Statutes, Article VI, Section 1 (B) (2)). Departments are responsible for establishing and communicating

departmental guidelines for merit, tenure and promotion, and curricular and programmatic concerns consistent with those of the Board of Regents.

The department is the fundamental unit of academic as well as administrative organization within the College. In carrying out the duties established by these By-Laws, the chair of the department is to consult with and seek the guidance of the department faculty, and is to call such meetings as are necessary for the department faculty to exercise its general responsibility for the academic programs of the department.

**Section 5. Chairs of Departments.** Appointments shall be made after consultation with the faculty of the particular department (Statutes, Article VI, Section 2). The chair must hold the rank of associate professor or professor and should hold an earned doctorate in one of the teaching fields of the department.

A department chair shall:

- a. Serve as a member of the College council;
- b. Serve as the administrative officer of the department;
- c. Be a representative of the department in all official communications;
- d. Be responsible, with the faculty, for the quality of instruction in the department;
- e. In consultation with the faculty, be responsible for curricular and program concerns within the department;
- f. Be responsible for the coordination of instruction in courses offered in multiple sections and see that all sections of the same course meet the department course outline as approved by the College of Science and Technology Curriculum Committee;
- g. Prepare and submit to the dean in consultation with the faculty such information regarding the courses in the department as may be needed for the catalog;
- h. Assign courses within the department and maintain, insofar as possible, an equitable distribution of courses and sections;
- i. Be responsible, along with the Curriculum Committee, for seeing that there is no undesirable duplication of courses in the department/college/university and bring to the attention of the dean any instance in which another department or division is offering a course that conflicts with or duplicates a course offered in his/her own department;
- j. Coordinate the advisement of the students who are pursuing majors housed in the programs of the department and establish and maintain communication with majors and other students enrolled in courses offered in the department;
- k. Prepare and submit to the dean an annual budget for the department and be responsible for the expenditure of departmental funds and the care and use of departmental property;

- l. Be responsible for charging a departmental promotion and tenure committee during each year in which pre-tenure review, promotion and/or tenure recommendations are to be made;
- m. Conduct annual faculty evaluations and discuss results with faculty, including setting of annual goals and guidance on progress toward tenure;
- n. Recommend merit salary increases based upon the guidelines established in each department and transmit recommendations to the dean;
- o. Prepare and submit an annual report to the dean on the teaching, service, professional, and research accomplishments of the department and include in the report a list of publications by members of the department and of honors received by them;
- p. Recommend to the dean appointments, reappointments, promotions, and tenure, of the department faculty, after consideration of the recommendation of the departmental promotion and tenure committee;
- q. Be responsible for charging a departmental post-tenure committee during each year in which post-tenure recommendations are to be made.

**Section 6. Program Coordinators.** The department chair may recommend to the dean individuals to assist the chair with curricular and program concerns as they relate to their departmental program.

**Section 7. Other College of Science and Technology Administrators.** The dean may recommend to the Provost and Vice President for Academic Affairs the appointment of such additional administrative personnel as may be necessary to discharge efficiently the responsibilities of student work coordination, placement, advising, and such other tasks as may arise. Such assistants shall serve the entire College in a staff capacity and shall have no line authority over the work of faculty.

## Article II

### THE UNIT WITHIN THE UNIVERSITY

**Section 1. Faculty Senate Representation.** The Faculty Senate shall include at least 40 regular full-time members of the faculty of Georgia Southern University holding the rank of professor, associate professor, assistant professor, senior lecturer, lecturer, and instructor who have been members of the faculty of the University for at least one year at the beginning of their terms (Statutes, Article V, Section 8(A)). The dean shall annually announce the number of senators that has been apportioned to the College of Science and Technology (including alternates) and shall call for an election pursuant to University Statutes, Article V, Section 10.

**Section 2. Graduate Faculty.** Members of the graduate faculty shall be appointed by the president on the recommendation of the provost and dean of graduate studies. Recommendations for graduate faculty membership will be sent from the department chairs through the academic college deans, to the Provost and vice president for academic affairs, to the dean of graduate studies who will consult with the members of the University Graduate Committee and transmit the recommendations to the president. (Statutes, Article III, Section 2(F))

**Section 3. Appointment of Faculty Members.** Members of the college faculty are appointed by the president, with the approval of the Board of Regents, upon the recommendation of the the chair of department chair and his/her administrative superiors (Statutes, Article VI, Section 1(B)(1)).

**Section 4. Promotion of Faculty Members.** Recommendations for promotion are made through the following committees and administrators: departmental promotion and tenure committees, chairs of departments, college promotion and tenure committee, the dean, the dean's council, and the provost. The provost and vice president for academic affairs will forward his/her recommendation to the president (Statutes, Article VI, Section 1(B)(3); Article III, Section 2(G) and Section 3(C)).

**Section 5. Tenure.** Recommendations for tenure are made through the following committees and administrators: departmental promotion and tenure committees, chairs of departments, college promotion and tenure committee, the dean, and the provost. The provost and vice president for academic affairs will forward his/her recommendation to the president (Statutes, Article VI, Section 1(B)(3); Article III, Section 2(G) and Section 3(C)). Tenure is awarded by the Board of Regents on recommendation of the president only to assistant professors, associate professors and professors who are employed full-time in accordance with the guidelines set forth in the Statutes and Faculty Handbook. The meaning and effect of tenure are set forth in *Policies of the Board of Regents*.

Since tenure resides at the university level, it is intended by the Board that its policies should be the minimum standard for award of tenure and are not a limitation upon the adoption of such additional standards and requirements as the College may wish to adopt for its own improvements.

**Section 6.** Membership on University Committees. Elected College of Science and Technology representatives serving on university-level committees (including senate) are responsible for reporting information of general interest and action items from meetings of these committees to the faculty, administration, and staff of the college.

### Article III

#### COMMITTEES

**Section 1.** The college faculty, the COST Council, and the standing committees established by these *By-Laws* are to meet in separate sessions to execute in a timely manner the business that needs to be transacted by each.

- a. Meetings are to be called with at least five working days notice. However, no such notice is required if the purpose of such meeting is to give or receive information and no other action is required or taken.
- b. When appropriate, committees of the college shall keep a permanent record of faculty proceedings (minutes). The minutes are to be distributed to the members of the committee before the next scheduled meeting, and shall become accessible, when appropriate, to the faculty upon approval.
- c. When appropriate, Robert's Rules of Order may be observed in the conduct of meetings, and the college faculty may, each spring, elect a parliamentarian to preserve the integrity of these rules.
- d. A quorum shall consist of a majority of the voting members. Unless specifically required by these *By-Laws*, a quorum is presumed to exist unless a challenge is made and proven in a timely manner. However, a quorum is not necessary when the purpose of the meeting is to give or receive information.
- e. An agenda is to be prepared and distributed in advance of each meeting except that a majority of those present may vote to permit discussion on non-agenda items.
- f. Departments are responsible for acclimating new members to committee service.

**Section 2.** Committees. There are ten standing committees and one council in the College of Science and Technology. All departments must have representation on standing committees – one member per department for a two-year term. Faculty representation on standing committees is limited to regular full time faculty. At the Dean's discretion, additional members may be appointed to a committee if necessary.

**a. Tenure and Promotion Committee**

It is the responsibility of the Tenure and Promotion Committee to:

1. Review, for the dean, recommendations on promotion and tenure review, in accordance with respective departmental guidelines.
2. Review, recommend, and promote faculty development programs that will facilitate faculty progress to achieve promotion, tenure and life-long learning.
3. Annually review all criteria, policies, and procedures followed by the departments, to insure that they are equitable and effective.
4. Understand the differences in tenure and promotion criteria within the programs of the College and apply the standards accordingly.
5. Review and present an impartial review of each candidate that is up for consideration.

**Composition of College Committee:**

Membership on the college Tenure and Promotion Committee, and on the Post-Tenure Committee, is limited to only tenured faculty members. One elected or appointed full time faculty from each department in the College will serve on this committee

**b. Course and Curriculum Committee**

It is the responsibility of the Course and Curriculum Committee to:

1. Make decisions and recommendations related to curricular issues based on the College of Science and Technology's mission.
2. Recommend procedures concerning programs and curricula, reviews and approves all changes in courses, major and minor programs, emphases, and degrees and continuously review of all academic programs within the College.
3. Be responsible for seeing that there is no undesirable duplication of courses in the department.

**c. Elections Committee**

It is the responsibility of the Elections Committee to:

1. Ensure compliance with the provisions of College of Science and Technology and University by-laws regarding the eligibility of voters and nominees.
2. Inform faculty of the functions, current membership, and eligibility requirements of each university/college committee prior to each election.
3. Conduct elections and supervise counting of the ballots in nondepartmental/college-wide elections.
4. Transmit results of the elections to the Dean, the COST Council and the faculty.

5. Periodically review election procedures and make recommendations to the COST Council.

#### **d. Award Committees**

There shall be an award committee in each area of teaching, scholarship, and service. It is the responsibility of the Award Committees to:

1. Recognize and reward outstanding contributions of COST faculty members in areas of teaching, research, and service
2. Review all candidates applicable materials and make recommendations to the Dean.

#### **e. Academic Excellence Committee**

It is the responsibility of the Academic Excellence Committee to:

1. Aid faculty and students by funding efforts to pursue educational excellence at Georgia Southern University
2. Review requests of the Dean for funding to support activities and/or purchases that support scholarly excellence

#### **f. Post-Tenure Review Committee**

It is the responsibility of the Post-Tenure Review Committee to:

1. Understand the differences in post tenure criteria within the programs of the College and apply the standards accordingly.
2. Review and present/discuss an impartial review of each candidate that is up for consideration.
3. Review all post-tenure review files from unit levels to make recommendations with justification to the Dean regarding meritorious service awards.
4. Review all post-tenure review appeals from the unit level and make written recommendations with justification to the Dean regarding those appeals.

#### **g. College Office of Undergraduate Research (COUR) Committee**

It is the responsibility of the COUR Committee to further the Undergraduate Research Experience in the College of Science & Technology at Georgia Southern University by supporting and enhancing existing faculty-undergraduate research, facilitating the creation and support of new faculty-undergraduate research initiatives, and showcasing faculty-undergraduate research

The committee members are expected to:

1. Attend meetings called by the COUR Director.
2. Participate in the selection of COUR award winners by contributing to the review process.
3. Participate in the COUR Symposium held each spring semester

**h. Medical/Dental Admissions Review Board**

The Medical/Dental Admissions Review Board is a committee of faculty members appointed by the Dean of the College of Science and Technology to oversee the pre-medical/pre-dental program.

The committee is responsible for:

1. Reviewing the curriculum of the program to ensure that it is current and meets the requirements of the medical & dental schools to which our students are applying
2. Providing current information on advisement and the medical/dental school application process to both advisors and pre-med/pre-dent students
3. Interviewing each senior pre-med/pre-dent student and, based on this interview, writing a letter of recommendation

**i. COST Council**

The COST Council is an advisory committee that consists of Department Chairs and Directors within the College of Science and Technology. The major function of the committee is to serve as a liaison between the department and the office of the dean.

**Section 3. Elections.**

- A. Faculty. Faculty representatives for standing committees in the College are selected through a process approved by the faculty at the represented level. Elections for Faculty Senate and other university committees are to be conducted as follows. Voting for all college-wide elections is to be limited to regular full-time faculty. Results are to be determined by a simple majority of those voting. All voting will be by secret ballot. In some departments faculty representatives for standing committees in the College are appointed by the chair. All elections shall maintain an auditable trail.

**Section 4: Ad-Hoc Committees.**

- A. Ad-hoc committees may be formed for special purposes for a limited time to address specific problems, issues, and/or areas of concern. These may be requested by any member of the faculty upon demonstration that the issue is one of general concern for the College and not a matter concerning only one unit within the College. All requests to establish such a committee shall be answered in writing by the Advisory Council indicating approval or denial and the rationale for the decision. The Advisory Council shall prepare a specific charge for the committee and specify a requested due date.

## Article IV

### DEPARTMENTAL PROMOTION AND TENURE COMMITTEE

The Departmental Promotion and Tenure Committee functions in the same capacity at the departmental level as the College of Science and Technology Tenure and Promotion Committee functions at the college level.

#### **Composition of Departmental Committees:**

While departments may develop their own policies and procedures with respect to faculty evaluation committees, the individuals advising the chair must meet these requirements. The committees advising the chair for pre-tenure, tenure, promotion, and post-tenure must be comprised of tenured faculty. Each department, within their own policies, must establish which rank of faculty from within their department will review candidates for promotion to each rank (assistant, associate and full professor). In the event that an insufficient number of professors of the appropriate rank are present within a department to review candidates for promotion or tenure, the Chair must seek professors of the appropriate rank and/or with tenure from other COST departments to serve on the departmental committee; the Chair should request the assistance of these professors via their respective departmental Chair. The Chair should attempt to select individuals from outside the department who would be in the best position to evaluate the candidate with respect to the field of teaching, scholarship and service.

It is the responsibility of the Departmental Promotion and Tenure Committee to:

1. Evaluate the applications of those being considered for promotion and tenure in accordance with the departmental guidelines;
2. Solicit, evaluate, and summarize input from other faculty members who have achieved rank equal to or above that for which the candidate is applying;
3. Make recommendations to the chair of the department and/or dean based on departmental, college, and university guidelines; and
4. Conduct the third-year annual review of probationary faculty should be an in-depth look at the cumulative performance of the individual and essentially consist of a preliminary tenure review decision for continued employment.

(NOTE: The purpose of this committee is to make recommendations to the department chair. The chair is responsible for making the ultimate recommendation for promotion and/or tenure that will be forwarded to the dean. The chair will advise the convened departmental committee if there are any differences between his/her recommendation and those of the Departmental Promotion and Tenure Committee. Applicants who were not recommended for tenure and/or promotion should follow appeals process described in the COST Manual.)

**Article V****STUDENT ORGANIZATIONS**

Faculty members will recognize any appropriately constituted (via university guidelines) student organizations that have as their purpose the facilitation of formal, regularized communication channels for the interaction of student body, faculty and administration.

**Article VI****INTERPRETATION**

The faculty, through action in regular or called meetings, shall by majority vote (a quorum present), in conjunction with the dean and the provost, interpret these *By-Laws*. However, these *By-Laws* may not be interpreted in any manner that is inconsistent with either the *Statutes of the University* or the *By-Laws* of the Board of Regents.

**Article VII**

**DEFINITIONS**

<b>Section 1.</b>		<u>Statutes</u> : The statutes referred to in this document are the statutes of the University as they may, from time to time, be amended. Any amendment of these statutes shall become part of the <u>By-Laws</u> of the College of Science and Technology as if they were originally part of such <u>By-Laws</u> .
<b>Section 2.</b>		<u>By-Laws of the Board of Regents</u> : The <u>By-Laws</u> of the Board of Regents referred to in the statutes of the University and the <u>By-Laws</u> of the College of Science and Technology are the <u>By-Laws</u> of the Board of Regents as they may, from time to time, be amended. Any amendment of the <u>By-Laws</u> of the Board of Regents shall become part of the <u>By-Laws</u> of the College of Science and Technology as if they were originally a part of such <u>By-Laws</u> .
<b>Section 3.</b>		<u>Corps of Instruction</u> : The corps of instruction of Georgia Southern University will consist of those faculty so defined in the <i>Policy Manual of the Board of Regents</i> and appointed by the president of Georgia Southern University (Statutes, Article I, Section 3).
<b>Section 4.</b>		<u>Earned Doctorate</u> : An earned doctorate shall be any earned, terminal degree to the extent such interpretation is consistent with the Statutes of the University and the <u>By-Laws</u> of the Board of Regents.
<b>Section 5.</b>		<u>Regular Full-Time Faculty</u> : A regular full-time faculty member is an individual employed in a tenure-track or non-tenure track position on a nontemporary basis who does not hold an administrative appointment.
<b>Section 6.</b>		<u>Staff</u> : Those employees who hold a regular classified position and those employees who hold a twelve-month professional/administrative appointment without faculty rank.

**Article VIII****RATIFICATION**

The *By-Laws* of the College of Science and Technology shall be in full force when approved by a majority of regular full-time faculty members voting, the dean, the provost, and the president.

**Article IX****AMENDMENTS**

The College faculty shall have the power to amend the *By-Laws*. The *By-Laws* amendment procedure is as follows:

- a. Any faculty member or group within the faculty may submit a memo to the dean and to the COST Council regarding suggested revisions to the *By-Laws*. The COST Council, in concert with the dean, shall decide when the *By-Laws* need to be revisited.
- b. Proposals to amend the *By-Laws* shall be submitted to the College faculty not later than 10 days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending.
- c. Proposed amendments must be adopted by a two-thirds majority of faculty members voting.

**Article X****POLICY AND PROCEDURE CHANGES**

The college faculty in concert with the dean shall have the power to amend, revise, or establish new policies and procedures under which the college operates. All changes in the Policies and Procedures manual must be in alignment with the *By-Laws* of the College of Science and Technology. The guidelines for revising the Policies and Procedures manual are described within each respective section of that document.