

University of Georgia College of Education
Bylaws of the Faculty Senate

ARTICLE I
The Faculty

Section 1. The Faculty

The Faculty of the College of Education shall consist of the Dean and the Corps of Instruction as defined in the [Board of Regents Policy Manual](#) and ex-officio members designated by the [University of Georgia Statutes](#).

Section 2. Regular Meetings of the Faculty

The Faculty of the College shall meet at least once each academic year at a time and place to be determined by the Dean. Written notice of these meetings shall be given to members of the Faculty by the Dean at least ten days in advance. The Dean shall preside and shall present a report on matters of interest to the Faculty.

Section 3. Special Meetings of the Faculty

Special meetings of the Faculty may be called at the discretion of the Dean. A special meeting must be called by the Dean under the following circumstances:

- A. Upon written petition addressed to the Dean and signed by at least fifteen percent of the Faculty
- B. Upon request by a majority of the Faculty Senate.

ARTICLE II
The Faculty Senate

Section 1. Mission

The mission of the College of Education Faculty Senate shall be to improve the quality of life in the College community while promoting excellence in educational scholarship, research, teaching, service, and practice. In order to create an open and democratic culture, the Faculty Senate is committed to faculty governance by serving as the voice of the Faculty as a whole and to creating an open and informed decision-making process on policies and procedures by providing a community forum and fostering an involved citizenry wherein Faculty exercise both rights and responsibilities.

Section 2. Composition

- A. The College of Education shall have a Faculty Senate that shall consist of elected Senators apportioned among the Departments at the rate of two representatives for each Department. The Dean shall be an ex-officio, non-voting member of the Faculty Senate.
- B. The President shall not be included in the count of Senators from any Department. When a Senator assumes the office of Senate President, the President's Department shall elect another Senator for the duration of that Presidency.

- C. In the case of faculty members who hold joint appointments in two Departments, voting privileges shall rest with the faculty member's home or base Department in the College of Education.
- D. For the purpose of representation in the Faculty Senate, a Department shall be defined as any group that has been defined as such in the past three years.

Section 3. Responsibilities

The Faculty Senate shall be responsible for the following tasks and others to be determined by its membership:

- A. Facilitating faculty governance by holding elections to Senate Standing Committees and University Committees.
- B. Facilitating faculty governance by preparing and presenting to the Dean slates of candidates for consideration for appointment to Senate Special Committees.
- C. Facilitating communication between the Faculty and the Administrative Cabinet.
- D. Representing the Faculty on issues that affect academic issues and quality of life within the College as described in the Senate's mission.
- E. Other duties as appropriate.

Section 4. Eligibility for Election to the Faculty Senate

Any faculty member in the College of Education with the exception of administrators (e.g., Dean, Associate/Assistant Deans, Department Heads) shall be eligible to be elected to the Faculty Senate. Faculty members shall include everyone in the Corps of Instruction as defined in the University of Georgia's [Board of Regents Policy Manual](#).

Section 5. Senators' Term of Office

- A. Senators shall serve a three-year term and shall take office at the beginning of Fall Semester following their election.
- B. In the event that the Faculty Senate must meet in the summer, Senators who were in office the previous Spring shall serve.
- C. Terms of Senators shall be staggered, when possible, such that one-third of the Senators shall be elected annually.
- D. Senators may serve for only two consecutive terms (six years) and after those terms must go off the Faculty Senate for at least two years before being eligible for re-election.

Section 6. Election of Senators

- A. Senators shall be elected by the first week of February to serve the following year. Department Heads shall be responsible for holding these elections in their Departments.
- B. Faculty shall vote only for Senators in their own Departments.
- C. If a Senator is unable to complete a term, the President of the Faculty Senate shall ask the Department Head to elect a new Senator from that Department.
- D. A Department may vote to remove a Senator from office for failure to represent the Department in the Faculty Senate. A Senator who is absent from more than two Senate meetings without notifying the Senate President in advance or without sending a Proxy to the meeting shall be removed from the Faculty Senate by the President. The President shall notify the Senator and the Department Head that the Senator has been removed and ask the Department Head to hold a special election to fill the vacancy.

Section 7. Officers of the Faculty Senate

The Officers of the Faculty Senate shall include the President, President-Elect, Parliamentarian, and Recorder. All officers shall be Senators.

A. President.

1. Responsibilities.

- a. Ensure to the greatest extent possible that the will of the Faculty as determined by its Senate is accomplished
- b. Preside at Faculty Senate meetings and oversee Senate business.
- c. Oversee elections for Senate Standing Committees and University Committees and the preparation of slates of candidates for Senate Special Committees given to the Dean for his consideration.
- d. Approve the composition of all Senate Standing Committees and University Committees on which the College has representatives and approve, in consultation with the Dean, the composition of Senate Special Committees.
- e. Serve as an ex-officio, non-voting member of all Senate Standing and Special Committees.
- f. Serve as a full, voting member and Chair of the Faculty Senate Steering Committee.
- g. Serve as a full, voting member and Chair of the Faculty Senate Administrator Evaluation Committee.
- h. Serve as a full, voting member of the College's Administrative Cabinet and represent the will of the Senate on this Committee.
- i. Transmit relevant information to the Faculty.
- j. Ensure that information on the Senate website is current (e.g., information about Senate and University Committees, Senate and committee agendas and minutes, annual committee reports, and other documents as appropriate).
- k. Prepare agendas and minutes for Steering Committee meetings.
- l. Prepare, in consultation with the Steering Committee, agendas for Senate meetings.
- m. Transmit a copy of the minutes of Senate meetings prepared by the Recorder to all members of the Faculty within two weeks.
- n. Ensure the implementation of these Bylaws.
- o. Oversee the revision of these Bylaws when necessary.
- p. Other duties as appropriate.

2. Term. The President of the Faculty Senate shall serve a one-year term.

3. Election. The President-Elect assumes the position of President after the last meeting of the Faculty Senate in Spring Semester. If at any time the office of President is open and there is no President-Elect to assume the duties of the President, the Faculty Senate shall elect a President from its own membership from a slate prepared by the Nominating Committee.

4. Removal of President. If the President fails to fulfill the responsibilities stated in Article II, Section 7 of these Bylaws, the Faculty Senate, with the approval of two-thirds of a quorum of Senators, may remove the President from office.

B. *President-Elect.*

1. Responsibilities. The President-Elect shall serve as assistant to the President and shall attend meetings of the Administrative Cabinet as appropriate as a non-voting member
2. Election. From among its own membership, the Faculty Senate shall elect a President-Elect at its last annual meeting each Spring from a slate of candidates prepared by the Nominating Committee.

C. *Parliamentarian.*

1. Responsibilities. The Parliamentarian shall advise the Faculty Senate on formal rules and procedures using *Robert's Rules of Order* (current).
2. Appointment. The President shall appoint a Parliamentarian at the first meeting of the year. The Parliamentarian shall ensure that all meetings of the Faculty Senate are conducted in accordance with *Robert's Rules of Order* (current) except as otherwise provided in the [University of Georgia Statutes](#) or in these Bylaws.

D. *Recorder.*

1. Responsibilities. The Recorder shall take minutes at Senate meetings and forward them to the President.
2. Appointment. The President shall appoint a Senator to record minutes at each meeting of the Faculty Senate.

Section 8. Presidential Succession.

- A. The transfer of power from President to President-Elect shall occur immediately after the last Senate meeting each Spring.
- B. In the event that the President cannot serve the full term of duty, the President-Elect shall assume the office of President for the remainder of that term, and the Faculty Senate shall elect as soon as possible a new President-Elect from among its own membership from a slate prepared by the Nominating Committee.
- C. In the event that both the President and President-Elect are unable to serve, the Faculty Senate shall elect as soon as possible both a President and a President-Elect from among its own membership from a slate prepared by the Nominating Committee.
- D. In the event that the Senate term of the Senator who is elected President or President-Elect shall expire before the term as President begins, that Senate term shall be extended.

Section 9. Meetings of the Faculty Senate. Meetings of the Faculty Senate are open according to the Georgia Open Meetings Law.

A. Frequency

1. The Faculty Senate shall meet in regular session at least once during both Fall and Spring Semesters at a time and place to be determined by the President.
2. The President shall have the authority to convene special sessions of the Faculty Senate during any semester, and a special session shall be called by the President upon written petition addressed to the President and signed by a majority of Senators.

B. Notice of Meetings

1. Notices of regular meetings of the Faculty Senate shall be published and distributed by the President, with the assistance of the Dean's Office as

appropriate, to each member of the Faculty Senate and to all other members of the Faculty at least one week prior to such regular meetings.

2. Notices of special meetings shall be sent to each member of the Faculty Senate and to all other members of the Faculty at least three working days prior to the date of such special meeting.
3. Notices of all Senate meetings shall specify the matters to be discussed and acted upon at such meetings.

C. Agenda

1. The Steering Committee shall set the agenda for Senate meetings.
2. Any faculty member can suggest an agenda item by submitting it to the President or a member of the Steering Committee.
3. Any faculty group may force an item to be on the agenda by presenting a petition signed by at least fifteen percent of the Faculty to either the President or a member of the Steering Committee.
4. The President shall inform the Dean of the agenda prior to each meeting of the Faculty Senate.

Section 10. Absences and Proxies

- A. A Senator who is unable to attend a meeting shall designate a Proxy from that Department to attend. A Proxy may not be an elected member of the Faculty Senate and may represent only one Senator. The Proxy shall be eligible for membership in the Faculty Senate as described in Section 4 of this Article. If the Senator is unable to find a Proxy, the Senator shall notify the President in advance.
- B. The Proxy shall be recognized by the President before the meeting in order to have the same privileges, including the right to vote, as a Senator.
- C. A Senator who is absent more than twice without notifying the President in advance or without sending a Proxy shall be removed from the Faculty Senate by the President. The President shall notify the Senator and the Department Head that the Senator has been removed and ask the Department Head to hold a special election to fill the vacancy.

Section 11. Quorum

- A. A majority of the total membership of the Senate shall constitute a quorum.
- B. The vote of a majority of the members at a meeting at which a quorum is present shall be required for any official action of the Faculty Senate.

Section 12. Powers and Responsibilities of the Faculty Senate

- A. Subject to [Article VIII, Section 2](#) of the University of Georgia Statutes, the Faculty Senate shall be the principle policy-making body of the College of Education. In this capacity, it shall act as the agent of the Faculty except when the Faculty is meeting and shall exercise duties and functions as specified by the [University of Georgia Statutes](#).
- B. The Faculty Senate, in consultation with the Dean, is responsible for developing and implementing macro-level policies, which shall be revised in a five-year cycle, concerned with but not limited to the following:
 1. Development of the College of Education mission, priorities, strategic plans, and program initiatives that cross Departments.

2. Resource allocation including personnel and budget policies, programmatic initiatives, and physical plant decisions (e.g., classroom design, aesthetics, parking).
 3. Evaluation procedures (e.g., promotion and tenure; post-tenure review; Graduate Faculty appointments and reappointments; faculty appeals and grievances; salary allocation; research, teaching, and service awards).
 4. Undergraduate and graduate curriculum development.
 5. Organization and reorganization of the College, Departments, Programs, Committees, and administrative structures and operations.
 6. Annual review of progress toward the College of Education's mission, its strategic plan, and its goals, with recommendations for future directions.
 7. Other policies and procedures as appropriate.
- C. The Faculty Senate shall foster faculty governance, informed and open decision-making, and communication in the College by working with the Dean of the College as appropriate in ways including but not limited to the following:
1. The Senate President shall attend and participate in meetings of the College's Administrative Cabinet as a full, voting member.
 2. The Dean shall prepare an annual report that describes actions taken by the Dean's office on motions passed by the Faculty Senate and referred to the Administrative Cabinet and shall present that report to the Faculty at its last meeting of the year.
- D. The Faculty Senate shall foster faculty governance, informed and open decision-making, and communication in the College as appropriate in ways including but not limited to the following:
1. The Faculty Senate shall meet as often as necessary as determined by its membership.
 2. The Faculty Senate shall hold an orientation session for first-time Senators each Fall Semester.
 3. The Faculty Senate shall use the College of Education's College Faculty listserv(s) to generate discussion on issues and to increase communication among various decision-making groups.
 4. The Faculty Senate shall maintain a website with information about Senate and College business.
 5. Faculty Senators shall report issues raised in the Faculty Senate to their Departments, gather feedback and elicit new concerns at Department meetings, and then report to the Faculty Senate.

ARTICLE III

Committees of the Faculty Senate

Section 1. Committees. The Faculty Senate shall have the following Committees: a Steering Committee, an Administrator Evaluation Committee, Standing Committees, Special Committees, *ad hoc* Committees, and other Committees as needed. Senate committee meetings shall be open according to the *Georgia Open Meetings Law* unless otherwise indicated in these Bylaws.

Section 2. Responsibilities of Committees

- A. To ensure responsible faculty governance, members of all Senate Committees shall represent the Faculty in a fair, appropriate, professional, and objective manner and shall be knowledgeable of the responsibilities, functions, and procedures of the Committees on which they serve as stated in these Bylaws.
- B. All Senate Committees shall follow *Robert's Rules of Order* (current).
- C. Committee Chairs shall serve as liaisons among the Faculty Senate; Associate Deans, if applicable; and support staff.
- D. At the last meeting of the year, each Standing Committee shall elect a Chair for the following year from those members who are returning and forward the name of the Chair to the President.
- E. Each Special Committee, when it is formed, shall elect a Chair and forward the name of the Chair to the President.
- F. Committee Chairs and Associate Deans who facilitate the work of Special Committees shall be responsible for informing new committee members of committee responsibilities and procedures.
- G. Committees shall meet regularly to accomplish the work of the Committee in a timely fashion and according to timelines described in these Bylaws.
- H. Committee Chairs and, when appropriate, Associate Deans who facilitate the work of Special Committees shall prepare and forward to the Senate President agendas prior to meetings and minutes after meetings for the Senate website. The Promotion and Tenure Committee and the Dispute Resolution Committee shall be exempt from this requirement.
- I. Committee Chairs shall prepare a written report of the year's activities that shall be posted on the Senate website and shall present that report in person at the last Senate meeting of the year.
- J. Committee Chairs and, when appropriate, Associate Deans who facilitate the work of Committees shall bring to the floor of the Faculty Senate suggestions with rationales for changes in the Purpose, Responsibilities, Composition, Term, or Operating Procedures of Committees.
- K. Committee Chairs and Associate Deans who facilitate the work of Special Committees shall be responsible for reviewing the Senate Bylaws annually to ensure that the responsibilities and procedures of the Committee conform to these Bylaws and shall be responsible, if appropriate, for informing the President of suggested revision of the Bylaws.

Section 3. Composition of Committees. The composition of each Senate Committee is described in these Bylaws. Faculty members may serve concurrently on only two Senate Committees, one of which shall be the Steering Committee.

Section 4. Terms of Committee Members. Members of Senate Standing and Special Committee shall serve two-year terms, with the exception of the Dispute Resolution Committee and the Promotion and Tenure Committee as described in these Bylaws. Terms shall begin at the beginning of Fall Semester, except for the Steering Committee, whose terms shall begin immediately after the last meeting of the year. Faculty may serve only two consecutive terms on Senate Committees and after those terms must go off the Committee for two years before being eligible for re-election.

Section 5. Steering Committee. The Steering Committee is neither a Standing nor a Special Committee because members are elected from the Senate membership rather than from the College Faculty as a whole.

- A. Responsibilities. The responsibilities of the Steering Committee shall include but are not limited to the following:
 1. The Steering Committee shall work closely with the Senate President to provide leadership for the Faculty Senate.
 2. The Steering Committee shall determine the agenda for each regular meeting of the Faculty Senate and may invite others (e.g., administrators, Committee Chairs, individual faculty members, and other guests), as appropriate, to attend Senate meetings.
 3. The Steering Committee shall recommend to the Faculty Senate rules and regulations to govern the conduct of the Senate's business.
 4. Other responsibilities as appropriate.
- B. Composition. The Steering Committee shall be composed of the President, the President Elect, and three Senators elected by the Faculty Senate from among its membership. Only one Senator from any Department, when possible, shall serve on the Steering Committee. The Senate President shall serve as the Chair of the Steering Committee.
- C. Term. Senators shall serve staggered two-year terms that begin immediately after the last Senate meeting of the year.
- D. Operating Procedures. To be determined by the Committee.

Section 6. Administrator Evaluation Committee. The Administrator Evaluation Committee is neither a Standing nor a Special Committee because members are elected from the Senate membership rather than from the College Faculty as a whole.

- A. Responsibilities. The Administrator Evaluation Committee shall be responsible for initiating and overseeing the process of evaluating the Dean, Associate/Assistant Deans, and Department Heads in the College.
- B. Composition. The Committee shall be composed of the Senate President and three Senators elected by the Faculty Senate, all from different Departments. The Senate President shall serve as Chair of the Committee.
- C. Term. Senators shall serve staggered two-year terms.
- D. Operating procedures. Operating procedures can be found in Appendix A.

Section 7. Standing Committees. Standing Committees are permanent Committees that aid the Faculty Senate in accomplishing its duties.

- A. Responsibilities. Many functions of the College of Education are conducted by Standing Committees of the Faculty Senate. To ensure responsible faculty governance, members of Standing Committees shall represent the Faculty in a fair, appropriate, professional, and objective manner and shall be knowledgeable of the responsibilities, functions, and operating procedures of the Committees on which they serve as stated in these Bylaws. Members who do not participate responsibly in the work of the Committee shall be removed by the President, and the President shall solicit a volunteer from among the

Faculty Senate to fill that vacancy. The removed committee member and his or her Department Head shall be notified of the action by the Senate President.

- B. Composition. Members of Standing Committees shall be elected either by the Faculty Senate (Administrator Evaluation Committee) and/or the Faculty of the College (all other Standing Committees) as stated in these Bylaws. Department Heads shall not be eligible to serve on Standing Committees. Faculty members may serve concurrently on only two Senate committees, one of which shall be the Steering Committee. The Chair of Standing Committees for the following year shall be elected at the last meeting of the committee from those members who are returning.
- C. Term. Members of Standing Committees shall serve a two-year term with half the members rotating off the committee each year when possible.
- D. List of Standing Committees.
 - 1. Academic Appeals Committee
 - a. Responsibilities. The Academic Appeals Committee shall hear and act upon appeals cases involving graduate and undergraduate student courses and programs that cannot be resolved at the Department level. Such appeals may include, but are not limited to, appeals concerning course grades earned by graduate and undergraduate students; undergraduate admission, readmission, retention, or transfer to or within the College; and admission or readmission to, or retention in, a departmental major.
 - b. Composition. The Committee shall be composed of five faculty members from different Departments, three elected by the Faculty and two appointed by the Director of Student Services from Departments that have teacher certification programs or undergraduate majors. Department Heads shall not serve on this committee. The Director of Student Services, as a representative of the Associate Dean for Academic Programs shall facilitate the work of this committee as appropriate.
 - c. Operating procedures. Operating procedures can be found in Appendix B.
 - 2. College Curriculum Committee
 - a. Responsibilities. The College Curriculum Committee shall consider action on undergraduate and graduate curricular matters that affect the College as a whole or relations among Programs and Departments in the College. The primary responsibility for initiating changes in the curriculum, including the modification, addition, and deletion of courses, shall reside with Programs and Departments. The Committee shall rely on the originating unit's expert knowledge and best efforts to improve curriculum even as it attends to the broader curricular concerns of the College. The Committee shall review all proposals from Programs and Departments concerning (1) changes in course offerings; (2) the establishment, major modification (including name changes), and discontinuance of any degree program; and (3) other proposals as appropriate. The Committee shall make recommendations to the Dean, and the Dean and/or the Associate Dean for Academic

Programs shall forward proposals approved by the Committee to the Graduate School Curriculum Committee and the University Council Curriculum Committee as appropriate.

- b. Composition. The Committee shall consist of six faculty members from different Departments. All committee members must have Graduate Faculty status, and three must represent undergraduate programs. The Associate Dean for Academic Programs Students shall facilitate the work of this committee.
 - c. Operating procedures. Operating procedures can be found in Appendix C.
3. Nominating Committee
- a. Responsibilities. From among the Senate and/or the College Faculty as appropriate and with the approval of the Senate President and the Faculty Senate, the Nominating Committee shall solicit nominations for Officers of the Faculty Senate, the Senate Steering Committee, Standing Committees of the Faculty Senate, and University Committees on which the College has representatives. It shall prepare ballots approved by the Senate President and the Faculty Senate and conduct elections for Senate Officers, the Senate Steering Committee, the Administrator Evaluation Committee, Senate Standing Committees and University Committees on which the College has representatives. It shall prepare and provide to the Dean slates of candidates approved by the Senate President and the Faculty Senate for consideration for appointment to Senate Special Committees.
 - b. Composition. The Committee shall be composed of six faculty members from different Departments.
 - c. Operating Procedures. Operating procedures and a timeline can be found in Appendix D.
4. Scholarship Committee
- a. Responsibilities. The Scholarship Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it selects recipients for scholarships awarded by the College to undergraduate and graduate students enrolled in the College.
 - b. Composition. The Committee shall be composed of four faculty members from different Departments and one student selected by the Director of Student Services from a pool of former recipients of a College of Education scholarship. The Director of Student Services, representing the Associate Dean for Academic Programs, shall facilitate the work of this Committee.
 - c. Term. Members shall serve staggered two-year terms.
 - d. Operating procedures. Operating procedures can be found in Appendix E.

Section 7. Special Committees

- E. Purpose. Special Committees perform special functions of the Faculty Senate that are beyond the authority of a Standing Committee.
- F. Responsibilities. Many functions related to personnel matters are conducted by Special Committees of the Faculty Senate. For that reason, meetings of these committees are generally not open. To ensure responsible faculty governance, members of Special Committees shall represent the Faculty in a fair, appropriate, professional, and objective manner and shall be knowledgeable of the responsibilities, functions, and operating procedures of the Committees on which they serve as stated in these Bylaws. Members who do not participate responsibly in the work of the Committee shall be removed by the President, and the President shall solicit a volunteer from among the Faculty to fill that vacancy with the approval of the Dean. The removed committee member and his or her Department Head shall be notified of the action by the Senate President.
- G. Composition. Members of Special Committees shall be appointed by the Dean or the Dean's designee from slates of candidates prepared by the Nominating Committee and approved by the Senate President and the Faculty Senate, except for members of the Dispute Resolution Committee, which are appointed by the Dean only when a dispute arises. Department Heads may serve on Special Committees. Faculty members may serve concurrently on only two Senate Committees, one of which shall be the Senate Steering Committee.
- H. Term. Members of Special Committees shall serve a two-year term with half the members rotating off each year, when possible, with the exception of (1) members of the Dispute Resolution Committee who serve for the duration of the case to which they have been appointed and (2) Associate Professors on the Promotion and Tenure Committee who serve a one-year term.
- I. List of Special Committees.
1. Awards Committee
 - a. Responsibilities. The Awards Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it selects nominees and/or recipients for awards in teaching, research, and service sponsored by the College of Education and The University of Georgia. The Committee shall also be the review and selection body for the College's student, advisor, and alumni awards.
 - b. Composition. The Committee shall be composed of one faculty member from each Department. The Faculty Senate expects that previous award recipients shall serve on this committee. The Associate Dean for Research and External Affairs shall facilitate the work of this committee.
 - c. Operating procedures. Operating procedures can be found in Appendix F.
 2. Dispute Resolution Committee
 - a. Responsibilities. The Dispute Resolution Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it address disputes among members of the College Faculty according to policies and procedures established by the University of Georgia in the [University of Georgia Statutes](#), the [Board of Regents Policy Manual](#), and the University's [Dispute Resolution Policy](#).

- b. Composition. The Committee shall be composed of three tenured faculty members, two of whom shall hold the rank of Professor. Committee members shall be selected from a pool of eligible Faculty by the Dean and shall serve on the committee for the duration of the dispute. The Associate Dean for Faculty and Administrative Services shall facilitate the work of this committee.
 - c. Operating procedures. Operating procedures can be found in Appendix G.
- 3. Graduate Faculty Appointment and Reappointment Committee.
 - a. Responsibilities. The Graduate Faculty Appointment and Reappointment Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it considers applications and make recommendations to the Dean for appointment and reappointment of Faculty to the Graduate Faculty according to the [Graduate Faculty Procedures](#) of the Graduate School.
 - b. Composition. The Committee shall be composed of one tenured full or associate Professor with Graduate Faculty status from each Department. The Associate Dean for Faculty and Administrative Services shall facilitate the work of this committee.
 - c. Operating procedures. Operating procedures can be found in Appendix H.
- 4. Promotion and Tenure Committee
 - a. Responsibilities. The Promotion and Tenure Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it considers faculty applications for promotion and tenure and makes recommendations to the Dean according to the standards and procedures described in the University of Georgia's *Guidelines for Appointment, Promotion and Tenure*.
 - b. Composition. The Committee shall be composed of nine tenured Professors, one from each Department, and two Associate Professors from the College at large. The Dean or the Dean's designee shall be an ex-officio, non-voting member of the Committee according to the University of Georgia's *Guidelines for Appointment, Promotion and Tenure*. The Chair of the Committee shall be a Professor elected by the Committee and is a voting member. The names of faculty members who serve on this Committee shall be announced in the Committee's annual, year-end report to the Faculty Senate. The Associate Dean for Faculty and Administrative Services shall facilitate the work of this Committee.
 - c. Term. Professors shall serve staggered two-year terms; Associate Professors shall serve one-year terms.
 - d. Operating procedures. Operating procedures can be found in Appendix I.

Section 8. Other Committees. The Faculty Senate may establish additional Standing Committees, Special Committees, *ad hoc* Committees, and other Committees for any purpose commensurate with its powers, functions, and responsibilities.

ARTICLE IV

Procedures For Amending Bylaws

- A. The Faculty of the College of Education shall have the power to alter, repeal, or amend these Bylaws and to adopt new Bylaws.
- B. Proposed amendments and new Bylaws shall be distributed to all Faculty, and an electronic forum shall be provided for open discussion for no less than one week before a vote on such amendments and revisions is taken.
- C. A simple majority vote of eligible faculty members voting shall be required to change the Bylaws.
- D. The President of the Faculty Senate shall ensure that the provisions of this article are properly implemented.
- E. In order to remain in compliance with the [University of Georgia Statutes](#), the Bylaws of the Faculty Senate shall be changed by a vote of the Faculty Senate to reflect changes in the University of Georgia Statutes.

APPENDICES

Appendix A: Administrator Evaluation Committee Operating Procedures

- A. The Senate President is Chair of the Committee.
- B. Members of the Committee shall be elected from among the Senators at the first Senate meeting of the year so that new Senators can serve on the Committee.
- C. Once the Committee is formed, the Chair shall call a meeting of the Committee to review the instrument(s) and procedure(s) used the previous year to evaluate the Dean, Associate/Assistant Deans, and Department Heads of the College.
- D. At the November Senate meeting, the Committee shall make recommendations to the Faculty Senate concerning changes or additions to the instrument(s) and procedure(s) to be used in the current academic year's evaluation of the Dean, Associate/Assistant Deans, and Department Heads.
- E. With the advice and consent of the Faculty Senate, the Committee shall finalize the instrument(s) and procedure(s) for the Administrator Evaluations by the end of Fall Semester.
- F. At the beginning of Spring Semester, the Committee shall oversee, with the assistance of the Office of Information Technology or its designee, the distribution of evaluation instruments.
- G. By the second week of February and with the assistance of the Office of Information Technology or its designee if appropriate, evaluation data shall be collected and sent to the Senate President, who will discuss the evaluation data with the Committee as appropriate.

- H. The Senate President shall submit all data to the Dean by March 1.
- I. The Senate President shall submit data evaluating the Dean to the Provost by March 1.

Appendix B: Academic Appeals Committee Operating Procedures

- A. *Procedures for Undergraduate Admission Appeals (Undergraduate Students)*
 - 1. The Student shall file a written petition for admission with the Director of Student Services no later than the midpoint of the semester prior to the proposed semester of admission.
 - 2. The Director of Student Services shall send a letter, the Student's file, and the petition to the Head of the Student's proposed major Department asking for a recommendation.
 - 3. The Department Head shall return the Student's file with a letter of recommendation to the Director of Student Services.
 - 4. The Director of Student Services shall convene the Academic Appeals Committee, which shall make a decision based on the Student's record, the letter of petition, and the departmental recommendation.
 - a. *If Admission is Granted:*
 - 1. The Director of Student Services shall send a letter to the Student and the Department Head stating that the Student is admitted.
 - 2. The Director of Student Services shall send a letter to the Office of Student Records stating that the Student is admitted.
 - b. *If Admission is Denied:*

The Director of Student Services shall send a letter to the Student and the Department Head stating that the Student's appeal has been denied.
- B. *Procedures for Teacher Education Appeals (Undergraduate Students)*
 - 1. Students considering an appeal must have a conference with their advisors or other appropriate Faculty, the Academic Appeals Committee, and/or the Director of Student Services prior to filing an appeal.
 - 2. The Student shall file a petition for admission with the Director of Student Services no later than the midpoint of the semester prior to the proposed date of admission. Admission to teacher education is required before enrollment in professional teacher education courses.
 - 3. The Director of Student Services shall send a letter, the Student's file, and the petition to the Head of the Student's proposed major Department asking for a recommendation.
 - 4. The Department Head shall return the Student's file with a letter of recommendation to the Director of Student Services.
 - 5. The Director of Student Services shall convene the Academic Appeals Committee, which shall make a decision based on the Student's record, the letter of petition, and the departmental recommendation.
 - a. *If Admission is Granted:*
 - 1. The Director of Student Services shall send a letter to the Student and the Department Head stating that the Student is admitted.

2. The Director of Student Services shall send a letter to the Office of Student Records stating that the Student is admitted.

b. *If Admission is Denied:*

The Director of Student Services shall send a letter to the Student and the Department Head stating that the Student's appeal has been denied.

C. *Procedures for Readmission to the University of Georgia after the First Dismissal (Undergraduate Students)*

1. Students considering an appeal must have a conference with their advisors or other appropriate Faculty, the Academic Appeals Committee, and/or the Director of Student Services prior to filing an appeal.
2. The Student shall file a petition for readmission with the Director of Student Services no later than the midpoint of the semester prior to the proposed semester of readmission.
3. The Director of Student Services shall send a letter, the Student's file, and the petition to the Head of the Student's proposed major Department asking for a recommendation.
4. The Department Head shall send the Student's file with a letter of recommendation to the Director of Student Services.
5. The Director of Student Services shall convene the Academic Appeals Committee, which shall make a decision based on the Student's record, the letter of petition, and the departmental recommendation.

a. *If Readmission is Granted:*

1. The Director of Student Services shall send a letter to the Student and the Department Head stating that the Student is readmitted.
2. The Director of Student Services shall send a letter to the Registrar and the Office of Admissions stating that the Student is readmitted.

b. *If Readmission is Denied:*

The Director of Student Services shall send a letter to the Student and the Department Head stating that the Student's appeal has been denied.

D. *Procedures for Readmission to the University of Georgia after the Second Dismissal (Undergraduate Students)*

1. Students considering an appeal must have a conference with their advisors or other appropriate Faculty, the Academic Appeals Committee, and/or the Director of Student Services prior to filing an appeal.
2. The Student shall file a petition for readmission with the Chair of the University Council's Educational Affairs Committee through the Director of Student Services no later than the midpoint of the semester prior to the proposed semester of readmission.
3. The Director of Student Services shall send a letter, the Student's file, and the petition to the Department Head for departmental recommendation. The Student's Advisor in the College's Student Services Office shall write a recommendation for Students who are listed as unspecified or intended majors.

4. The Department Head or the Advisor in the Office of Student Services shall return the Student's file with a letter of recommendation to the Director of Student Services.
 5. The Director of Student Services shall convene the Academic Appeals Committee, which shall make a recommendation to the University Council's Educational Affairs Committee, based on the Student's record, the letter of petition, and the departmental recommendation.
 6. The Director of Student Services shall send the recommendation, the Student's transcript, the Student's petition, and the departmental recommendation to the Chair of the University Council's Educational Affairs Committee.
 7. The University Council's Educational Affairs Committee shall make the final decision based on an assessment of the Student's record, the Student's petition, and the recommendation from the College.
 8. The Chair of the University Council's Educational Affairs Committee shall notify the Director of Student Services of the Committee's decision.
 9. The Director of Student Services shall notify the Student and the Department Head of the decision of the University Council's Educational Affairs Committee.
- E. *Procedures for Grade Appeals. (Graduate and Undergraduate Students)* Graduate and undergraduate Students who believe they were evaluated differently from the stated course objectives/criteria or other public criteria and thus received an unfair grade may appeal to the Director of Student Services.
1. The Student shall first discuss the evaluation and grade with the course instructor.
 2. The Student shall then discuss and appeal the grade with the Department Head who shall review the case.
 3. If still dissatisfied, the Student may appeal the decision to the Director of Student Services.
 4. The Director of Student Services shall convene the Academic Appeals Committee, which shall make a recommendation to the University Council's Educational Affairs Committee based on the Student's record, the letter of petition, and the departmental recommendation.

Appendix C: College Curriculum Committee Operating Procedures

- A. *Meetings.* The Chair shall convene the first meeting of the Committee within the first three weeks of Fall Semester. Ordinarily, the Committee shall meet monthly during the academic year. Meeting dates shall precede meeting dates set by the Graduate School's Curriculum Committee and the University Council's Curriculum Committee.
- B. *Agenda.* Individuals and/or Department representatives who have curriculum proposals before the Committee shall be invited by the Chair to present and discuss their proposals. Individuals and/or Department representatives who have not been invited but who wish to discuss a proposal shall request permission from the Chair to be on the agenda. The agenda and other pertinent material shall be distributed to each committee member and posted on a College Faculty listserv at least five working days prior to each meeting.
- C. *Procedures for Submitting Proposals to Committee.*

1. New course proposals shall include in the CAPA form (required by Curriculum Systems in the Office of the Vice President for Instruction) the following: (a) course objectives and/or learning outcomes and (b) a topical outline.
2. The comment section in the CAPA form, which cannot be removed and is public, shall be used to provide appropriate explanations.
3. Originators of proposals shall review existing College and University curriculum to determine possible duplication and/or conflicts.
4. Proposals that appear to be duplicates of or in competition with existing curriculum shall be supported by (1) a strong rationale for the proposal and (2) letter(s) from other units stating their approval of the proposal. Conflicts that are not resolved among units shall be decided by the Committee.

D. Procedures for Considering Proposals.

1. All proposals shall be discussed to determine the need for and desirability of the course or program.
2. The Committee shall determine whether a course description justifies its level, credit, objectives, and title and satisfies a need in the Department and College.
3. The Committee shall evaluate the effect of the proposal on the originating Department and other program areas in the College.
4. After a review of the proposal, the Committee shall vote on one of the following actions: (1) approve the proposal, (2) approve the proposal with required changes, or (3) reject the proposal and return it to the originating Department with a rationale for rejection.
5. If a proposal is approved, the Chair shall recommend the proposal to the Dean who shall forward approved proposals to the Graduate School Curriculum Committee (graduate curriculum matters) and the University Council Curriculum Committee (undergraduate curriculum matters).

Appendix D: Nominating Committee Operating Procedures

A. Procedures. (Note: Faculty members may serve concurrently on only two Senate Committees, one of which shall be the Senate Steering Committee).

1. *Election of Senate President.* If at any time the office of President is open and there is no President-Elect to assume the duties of the President, the Faculty Senate shall elect a President from its own membership from a slate of nominees prepared by the Committee.
2. *Election of Senate President-Elect.* (See Article II, Sections 7 and 8 of these Bylaws)
 - a. *Call for nominations.* (January Senate Meeting) The Committee shall solicit nominees for the office of President-Elect from those Senators who shall remain on the Faculty Senate the following year.
 - b. *Preparation of ballot.* (February) The Committee shall prepare a ballot for the election.
 - c. *Election.* (Last Senate Meeting of the Year) The President shall oversee the election by secret ballot in the Senate, and the Faculty Senate shall approve it. The President shall announce the election results to the Faculty.

3. *Determination of Vacancies on Senate Standing and Special Committees and University Committees.* (August—September)
 - a. The President shall meet with the Committee to determine vacancies on Senate Standing and Special Committees and University Committees on which the College has representatives.
 - b. The Associate Dean for Faculty, Administration, & Finance shall notify the President of vacancies on the Promotion & Tenure Committee.
4. *Election of Senate Steering Committee.*
 - a. *Call for nominations.* (January Senate meeting). The Committee shall solicit nominees for the Senate Steering Committee from those Senators who shall remain on the Faculty Senate the following year.
 - b. *Preparation of ballot.* (February). The Committee shall prepare a ballot for the election.
 - c. *Election.* (Last Senate Meeting of the Year). The President shall oversee the election in the Senate, and the Faculty Senate shall approve it. The President shall announce the election results to the Faculty.
5. *Election of Administrator Evaluation Committee.*
 - a. *Call for nominations.* (January Senate Meeting) The Committee shall solicit nominees for the Administrator Evaluation Committee from those Senators who shall remain on the Faculty Senate the following year.
 - b. *Preparation of ballot.* (February) The Committee shall prepare a ballot for the election.
 - c. *Election.* (Last Senate Meeting of the Year) The President shall oversee the election in the Senate, and the Faculty Senate shall approve it. The President shall announce the election results to the Faculty.
6. *Elections for Senate Standing Committees (except for the Administrator Evaluation Committee).*
 - a. *Calls for nominations.* (October) The Committee shall solicit nominees for Senate Standing Committees by sending a description of each committee with current members and a list of Committee vacancies to the Faculty using College Faculty listservs and other communications as appropriate. Nominations shall be due within two weeks of the call. Department Heads may be asked to assist in the call for nominations.
 - b. *Preparation of ballots.* (October – January) The Committee shall prepare a separate ballot of nominees for each Senate Standing Committee on which there are vacancies. Nominees must satisfy the requirements described in these Bylaws, must accept the nomination, and must agree to serve if elected.
 - c. *Approval of ballots.* (January Senate Meeting) The President and the Faculty Senate shall verify and approve all ballots for Senate Standing Committees before elections are held. At its January meeting, the Faculty Senate may add names to ballots prepared by the Committee if nominees meet requirements, accept the nominations, and agree to serve if elected.
 - d. *Elections.* (February) The Committee shall distribute ballots for Senate Standing Committees (except the Administrator Evaluation Committee) to

- all eligible Faculty and hold elections with a two-week deadline for voting.
- e. *Approval of elections.* (March Senate meeting) The President and the Faculty Senate shall verify and approve the new composition of Senate Standing Committees after elections are held and before election results are announced by the President. If the composition is not approved, the Faculty Senate may hold new elections.
 - f. *Announcement of election results.* (March and ongoing) Once the composition of new Senate Standing Committees has been approved by the President and the Faculty Senate, the President shall announce election results to the Faculty.
7. *Elections for University Committees.* (Spring Semester) At the beginning of Spring Semester each year, the Dean begins to receive requests from the University Council and its Committees, the Graduate School, and other University groups (e.g., The Faculty Advisory Committee to the President) to hold elections—often within 10 days to two weeks—to fill College vacancies on their Committees. The Dean shall notify the Senate President as soon as possible of these requests, and the President shall forward them to the Nominating Committee, who has already determined vacancies for these committees. As the requests are made and with all deliberate speed, the Committee shall call for nominations, prepare ballots, ask the President and the Faculty Senate to approve the ballots (by email, if necessary), hold elections, and ask the President and the Faculty Senate to approve the election results. If the results are not approved, the Faculty Senate may hold new elections. When the results are approved, the President shall announce the election results to the Faculty. For example, election results for the University Council and its Committees are usually due February 15. Refer to the [University of Georgia Statutes](#) and the [University Council Bylaws](#) for information about these committees.
8. *Formation of Senate Special Committees.*
- a. *Calls for Nominations.* (October) The Committee shall solicit nominees for Senate Standing Committees by sending a description of each committee with current members and a list of Committee vacancies to the Faculty using College Faculty listservs and other communications as appropriate. Nominations shall be due within two weeks. Department Heads may be asked to assist in the call for nominations.
 - b. *Preparation of Slates of Candidates.* (October – January). From the October call for nominations, the Committee shall prepare slates of eligible candidates for Senate Special Committees to be given to the Dean for consideration for appointment. Nominees must satisfy the requirements described in these Bylaws, must accept the nomination, and must agree to serve if appointed.
 - c. *Approval of Slates of Candidates.* (January Senate Meeting). The President and Faculty Senate shall verify and approve all slates for Senate Special Committees. At its January meeting, the Faculty Senate may add names to slates prepared by the Committee if nominees meet requirements, accept the nominations, and agree to serve if appointed.

- d. *Appointment of Faculty to Senate Special Committees.* (February). The Dean, in consultation with the President, shall appoint Faculty to Senate Special Committees from slates prepared by the Committee and approved by the Senate. The Dean may also appoint members to Special Committees from the Faculty at large.
- e. *Senate Approval of Composition of Senate Special Committees.* (February Senate Meeting). The President and the Faculty Senate shall verify and approve the new composition of Senate Special Committees appointed by the Dean, except for the Promotion & Tenure Committee, whose composition shall be announced in the Committee Chair's annual report to the Senate at its last meeting of the year. If the composition of a Special Committee is not approved, the Dean, in consultation with the President, shall revisit the composition of the Committee. The President shall announce the final composition of Senate Special Committees, except for the Promotion & Tenure Committee, to the Faculty.

B. Timeline

1. *August – September*
 - a. The President and the Committee shall determine vacancies on the Senate Steering Committee, Senate Standing and Special Committees and University Committees.
 - b. The Associate Dean for Faculty, Administration & Finance shall notify the President of vacancies on the Promotion & Tenure Committee.
2. *October.* The Committee shall solicit nominees for Senate Standing Committees (with the exception of the Administrative Evaluation Committee whose members are all Senators and who are elected at the last Senate meeting of the year) and Senate Special Committees by sending a description of each committee with current members and a list of Committee vacancies to the Faculty using College Faculty listserves and other communications as appropriate. Nominations shall be due within two weeks of the call.
3. *October – January.*
 - a. The Committee shall prepare ballots for Senate Standing Committees, except for the Administrator Evaluation Committee.
 - b. The Committee shall prepare slates of candidates for Senate Special Committees.
4. *January and ongoing.* The Committee shall hold elections for University Committees.
5. *January Senate Meeting.*
 - a. The President and Faculty Senate shall verify and approve (1) the ballots for Senate Standing Committees and (2) the slates for Senate Special Committees. The Faculty Senate may add names to ballots and slates at this meeting.
 - b. The Committee shall solicit from the Senate nominees for President-Elect from those Senators who shall remain on the Faculty Senate the following year.

- c. The Committee shall solicit from the Senate nominees for the Administrator Evaluation Committee from Senators who shall remain on the Faculty Senate the following year.
 - d. The Committee shall solicit from the Senate nominees for the Senate Steering Committee from Senators who shall remain on the Faculty Senate the following year.
6. *February.*
- a. The Faculty Senate shall hold elections for Senate Standing Committees (except for the Administrator Evaluation Committee).
 - b. The Committee shall prepare a ballot for the election of the President-Elect.
 - c. The Committee shall prepare a ballot for the election of the Senate Administrator Evaluation Committee.
 - d. The Committee shall prepare a ballot for the election of the Senate Steering Committee.
 - e. The Dean, in consultation with the President, shall appoint Faculty to Senate Special Committees from slates prepared by the Committee and approved by the Senate and from the Faculty at large.
7. *February Senate Meeting.* The President and the Faculty Senate shall verify and approve the new composition of Special Committees, except for the Promotion & Tenure Committee, whose composition shall be announced in the Committee Chair's annual report to the Faculty Senate at the last Senate meeting of the year. If the composition of a Special Committee is not approved, the Dean, in consultation with the President, shall revisit the composition of the Committee. The President shall announce the final composition of Senate Special Committees, except for the Promotion & Tenure Committee, to the Faculty.
8. *March Senate Meeting.* The President and the Faculty Senate shall verify and approve the new composition of Standing Committees and hold new elections if compositions are not approved. When elections are approved, the President shall announce election results to the Faculty.
9. *Last Senate Meeting of the Year.*
- a. The President shall oversee the election by secret ballot of the President-Elect, and the Faculty Senate shall approve the election. The President shall announce the election results to the Faculty.
 - b. The President shall oversee the election of the Senate Steering Committee, and the Faculty Senate shall approve the election. The President shall announce the election results to the Faculty.
 - c. The President shall oversee the election of the Administrator Evaluation Committee, and the Faculty Senate shall approve the election. The President shall announce the election results to the Faculty.
 - d. The Composition of the Promotion & Tenure Committee shall be announced in the Committee Chair's annual report to the Faculty Senate.

Appendix E: Scholarship Committee Operating Procedures

- A. *Meetings*. The Committee shall meet as often as necessary but at least twice a year.
- B. *Scholarships*. The Committee shall ensure that current information about all College scholarships is available on the College website.
- C. *Applications*. Applications for scholarships with deadlines for submission shall be available in the Office of Student Services.
- D. *Review Process*. The Committee shall review applications, vote to determine who shall receive scholarships, and make recommendations to the Associate Dean for Students, Curriculum, and Accreditation.

Appendix F: Awards Committee Operating Procedures

- A. *Meetings*. The Committee shall meet as often as necessary but at least twice year. At its first meeting, the Committee shall review procedural guidelines, selection procedures, and deadlines for awards in research, teaching, and service sponsored by the College of Education and the University of Georgia.
- B. *Awards*. The Committee shall ensure that current information about all College awards is available on the College website.
- C. *Procedures for College awards*. The Committee shall do the following:
 1. Establish award guidelines and criteria.
 2. Review nominations submitted for awards.
 3. Vote to approve or deny nominations submitted.
 4. Select winners from the pool of approved nominations.
- D. *Procedures for University awards*. The Committee shall do the following:
 1. Provide feedback to nominees for improving their dossiers.
 2. Vote on whether to forward nominations from the College to the appropriate University body.

Appendix G: Dispute Resolution Committee Operating Procedures

- A. *Meetings*. The Dean or the Dean's designee shall call the first meeting and charge the Committee. The Committee shall then elect a Chair who must hold the rank of Professor. Neither the Committee nor any of its Review Panels shall consider disputes at any time except during business days of Fall and Spring Semesters. Disputes begun one academic year and not resolved shall continue the following Fall Semester.
- B. *Confidentiality*. Committee members shall maintain strict confidentiality on all cases before the Committee.
- C. *Initial Procedures*.
 1. *Department-level Settlement*. Before the Committee shall accept a grievance for consideration, the involved parties shall attempt to reach a settlement at the Department level. This process shall be completed within 10 days.
 2. *University-level Mediation*. If the grievance is not resolved at the Department level, the Department Head shall determine whether concerned parties are willing to participate in the formal mediation process described in the University's

[Dispute Resolution Policy](#). The University's Mediation Coordinator may be contacted at any point during the dispute resolution process to discuss mediation. Mediation may be pursued independently of the procedures in Appendix F of these Bylaws and offers a number of options for dispute resolution. The Mediation Coordinator shall apprise the parties of these options and available assistance. Mediation shall be voluntary, and no party shall be required to participate in that process.

3. *Submission of Dispute to Committee.* Within 10 days of both failure to settle at the Department level and a decision not to mediate, either the Department Head or involved parties may submit the case to the Committee Chair for review. The request for review shall be in writing and shall include a specific statement and description of the grievance and a list of involved parties. The Committee Chair shall notify the Dean of all requests for review submitted to the Committee.

D. *Informal Committee Procedures for Resolution of Dispute*

1. Within 10 working days of receiving a written request for a review, the Committee shall meet and determine whether the grievance falls within its purview according to the University's [Dispute Resolution Policy](#). If it does, the Committee shall determine what information and documents are needed for deliberations, and involved parties may be asked to provide further information. If it does not, the Committee shall refer the parties to the appropriate University body.
2. After consideration of material provided, the Committee Chair or the Chair's designee shall meet with the parties involved in an informal last attempt to settle the dispute.
3. If this consultation fails and any party wishes to proceed, the Committee shall initiate formal procedures.

E. *Formal Committee Procedures for Resolution of Dispute*

1. Within 10 working days of receipt of a written request for formal procedures, the Committee Chair shall meet with and present all parties with a list of potential members of a Review Panel. The list, which shall exclude the Dean, Associate/Assistant Deans, Department Heads, and members of all parties' Departments, shall consist of 12 College of Education tenured faculty members randomly selected from a current list of Faculty provided by the Dean's office.
2. All parties shall alternately strike names one at a time in the presence of the Committee Chair from the list of 12 names until only 4 names remain. The complainant shall be the first to strike. The four faculty members whose names remain on the list are expected to serve on the Review Panel and make this service a high priority. The faculty members whose names are fifth, sixth, seventh, and eighth on the list shall serve as alternates.
3. Immediately after the Review Panel is formed, the Committee Chair shall appoint a Chair of the Review Panel who is not on the list of four and who is a tenured faculty member in the College. The Chair may not be a member of any of the parties' Departments and shall have the tie-breaking vote.
4. The Review Panel Chair shall schedule a meeting of the Review Panel within 10 days of its formation.

5. The Review Panel Chair shall notify all parties that they may request an appearance before the Review Panel at that meeting. The Review Panel may request the personal appearance of the principle parties or others as appropriate at that meeting.
6. The Review Panel shall hear all parties' statements if they request an appearance and shall hear the statements of others if they have been asked to appear.
7. The Review Panel may request further information and documentation before it deliberates.
8. If parties do not request appearances and if others have not been asked by the Review Panel to appear at that meeting, the Review Panel shall proceed to consider the dispute using verbal or written statements and other documentation provided.
9. With all deliberate speed, the Review Panel shall prepare a written report of its decision and send it to both the complainant and the Dean.
10. The Dean shall review the report and render a final decision that resolves the dispute.
11. Any party to the dispute, finding the Dean's decision unacceptable, may appeal to the University Council's Faculty Grievance Committee.

Appendix H: Graduate Faculty Appointment/Reappointment Committee Operating Procedures

1. *Categories of Faculty for Appointment and Reappointment.* The Committee shall consider two categories of Faculty for appointments and reappointment: (1) regularly appointed Faculty and (2) Adjunct Faculty. Regularly appointed Faculty are expected to meet the full criteria for appointment and reappointment to the Graduate Faculty described in the University's [Graduate Faculty Procedures](#): (1) scholarly competence, (2) intellectual leadership, and (3) experience and effectiveness with graduate education. Adjunct Faculty, whose primary employment is not with the University of Georgia and thus are not able to engage in regular teaching but whose service on graduate committees is valued by a Department, are expected to meet the first two criteria for appointment.
2. *Meetings.* The Dean or the Dean's designee shall call the first meeting of the Committee to elect a Chair and review procedures.
3. *Routing and Format of Applications.* See the University's [Graduate Faculty Procedures](#) for the format of the application and the routing process to be followed in these procedures. College deadlines precede Graduate School deadlines so that the College Committee can review applications. Eight copies of the application package (materials stapled together, not in binders, with the departmental cover letter on top) shall be submitted to the College Committee.
4. *Department Vote.* Faculty members applying for appointment or reappointment to the Graduate Faculty of the University shall submit an application to their Department Head. Graduate Faculty in the Department shall review, evaluate, and vote on each application. After the vote, the Department Head shall send the Dean a written recommendation that includes the number of positive and negative votes and the number of abstentions for the application.

5. *COE Committee Review and Recommendation.* The Committee shall review and evaluate applications and Department recommendations and make recommendations to the Dean based on the three categories of qualifications for Graduate Faculty membership described in the Graduate Faculty Procedures: (1) scholarly competence, (2) intellectual leadership, and (3) experience and effectiveness with graduate education. The Committee's recommendation to the Dean shall include the number of positive and negative votes and the number of abstentions for the application.
6. *Dean's Recommendation to the Graduate School.* If the recommendation of the Committee is positive, the Dean shall notify the Department Head and send to the Graduate School the application package with the Committee's and the Dean's letters of recommendation. If the decision is negative, the application shall not be forwarded.
7. *Reconsiderations and Appeals.* Reconsideration and appeal processes are described in the [Graduate Faculty Procedures](#).
8. *Graduate Faculty Status for Adjunct Faculty.* The Committee shall consider two categories of appointments and reappointments. All regularly appointed Faculty are expected to meet the full criteria for appointment to the Graduate Faculty: active and productive scholarly activity, intellectual leadership, and effective graduate teaching. Departmental adjunct faculty (those whose primary employment is not by The University of Georgia) who, by their status, are not able to engage in regular teaching but whose service on graduate committees is valued by a Department, are expected to meet the first two criteria for appointment: active and productive scholarly activity, and intellectual leadership.

Appendix I: Promotion and Tenure Committee Operating Procedures

- A. *Meetings.* The Dean or the Dean's designee shall call the first meeting and charge the Committee. The Committee shall then elect a Chair who must hold the rank of Professor.
- B. *Responsibilities.* The Promotion and Tenure Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it considers faculty applications for promotion and tenure and makes recommendations to the Dean according to the University of Georgia's *Guidelines for Appointment, Promotion and Tenure*. This Committee's work is brief but intense and, since it has a significant affect on the careers of Faculty, shall have a high priority.

Revised and approved by COE Faculty October 2005.

Revised and approved by COE Faculty May 2007.