

## **STATUTES OF COLUMBUS STATE UNIVERSITY**

These Statutes are expressly subject to the policies of the Board of Regents and any provision of these Statutes which may be in conflict therewith shall be null and void. The Board of Regents retains the power to modify, amend, or appeal these Statutes in any respect.

### **ARTICLE I. THE INSTITUTION**

Columbus State University is a senior unit of the University System of Georgia, authorized to offer certificate programs, associate, baccalaureate, master's, specialist, and doctorates in areas of study as specified by the Board of Regents of the University System. These degrees and areas of study are described in the current catalogue. The function and mission of the University is determined by the Board of Regents, and any change in institutional function and mission must be approved by the Board. Institutional function determines the scope of activity of the institution over a considerable period of time and is broadly outline in the [BOR Policy Manual Section 2.10](#).

### **ARTICLE II. THE PRESIDENT**

#### **Section 1.**

The policies of the Board of Regent regarding the selection, performance assessment, reappointment and removal for cause of a president are outlined in the [BOR Policy Manual Sections 2.4.4 – 2.4.4](#).

#### **Section 2.**

The president of Columbus State University shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution. The president shall be responsible to the Chancellor for the operation and management of the institution, and for the execution of all directives of the Board and the Chancellor. The president's discretionary powers shall be broad enough to enable him/her to discharge these responsibilities ([BOR Policy Manual Section 2.5.1](#)).

The president shall be the ex-officio chair of the faculty and may preside at meetings of the faculty. The president and/or the president's designee shall be a member of all faculties and other academic bodies within the institution. He/she shall decide all questions of jurisdiction, not otherwise defined by the Chancellor, of the several councils, faculties, and officers.

The president shall have the right to call meetings of any council, faculty, or committee at Columbus State University at any time. The president shall have the power to veto any act of any council, faculty, or committee of his/her institution but, in doing so, shall transmit to the proper officer a written

statement of the reason for such veto. A copy of each veto statement shall be transmitted to the Chancellor.

The president shall be the official medium of communication between the faculty and the Chancellor and between the faculty senate, or any such body and the Chancellor ([BOR Policy Manual Section 2.5.2](#)).

The president shall be responsible for the initial appointment of faculty members and administrative employees of the institution, the salary and all promotions of each, and be authorized to make all reappointments of faculty members and administrative employees, except as otherwise specified in the BOR Policy Manual.

The president has the right and authority to grant leaves of absence for up to one (1) year for members of the faculty for study at other institutions or for such reasons as the president may deem proper.

He/she shall make such reports as required from time to time to the Board, through the Chancellor or his/her designee, of the condition of the institution under his/her leadership.

The president or his/her designee, is authorized to accept on behalf of the Board the resignation of any employee of his/her institution ([BOR Policy Manual Section 2.5.3](#)).

The president or the president's designee, shall have the authority to execute, accept, or deliver, on behalf of the Board, the following types of research agreements, settlement agreements, service agreements, and reciprocal emergency law enforcement agreements affecting Columbus State University in accordance with BOR Policy Manual section 2.5.4.

The president is authorized to develop the organizational structure required to effectively manage their institution. Changes involving the addition, deletion, or substantive name change of a unit reporting directly to the president will be reported to the Chancellor at least two (2) weeks prior to the effective date of the change. The presidents are authorized to approve all other organizational changes (BOR Policy Manual section 2.7).

### **Section 3.**

In the temporary absence of the President, the Provost/Vice President for Academic Affairs has University-wide responsibility. In the event of a prolonged disability, resignation, or other extended absence of the President, the Chancellor of the University System shall appoint an Acting President.

## **ARTICLE III. ACADEMIC ADMINISTRATIVE OFFICERS**

### **Section 1.**

The academic administrative officers shall be the Provost/Vice President for Academic Affairs, Associate Vice Presidents for Academic Affairs, the Deans of Colleges, the Dean of the libraries, , the Chairs of Departments, and any other academic officials in the areas of instruction and research. All such officers shall not hold tenure in their administrative positions as officers. They may hold tenure on the teaching Faculty. Administrative officers shall be appointed by the President and shall hold office at the pleasure of the President.

## **Section 2.**

**Provost/Vice President for Academic Affairs:** The Vice President for Academic Affairs shall be a member of the University Faculty and an ex officio member of the Faculty Senate. Reporting to the President, the Provost/Vice President for Academic Affairs shall be responsible for the leadership and direction of the academic programs.

The Provost/Vice President for Academic Affairs shall be appointed by the President. When the occasion arises for the appointment of a new Provost/Vice President for Academic Affairs, a search and screen committee will be formed. The faculty of the institution shall be consulted and asked to nominate persons to serve on the search and screen committee. Each College shall elect three faculty nominees for the committee, and the Library shall elect two faculty nominees; comprising a pool of fourteen nominees. The majority of the search and screen committee shall be appointed from this nominated pool and the majority shall be composed of faculty. The President shall appoint the committee. The chair of the search and screen committee shall be a tenured faculty member and shall be appointed by the President. The Faculty and general administrative officers shall have an opportunity to participate in the selection process and to express their opinions and preferences of candidates for the new appointment.

## **Section 3.**

**Deans of Colleges:** The responsibilities of the Dean of each College shall include coordination of the academic programs and instructional activities of the College; recommendation to the Provost/Vice President for Academic Affairs for the appointment, reappointment, promotion and tenure, and dismissal of faculty members after consultation with appropriate faculty committees; and preparation of budget requests following consultation with the Faculty of the College. The Dean shall report directly to the Provost/Vice President for Academic Affairs.

When the occasion arises for the appointment of a new Dean a search and screen committee shall be formed composed in the majority of representative faculty members from that College. Prior to the formation of a search and screen committee, the Provost/Vice President for Academic Affairs shall consult with the Faculty of the College regarding appropriate representation on the committee. Faculty of the College shall be asked to nominate persons to serve on the search and screen committee. College faculty shall elect a minimum of ten faculty nominees for the committee. The majority of the search and screen committee shall be appointed from this nominated pool and the majority shall be composed of

College faculty. The Provost/Vice President for Academic Affairs shall appoint the committee. The chair of the search and screen committee shall be a tenured College faculty member, and shall be appointed by the Provost/Vice President for Academic Affairs.

#### **Section 4.**

**Dean of Libraries:** The responsibilities of the Dean of Libraries shall include development of the Library's collection and coordination of information services and bibliographic instructional activities; recommendation to the Provost/ Vice President for Academic Affairs for the appointment, reappointment, promotion and tenure, and dismissal of Library faculty members after consultation with appropriate faculty committees; and preparation of budget requests following consultation with the Library Faculty. The Dean of Libraries shall report directly to the Provost/Vice President for Academic Affairs.

When the occasion arises for the appointment of a new Dean a search and screen committee shall be formed. The President shall act upon the recommendation of the Provost/Vice President for Academic Affairs who shall make a recommendation after consultation with a search and screen committee composed in the majority of representative faculty members. Prior to the appointment of a search and screen committee, the Vice President for Academic Affairs shall consult with the Faculty of the Library regarding appropriate representation on the committee. Faculty of the Library shall be asked to nominate persons to serve on the search and screen committee. The majority of the committee shall be composed of Library faculty.

The Provost/Vice President for Academic Affairs shall appoint the committee. The chair of the search and screen committee shall be a Library faculty member, and shall be appointed by the Vice President for Academic Affairs.

#### **Section 5.**

**Department Chairs:** Department Chairs provide academic and fiscal leadership for their departments. Department Chairs shall report to their respective Dean. Department chairs serve at the pleasure of the dean and are not tenured in their role as a chair.

The Provost/Vice President for Academic Affairs shall appoint Department Chairs. When the occasion arises for the appointment of a new Department Chair, a search and screen committee composed in the majority of full-time teaching faculty from that Department shall be formed to make recommendations to the appropriate Dean. Prior to the appointment of a search and screen committee, the Dean shall consult with the faculty of the Department regarding appropriate representation on the committee. Faculty of the Department shall be asked to nominate persons to serve on the search and screen committee. Departmental faculty shall elect faculty nominees for the committee. The majority of the search and screen committee shall be appointed from this nominated pool and the majority shall be composed of faculty of the Department. The appropriate Dean shall appoint the committee. The chair of

the search and screen committee shall be a tenured departmental faculty member, and shall be appointed by the appropriate Dean.

#### **ARTICLE IV. GENERAL ADMINISTRATIVE OFFICERS**

##### **Section 1.**

The officers of general administration shall include the President and the Vice Presidents. The President shall appoint additional administrative officers as the need arises.

General administrative officers shall not hold tenure in their positions as officers; they may, however, hold tenure on the teaching Faculty.

##### **Section 2.**

When the occasion arises for the appointment of a general administrative officer, the President shall consider the opinions and preferences of the Faculty and general administrative officers prior to recommending an appointment to the Board of Regents.

#### **ARTICLE V. FACULTY MEMBERS AND ADMINISTRATIVE OFFICERS**

##### **Section 1.**

###### **Faculty Membership**

The faculty shall consist of the CORPS OF INSTRUCTION and the ADMINISTRATIVE OFFICERS ([BOR Policy Manual Section 3.2.1](#))

###### **Corps of Instruction**

Full-time professors, associate professors, assistant professors, instructors, lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty ([BOR Policy Manual Section 3.2.1.1](#))

###### **Administrative Officers**

A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts appointment to an administrative office shall retain his academic rank and rights of tenure as an ex officio member of the Corps of Instruction but shall have no rights of tenure in the administrative

office to which he has been appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty member when he or she ceases to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. Administrative officers shall be appointed by the president with the approval of the Board of Regents and shall hold office at the pleasure of the president ([BOR Policy Manual Section 3.2.1.2](#) )

### **Other Faculty Members**

In addition to the Corps of Instruction, the faculty will include the president, administrative and academic deans, registrar, librarian, chief fiscal officer, and such other full-time administrative officers as the statutes of the institution may designate as having ex officio faculty status.

Each institution is required to file with the office of the Board of Regents a list of administrative officers that have faculty status (by office, not by name of individual). ([BOR Policy Manual Section 3.2.1.3](#))

## **Section 2.**

### **Equal Employment Opportunity**

No person shall, on the ground of race, color, sex, religion, creed, national origin, age, status as a disabled veteran or veteran of the Vietnam era, or handicap be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Board of Regents of the University System of Georgia or this institution ([BOR Policy Manual Section 8.2.1](#))

## **Section 3.**

Faculty Appointment, Notice of Employment and Resignation

### **A. Appointment**

Minimum employment qualifications are established by the University System of all institutions designated as State Universities ([BOR Policy Manual Section 8.3.1](#))

### **B. Notice of Employment and Resignation**

#### **1. Tenured**

All tenured faculty members employed under written contract for the fiscal or academic year shall give

at least sixty (60) days written notice of their intention to resign to the president of the institution or to his/her authorized representative. ([BOR Policy Manual Section 8.3.4.1](#))

## 2. Non-Tenured

a. All non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor), are employed under written contract, and who served full-time for the entire previous year have the presumption of renewal of the next academic year unless notified in writing, by the president of an institution or his/her authorized representative, of the intent not to renew. Such written notice shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered. ([BOR Minutes Section 8.3.4.2](#))

b. Notice of intention to renew or not to renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:

- at least three months before the date of termination of an initial one-year contract;
- at least six months before the date of termination of a second one-year contract;
- at least nine months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments.

c. Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract. ([BOR Policy Manual Section 8.3.4.2](#))

## C. Employment of Relatives

The basic criteria for the appointment and promotion of faculty at Columbus State University shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by a family or marriage shall constitute neither an advantage or a disadvantage.

No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management.

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

The above conditions will not apply to:

- temporary or part-time employment of children under age 25;
- any individual employed as of February 14, 1990, at any institution where a relative of such individual then holds a superior position at least one level of supervision removed from such individual in any line of authority; or

exceptions approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the University and the University System ([BOR Policy Manual Section 8.2.3](#))

## **Section 4.**

### **Tenure**

#### **A. General**

The employment of tenured Faculty shall be permanent. The responsibility of Columbus State University shall be to provide continuous employment of a tenured individual on a 100% work load basis for two (2) out of every three (3) consecutive academic terms until the individual's retirement, resignation, dismissal for cause, or release because of financial exigency or program modification as determined by the Board of Regents ([BOR Policy Manual section 8.3.7.1](#)).

#### **B. Eligibility**

Only assistant professors, associate professors, and professors who are normally employed full-time (as defined by Regents' policies) and who are appointed in tenure track positions are eligible for tenure. The initial evaluation of a faculty member and recommendation for the award of tenure shall be the responsibility of the faculty member's Department or College. Each Department or College shall devise appropriate procedures for such evaluation. Faculty members with adjunct appointments shall not acquire tenure ([BOR Policy Manual section 8.3.7.1](#)).

#### **C. Criteria for Tenure**

Tenure resides at the institutional level. Only assistant professors, associate professors and professors who are normally employed full-time (i.e. 100% work load basis for two out of three consecutive academic terms) by Columbus State University are eligible for tenure. Faculty members with adjunct appointments shall not acquire tenure. The award of tenure is limited to the above ranks and shall not be construed to include honorific appointments.

The minimum criteria for tenure, including time in rank requirements, are set forth in policies of the Board of Regents of the University System of Georgia ([Section 8.3.7.3](#)) and in the Columbus State University Faculty Handbook (Section 106.4) and the departmental standards of excellence.



1. Ordinarily the doctorate or appropriate terminal degree in the field or discipline is required. In some fields the master's degree with professional certification and substantial experience may, for this purpose, be allowed to substitute for the terminal degree.
2. Superior teaching demonstrating excellence in instruction.
3. Outstanding service to the institution, profession or community.
4. Significant professional growth and development.
5. Academic achievement as appropriate to the mission.

Possession of the foregoing qualifications per se does not entitle an individual to be awarded tenure. In tenure decisions, present and anticipated staffing needs of the Department, College and University shall be fully considered. Since the tenure decision involves factors which extend beyond determination of the competence, performance, and promise of the faculty member under review, the failure to award tenure does not necessarily imply an unfavorable evaluation of the faculty member.

#### D. Award of Tenure

1. Tenure may be awarded, upon recommendation by the president and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher. The five-year period must be continuous except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at Columbus State University. Such credit for prior service shall be defined in writing by the president and approved by the Board of Regents at the time of the initial appointment at the rank of assistant professor or higher.

In exceptional cases, the President may approve an outstanding, distinguished senior faculty member tenure upon initial appointment in cases where the faculty member was a tenured associate or full professor at their prior institution and brings a demonstrably national reputation to the institution. For an administrative appointment, the award of tenure must be approved by the chancellor. ([BOR Policy Section 8.3.7.4](#))

2. The maximum time that may be served at the rank of full-time instructor, assistant professor or above without the award of tenure shall be seven years (except in the case of a suspension due to a leave of absence. However a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in any combination of full-time instructional appointments (instructor, or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if tenure is not approved by the President.

3. Tenure or probationary credit toward tenure is lost upon:

- 1) resignation from Columbus State University, or
- 2) written resignation from a tenured position in order to take a non-tenured position, or
- 3) written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

4. Administrative personnel holding academic rank shall be considered for tenure under the same time frame and criteria as teaching faculty and should include the teaching of at least six courses within the 24-month period prior to consideration.

5. Faculty members at Columbus State University will not be considered for promotion and/or tenure while on annual leave, either with or without pay.

6. Upon approval of the award of tenure to an individual by the president, that individual shall be notified in writing by the president with a copy of the notification forwarded to the Executive Vice Chancellor and Chief Academic Officer. ([BOR Policy Manual section 8.3.7.5](#))

#### **Section 5. Non-Tenure Track Personnel**

Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designated for submission to and approval by the Chancellor. Subsequent requests for such designations submitted during the budget year must also be approved by the Chancellor. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the President.

Non-tenure track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career and public service programs or programs which are anticipated to have a limited lifespan or which are funded, fully or partially, through non-System sources. There shall be no maximum time limitation for service in positions in this category.

The following provisions shall apply to all non-tenure track professional personnel:

A. Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.

B. Probationary credit toward tenure shall not be awarded for service in non-tenure track positions, except for lecturers and senior lecturers.

C. Notice of intention to renew or not to renew contracts of non-tenure track personnel who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall follow the

schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel.

D. Individuals employed in non-tenure track positions may apply, on an equal basis with other candidates for tenure track positions which may become available.

The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only ([BOR Policy Manual section 8.3.8](#)).

### **Full-time Lecturers and Senior Lecturers**

To carry out special instructional functions such as basic skills instruction, Columbus State may appoint instructional staff members to the position of lecturer. Lecturers are not eligible for tenure and reappointment after six (6) consecutive years of service is permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value. Not more than 20% of the FTE corps of primary undergraduate instruction may be lecturers or senior lecturers. ([BOR Policy Manual section 8.3.8.1](#))

Lecturers may be promoted to senior lecturer after six years based on clearly stated promotion criteria with approval of the President. Senior lecturers are not eligible for tenure.

### **Academic Professionals and Senior Academic Professionals**

With the approval of the chancellor, the President may establish such non-tenure track positions that may require an academic background similar to a faculty member but distinctly different from professorial positions. Such position may include research associates, engineers, technologists, managers of instructional labs, academic program managers, academic advisors or counselors or curriculum developers.

The following stipulations apply:

- 1) The position requires the appropriate terminal degree or demonstrably successful experience approved by the President
- 2) Teaching and research must be less than 50% of total assigned duties
- 3) The position is non-tenure track and not eligible for probationary credit

## **Section 6. Dismissal of Faculty Members for Cause and Requirements for Due Process**

### **A. Cause for Dismissal**

The President may at any time remove any faculty member with tenure, or a non-tenured faculty member before the end of the term specified in the faculty member's contract for any of the following reasons provided that Columbus State University has complied with the procedural due process requirements detailed in these statutes:

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment--or prior thereto if the conviction or admission of guilt was willfully concealed;
2. Professional incompetence, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;
3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member's performance of duty or his responsibilities to the institution or to his profession;
4. Conviction or admission of guilt in a court proceeding of any criminal drug offense;
5. Physical or mental incompetence as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;
6. False swearing with respect to official documents filed with the institution;
7. Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity;
8. Cause shall include willful or intentional violation of the Policies of the Board of Regents or the approved Statutes of the institution.

## **B. Procedures for the Dismissal of Faculty Members**

### 1. General

These procedures shall apply only to the dismissal of a faculty member with tenure, or a non-tenured faculty member before the end of the term specified in the faculty member's contract.

Whenever the words "President" or "Administration" are used in these procedures, they shall be construed to include the designated representative of the President.

### 2. Preliminary Procedures

The dismissal of a tenured faculty member or a non-tenured faculty member during the contract term shall be preceded by:

- a. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.

b. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken. Its advisory opinion shall not be binding upon the President.

c. A letter to the faculty member forewarning termination for cause and informing the faculty member that a statement of charges will be forwarded upon request. The faculty member may also request a formal hearing on the charges before the Hearing Committee. Failure to request charges or a hearing within sixty days shall constitute a waiver of the right to a hearing.

d. A statement of charges, if requested by the faculty member, framed with reasonable particularity by the President or the President's designated representative. Along with the charges, the faculty member shall be advised of the names of the witnesses to be used against him or her together with the nature of their expected testimony.

### 3. The Hearing Committee

a. A dismissal as defined above shall be preceded by a statement of charges or causes (grounds for dismissal) if so requested, including a statement that the faculty member concerned shall have the right to be heard by a Faculty Hearing Committee.

b. The Hearing Committee shall consist of not less than three or more than five impartial faculty members appointed by the Executive Committee of the Faculty Senate of Columbus State University, from among the members of the entire Faculty (as defined by the Policies of the Board of Regents) of Columbus State University.

c. Members of the Hearing Committee may serve concurrently on other committees of the faculty. The Hearing Committee will meet as a body when it is called into session by the Chairman of the body which selected them either at the Chairman's discretion or upon the request of the President or the faculty member who is subject to dismissal.

d. When the Hearing Committee is called into session, it shall elect a chair from among its membership. A member should remove himself/ herself from the case, either at the request of a party or on his/her own initiative if he/she deems himself/ herself disqualified for bias or interest. Each party shall have a maximum of two challenges without stated cause provided, however, that all challenges, with or without cause, shall be made in writing and filed with the chair of the Hearing Committee at least five days in advance of the date set for the hearing. The chair shall have the authority to decide whether a member of the committee is disqualified for cause. If the chair determines that a member is so disqualified or if a committee member removes himself/ herself from a case, the replacement shall be made in the same manner as the original committee was selected. If the chair is thus removed, the committee shall elect a new chair after committee replacements have been appointed. A minimum of three (3) members is required for any action to be taken.

### **C. Procedures for the Hearing, Dismissal, and Appeal**

In all instances where a hearing is requested, the following hearing procedures shall apply:

1. The faculty member will receive notice of the hearing, specific reasons or charges against the faculty member, and the names of the members of the Hearing Committee in writing at least twenty (20) days in advance of the date set for the hearing. At this point, the faculty member may waive the hearing but still request that the Hearing Committee evaluate all available evidence and make recommendation upon the evidence in the record.
2. The Hearing Committee, in consultation with the President and the faculty member, may exercise its judgment as to whether the hearing should be public or private.
3. During the proceedings the faculty member and the Administration shall be permitted to have an academic advisor and/or chosen counsel. The Hearing Committee will be permitted to have advisory counsel.
4. At the request of either party or the Chair of the Hearing Committee, a representative of a responsible education association shall be permitted to attend as an observer.
5. A tape recording or transcript of the proceedings shall be kept and made available to the faculty member and the Administration in the event an appeal is filed.
6. An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia.
7. The Hearing Committee may grant adjournments to enable either party to investigate evidence to which a valid claim of surprise is made.
8. The faculty member and the Administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence.
9. The faculty member and the Administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the committee determines that the interests of justice require the admission of a statement, the committee will identify the witness, disclose the statement and, if possible, provide for interrogatories.
10. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to admissibility of evidence or other legal matters shall be decided by the chair or presiding officer.

11. The findings of fact and the decision of the Hearing Committee will be based solely on the hearing record.

12. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by all participants in the hearing should be avoided until the proceedings have been completed, including consideration by the Board of Regents in the event an appeal is filed. The President and the faculty member will be notified in writing of the decision and recommendation, if any, of the Hearing Committee.

13. If the committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President does not approve the report, the President shall state the reasons in writing to the committee for response before rendering a final decision. If the committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The President may or may not follow the recommendations of the committee.

14. After complying with the foregoing procedures, the President shall send an official letter to the faculty member giving notification of retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered. The letter shall clearly state any charges which the President has found sustained and shall notify such person that an appeal may be made to the Board of Regents for review. The appeal shall be submitted in writing to the Chancellor within twenty (20) days following the decision of the President. It shall state the decision questioned and the redress desired. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon.

15. Upon dismissal by the President, the faculty member shall be suspended from employment without pay from the date of the final decision of the President. Should the faculty member be reinstated by action of the Board of Regents, compensation shall be from the date of suspension.

## **Section 7. Promotion of Faculty Members**

### **A. Criteria of Board of Regents ([BOR Policy Section 8.3.6](#))**

1. The criteria which shall be used for promotion shall include:

- Superior teaching.
- Outstanding service to the institution and/or the community.
- Outstanding research, scholarship, creative activity or academic achievement
- Professional growth and development.
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Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department

concerned setting forth the reasons for promotion. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted.

**B.** In addition to "A" above, promotion to a full professorship requires the earned doctorate or its equivalent in training, ability, or experience. Neither the possession of a doctorate, nor longevity of service is a guarantee PER SE of promotion

### **C. Criteria and Guidelines of Columbus State University**

In addition to the Board of Regents' Policy cited above Columbus State University has established the following criteria and guidelines for promotion:

1. Superior teaching as determined by peer and student evaluation and administrative review.
2. Outstanding service to the institution and/or the community
3. Academic achievement includes research, scholarly and/or artistic attainment, which may enhance teaching, as determined by peers and superiors
4. Professional growth and development includes contributions to the teaching profession, a scholarly discipline and the overall common educational process, as determined by peers and administrative reviews. One need not excel in all of the above, but superior teaching and either outstanding service to the institution or academic achievement or professional growth and development are required. Promotion to an associate of full professorship requires the earned doctorate or its equivalent in training, ability, or experience. Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.
5. In order to be eligible for consideration for promotion a faculty member must be in: the third year of service in rank for promotion from instructor to assistant professor; the fourth year of service in rank for promotion from assistant professor to associate professor; the fifth year of service in rank for promotion from associate professor to professor.

Procedures for promotion are outlined in the Columbus State University Faculty Handbook.

### **B. Review**

A faculty member with the rank of assistant professor who has not been promoted to professor in seven years, or one with the rank of associate professor who has not been promoted to professor in ten years, may exercise the right to have a review by the Faculty Senate.

### **Section 8. Evaluation of Faculty**

Each faculty member will be evaluated at least annually. The institution will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations. The evaluation procedures may also utilize a written system of peer evaluations, with emphasis placed on the faculty member's professional development. In those cases in



which a faculty member's primary responsibilities do not include teaching, the evaluation should focus on excellence in those areas (e.g., administration, research) where the individual's major responsibilities lie. Each faculty member will receive a written report of each evaluation and that the results of the evaluation will be reflected in the faculty member's annual salary recommendations. The individuals responsible for conducting performance evaluations will be appropriately trained to carry out such evaluations. ([BOR Policy Manual section 8.3.5.1](#))

### **Pre-tenure Review**

In-depth pre-tenure reviews of all faculty shall be conducted in their third year of progress toward tenure. The criteria established for promotion and tenure, emphasizing excellence in teaching, shall be used as the focus for these reviews. ([BOR Policy Manual section 8.3.5.1](#))

### **Post-tenure review**

Post-tenure reviews of all tenured faculty members shall be conducted. Each faculty member is to be reviewed five (5) years after the most recent promotion or personnel action, and reviews shall continue at five-year intervals unless interrupted by a further review for promotion.

Administrators who have tenure and who also have some teaching responsibilities will not be subject to post-tenure review as long as a majority of their duties are administrative in nature. At such time as an administrator may return full-time to the faculty, he/she will be placed into the post-tenure review cycle and will be evaluated under those guidelines as a faculty member in the fifth year following the return to the faculty and at subsequent five year intervals.

The president shall review and approve institutional post-tenure review policies, as well as any subsequent revisions.

Procedures for evaluation are outlined in the Columbus State University Faculty Handbook.

### **Section 9. Outside Activities**

An employee of the University System of Georgia should avoid actual or apparent conflict of interests between his or her University obligations and his or her outside activities. Columbus State University adheres to policies as established for all institutions within the University System of Georgia and as outlined in the [BOR Policy Manual Section 8.2.15](#).

### **Section 10. Faculty Meetings**

The Faculty shall meet at least twice a year, once in the fall semester and once in the spring semester. The faculty shall elect a secretary who shall keep a record of the proceedings (Article IV, Section A.3 of the Faculty Bylaws).

## **Section 11. Gratuities and Conflicts of Interest**

Columbus State University adheres to policies as established for all institutions within the University System of Georgia and as outlined in the [BOR Policy Manual Section 8.2.13](#)

## **ARTICLE VI. THE FACULTY SENATE**

### **Section 1.**

The Faculty Senate shall be the delegate assembly of the Faculty through which the Faculty normally exercises its advisory and legislative responsibilities. The Senate will elect from among its members and Executive Officer who will preside over its meetings.

### **Section 2.**

The Faculty Senate shall serve as a means of communication among the Faculty and between the Faculty and the Board of Regents through the President. The functions and responsibilities of the Senate are outlined in the Bylaws.

### **Section 3.**

The membership of the Senate shall consist of elected members and ex officio members.

#### **A. Ex Officio Members**

The ex-officio members of the Senate shall be the President, Provost/Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Development and the Vice President for Student Affairs.

#### **B. Elected Members**

All full-time members of the core of faculty are eligible for membership.

The Library and each academic College shall be allotted one Faculty Senator. In addition, each of these units shall be represented according to an elected delegate faculty member ratio where one additional member is allotted for a faculty up to seven members and then one for every 15 or major fraction thereof above seven. Subject to this apportionment, the Faculty of each College may designate departmental or other sub-college constituencies for Senate representation (Article VII, Section B, Columbus State University Faculty Organization: Bylaws).

## **ARTICLE VII. FACULTY COMMITTEES**

## **Section 1. Appointment of Committees**

The Faculty Senate Committee on Committees shall recommend to the Senate the formulation or dissolution of Faculty Standing Committees and the membership and chair of said committees. The committee's recommendation will be forwarded to the Provost/Vice President for Academic Affairs who appoints Faculty Standing Committees. These committee appointments begin fall semester and are for one year unless otherwise designated in the committee policies as approved by the Faculty Senate. A list of these committees and their composition shall be updated and published annually.

University-wide ad hoc committees may be appointed by the President of the institution or by the appropriate Vice President. These committees shall normally include at least one member from each of the Colleges. Members of the Library Faculty and Continuing Education shall be included on such committees when appropriate.

## **Section 3. Committee Chairs**

Prospective chairs of standing committees shall be consulted prior to appointment. The chair's duties are to initiate and formulate recommendations, to report them to the appropriate administrator and to the Senate, and during Spring Quarter to file an annual report of the committee's activities with the Senate Committee on Committees.

## **Section 4. Role of Faculty Standing Committees**

All standing committees are advisory in nature to the administration. They may be assigned policy-making duties by the Vice Presidents subject to the approval of the President. Recommendations and reports are made to the appropriate administrator(s); to the Faculty Senate Committee on Committees; and, as relevance requires, to the Faculty. Any faculty member may attend the meetings of standing committees in a non-voting capacity.

## **ARTICLE VIII. INTERPRETATION AND RIGHT OF APPEALS**

The Executive Committee of the Faculty Senate shall decide all questions of interpretation of these statutes.

## **ARTICLE IX. AMENDMENTS**

### **Section 1.**

Through the President, the University Faculty shall have the power to recommend to the Board of Regents any amendments to any part of the Statutes.

## **Section 2.**

The President of the institution or the Faculty shall recommend amendments to the Statutes of the University in the following manner:

1. The Faculty Senate shall serve to initiate and/or review proposals to amend the University statutes.
2. The Senate may propose amendments, or report its recommendations concerning proposals for amendments, at any regular meeting of the Faculty or at any special meeting called for the purpose of amending. The Senate shall submit all such proposals and recommendations in writing to the Faculty at least seven working days prior to the faculty meeting.
3. Proposed amendments must be adopted by a two-thirds majority of faculty members present, provided a majority of those eligible to vote shall be present at the time of the vote.
4. With a majority vote of the Faculty Senate proposed amendments can be voted on by an approved absentee ballot system.

## **Section 3.**

Policies tied directly to University System Policy will be modified without policy above as changes are adopted by the Board of Regents.

## **ARTICLE X. DISTRIBUTION OF STATUTES**

All administrative officers and members of the Faculty shall be provided with a copy of these statutes and of the subsequent modification thereto.