

# **STATUTES**

## **DALTON STATE COLLEGE**

**Revised August, 2009**

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## **ARTICLE I**

### **THE COLLEGE AND ITS GOVERNANCE**

#### **A. CHARTER AND LEGAL OBLIGATIONS**

Dalton State College, a unit of the University System of Georgia, was chartered by the Board of Regents in July, 1963. The only charter or legal obligations affecting the purpose and programs of the college are those responsibilities the institution has to the Board of Regents, the governing body of the University System of Georgia, which permits each college to determine within broad limits its own role as an educational institution. The Policies of the Board of Regents shall have precedence over the Statutes of Dalton State College herein adopted. In case of any divergence from or conflict with the official policies of the Board of Regents in these Statutes, the Policies of the Board of Regents shall prevail.

#### **B. STATEMENT OF PURPOSE**

Dalton State College is dedicated to providing broad access to quality higher education for the population of Northwest Georgia, thereby enhancing the region's economic vitality and quality of life. As an institution of the University System of Georgia, Dalton State College offers targeted bachelor's degrees, a full range of associate's degrees and career certificate programs, and a wide variety of public service and continuing education activities. The College's work is strengthened by partnerships between the College and Northwest Georgia businesses and industries, governments, and schools.

The mission of Dalton State College consists of the following core commitments:

- 1) selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and to creating an open, cooperative, technologically enhanced learning environment;
- 2) excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services;
- 3) public service through continuing education, economic development, and cultural activities that address the needs and improve the quality of life of the region;
- 4) continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment.

In fulfilling its mission, Dalton State College seeks to prepare and inspire its students to

be active members within their professions and communities. As Dalton State College looks to the future and its place in a competitive, global society, it seeks to build upon its strengths as one of the most academically respected, student-oriented, and community-centered institutions of its kind.

## C. ORGANIZATION

As herein detailed and as displayed in the Organizational Chart, the programs of Dalton State College are administered within the structure of an organization consisting of a President, Officers of General Administration, Deans of seven academic schools, Chairs of six academic departments, and Directors and Coordinators of academic and administrative support units, as follows:

1. President
2. Officers of General Administration
  - a. Vice President for Academic Affairs
  - b. Vice President for Enrollment and Student Services
  - c. Vice President for Fiscal Affairs
3. Deans
  - a. Dean, School of Business Administration
  - b. Dean, School of Education
  - c. Dean, School of Liberal Arts
  - d. Dean, School of Sciences and Mathematics
  - e. Dean, School of Nursing
  - f. Dean, School of Social Work
  - g. Dean, School of Technology
4. Department Chairs, Directors, and Coordinators
  - a. Chair, Department of Health Occupations
  - b. Chair, Department of Humanities
  - c. Chair, Department of Mathematics
  - d. Chair, Department of Natural Sciences
  - e. Chair, Department of Social Sciences
  - f. Chair, Department of Technical Studies
  - g. Coordinator of Learning Support
  - h. Coordinator of Physical Education
  - i. Director, Center for Continuing Education
  - j. Director, Derrell C. Roberts Library
  - k. Coordinator of Teaching and Learning
  - l. Coordinator of the First-Year Experience Program
  - m. Director, Bandy Heritage Center

## 5. Administrative/Support Directors

- a. Assistant Vice President for Academic Affairs
- b. Director, Institutional Research & Planning
- c. Director, Institutional Advancement
- d. Director, Public Relations
- e. Director, Admissions
- f. Director, Financial Aid
- g. Director, Computing and Information Systems
- h. Director, Academic Resources Center
- i. Director, Academic Advising Center
- j. Director, Student Activities
- k. Director, Residential Life and Judicial Affairs
- l. Director, Campus Recreation
- m. Director, Plant Operations
- n. Director, Public Safety
- o. Director, Human Resources

For the Faculty of the College, the administrative structure and chain of command shall be from Faculty to Chair to Dean (or in the absence of a Chair, from Faculty to Dean) to Vice President for Academic Affairs to the President. The President shall be the official channel of communication between the College and the Board of Regents.

## D. EDUCATIONAL PROGRAMS, DEGREES, AND CERTIFICATES

Dalton State College shall offer the educational programs and shall confer the degrees and certificates which are authorized by the Board of Regents. These programs, degrees, and certificates shall be described in each issue of the College catalog.

## **ARTICLE II**

### **THE PRESIDENT**

The President of Dalton State College 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 or his or her designee for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor. He or she shall be the ex officio chair of the faculty and shall preside at meetings of the faculty. The President shall be the official medium of communication between the faculty and the Chancellor or his or her designee.

The President shall approve the initial appointment of faculty members and administrative employees of each institution, the salary of each, and all promotions and tenure awards.

He or she shall be authorized to make all reappointments of faculty members and administrative employees, except as otherwise specified in this manual. The President shall have the right and authority to fill vacancies in the faculty and to grant leaves of absence to members of the faculty for study at other institutions or for such reasons as the Board of Regents may deem proper.

The President of Dalton State College, or his or her designee, is authorized to accept on the behalf of the Board the resignation of any employee of his or her institution. (BR Minutes, 1977-78, p. 123; 1982-83, p. 225)

The President of Dalton State College shall have the authority to execute and deliver, on behalf of the Board, the following types of research agreements, service agreements, and reciprocal emergency law enforcement agreements affecting his or her institution:

- A. Research or Service Agreements between institutions of the University System of Georgia and other agencies of state government or any political subdivision of the State of Georgia, whereby the institution concerned, for monetary compensation or other good and valuable consideration, agrees to perform certain institution-oriented research or other personal services for another state agency or political subdivision of the State of Georgia, within a time period of one year or less.
- B. Agreements between institutions of the University System of Georgia and hospitals or other organized medical facilities, both public and private, located within the State of Georgia, whereby the hospital or medical facility concerned agrees to provide clinical services to nursing and other students enrolled in nursing and allied health programs at the institution concerned. Said agreements shall be effective for one year with the option of renewal every three years as specified therein and shall be subject to cancellation by either party.
- C. Reciprocal emergency law enforcement agreements between institutions of the University System of Georgia and county and municipal authorities, as authorized by the Georgia Mutual Aid Act, as amended. (BR Minutes, 1993-94, pp. 63-64)

A signed or confirmed copy of each of said agreements shall be filed in the office of the Chancellor within ten days after execution by all parties and shall be reported by him or her to the Board of Regents as information items at the next succeeding meeting of the Board.

Agreements shall be prepared and executed on forms previously approved by the Attorney General, and if not, shall be subject to review and approval by the Attorney General.

The President shall be authorized by the Board of Regents to take or cause to be taken any and all such other and further action as in the judgment of such presidents may be

necessary, proper or convenient in order to carry out the intent of this policy. (BR Minutes, 1972-74, pp.69-71; 1977-78, pp. 167-168)

### **ARTICLE III**

#### **OFFICERS OF GENERAL ADMINISTRATION**

##### **A. THE OFFICERS OF GENERAL ADMINISTRATION**

The officers of general administration of Dalton State College are subject to the jurisdiction of the President and shall be the Vice President for Academic Affairs, Vice President for Enrollment and Student Services, and the Vice President for Fiscal Affairs.

##### **B. THE APPOINTMENT AND RIGHTS OF OFFICERS OF GENERAL ADMINISTRATION**

The officers of general administration shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President. An administrative officer shall not have rights of tenure in the administrative office. If an administrative officer has academic rank and rights of tenure in the Corps of Instruction, such administrative officer shall retain this academic rank and these rights of tenure. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership.

##### **C. THE ORGANIZATION OF OFFICERS OF GENERAL ADMINISTRATION**

1. The officers of general administration shall answer directly to the President, shall be members of the President's staff, and shall serve in an advisory capacity to the President.
2. The supervisory authority and official channels of communication among the officers of administration shall be indicated on the Organizational Chart of the College as published in these *Statutes*.

##### **D. THE RESPONSIBILITIES AND DUTIES OF OFFICERS OF GENERAL ADMINISTRATION**

1. Vice President for Academic Affairs

The Vice President for Academic Affairs is the chief academic officer of the College responsible directly to the President in whose absence the Vice President for Academic

Affairs acts as the chief executive officer of the College. The Vice President for Academic Affairs:

- a. Is the chief academic officer and an officer of general administration.
- b. Supervises the areas of instruction, advisement, and academic support, including the academic Schools/Departments and the Office of the Assistant Vice President for Academic Affairs, and coordinates those services with the other officers of general administration.
- c. Is responsible for the coordination of the work of the academic Schools of the College, the Division of Continuing Education, and the Library.
- d. Studies the needs of the academic Schools, the Division of Continuing Education, the Library, and the Bandy Heritage Center and is responsible for the budgets of these units and academic support services.
- e. Is the chief administrator of academic regulations and requirements as set forth in the College catalog.
- f. Is empowered to make exceptions, after consultation with the President and appropriate persons or committees concerned, to the academic regulations and requirements as seem to be in the best interest of the student and/or the College.
- g. Studies ways and means by which the quality of instruction may be assessed and improved and makes recommendations to the President, to the College faculty through appropriate committees, and to the faculty of the several Schools toward this end.
- h. Recommends to the President the appointment, reappointment, nonrenewal, dismissal, placement, rank, promotion, tenure, and salary increases of personnel in the academic Schools, the Division of Continuing Education, the Library, the Bandy Heritage Center, and academic support areas, and is responsible for their professional development and welfare. The recommendations shall be made in consultation with the Deans and appropriate Directors.
- i. Maintains detailed records for all faculty members reflecting their training, experience, publications, special achievements, honors and distinctions, membership in learned societies, and academic progress.
- j. Receives reports from the School Deans, the Library Director, the Coordinator of Learning Support, the Director of Continuing Education, the Director of the Bandy Heritage Center and the Assistant Vice President for Academic Affairs on the

performance, accomplishments, and needs of their units and includes this information in an annual report to the President.

- k. Serves as the Affirmative Action/Equal Opportunity and Americans with Disabilities Act compliance officer for the College.

## 2. Vice President for Enrollment and Student Services

The Vice President for Enrollment and Student Services reports directly to the President and is the administrative officer responsible for the implementation of all phases of student enrollment and student affairs functions. These functions include admission, registration, student records, financial aid, computing operations, counseling and testing, student organizations, and student conduct.

The Vice President for Enrollment and Student Services:

- a. Supervises the maintenance of a system of cumulative student records including information concerning admissions and academic achievement, and furnishes on written request transcripts of student records to authorized persons in accordance with College policies and the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380).
- b. Supervises an effective system of communications and recruitment with secondary schools and other constituent groups and individuals in the service area of the College and coordinates the marketing plan of the College.
- c. Supervises the development of the catalog of the College and other promotional publications used by this office for the dissemination of information concerning admission to the College and its academic offerings.
- d. Insures that registration procedures are designed and coordinated to serve the best interests of the students and faculty.
- e. Cooperates with the Vice President for Academic Affairs and the Deans of the academic Schools in the preparation of a schedule of classes and prepares the master schedule for publication.
- f. Supervises the work of the Academic Advising Center.
- g. Insures that data concerning students required by the Board of Regents, U.S. Office of Education, and other state and national agencies is recorded, tabulated, and reported.

- h. Is responsible for a final checkout for students who make application for graduation and for presenting a list of students who have completed all requirements for graduation to the faculty for their approval.
- i. Administers the program of financial aid and veterans' services according to the policies of the U.S. Department of Education and the Board of Regents and maintains all records related to the financial aid and veterans' services program.
- j. Supervises the College's computing operations.
- k. Is responsible for providing leadership in the development, coordination, implementation and evaluation of educational programs and services including:
  - (1) Counseling and Career Development
  - (2) Student Activities
  - (3) Placement
  - (4) Code of Conduct - Regulations - Disciplinary Procedures
  - (5) Residential Life
- l. Facilitates student affairs development.
- m. Assists in the development and implementation of the Student Orientation Program.
- n. Provides oversight for administering the System's placement examinations, the local Scholastic Aptitude Test, and the Regents' Testing Program, among others.

### 3. Vice President for Fiscal Affairs

The Vice President for Fiscal Affairs is the chief business officer of the College and is directly responsible to the President. The Vice President for Fiscal Affairs:

- a. Plans, organizes, and administers the business affairs of the college and is responsible for all funds, securities, and physical properties of the College.
- b. Assists the President in the preparation of the annual budget for presentation to the Board of Regents; is responsible for the administration of the approved budget in accord with policies and procedures of the Board of Regents and the College; prepares budget amendments as needed for approval by the President and the Board of Regents; and provides periodic budget status reports to budget heads.
- c. Supervises and is responsible for the collection, accounting, and disbursement of all institutional funds; prepares and preserves the proper financial records; and

- prepares financial reports as required.
- d. Supervises the operations of all College auxiliary enterprises, seeking continually to achieve efficient business management and provide for the welfare of the students.
  - e. Supervises the work of the Office of Human Resources
  - f. Supervises building, rehabilitation, maintenance, and operation of the physical plant of the College.
  - g. Maintains adequate files of all deeds, titles, contracts, leases, and other agreements of a financial or legal nature.
  - h. Is responsible for the safety and security of the College including protection from fire, theft, vandalism, and the destruction of College property; the safety of all personnel on the College campus; and the enforcement of all College rules and regulations pertaining to safety and security.
  - i. Supervises all purchasing, inventorying, and storing of all College supplies and equipment in accord with the regulations of the State Purchasing Department, the Board of Regents, and the College.
  - j. Supervises the telephone services of the College.
  - k. Maintains personnel records of all College employees including contracts for academic personnel, loyalty oaths, financial records, dates of employment, vacations, leaves, insurance records; and is responsible for securing a completed security questionnaire on all employees.
  - l. Develops and supervises a classified personnel program for the College; approves all applicants recommended for classified positions before they may be considered for employment at the College; recommends to the President the appointment of all personnel in the jurisdiction of this office for positions that involve supervisory or administrative functions; and approves the employment of all other personnel in this jurisdiction upon the recommendation of the appropriate supervisors.
  - m. Approves all College publications or parts of publications that contain information concerning the business affairs of the College.
  - n. Advises the President of all business affairs of the College, provides information on the financial status of the College, recommends ways to improve the business

operations of the College, keeping the President informed on the rules and regulations of the Board of Regents and other state and federal agencies affecting the fiscal operation of the College.

- o. Is responsible for all financial audits conducted by the Board of Regents, State Department of Audits, and any other state or federal agency.

## **ARTICLE IV**

### **OTHER MEMBERS OF THE PRESIDENT'S STAFF**

#### A. The Director of Public Relations

The Director of Public Relations is the chief public information officer of the College and reports directly to the President. The Director of Public Relations is responsible for all marketing, advertising, and media relations activities and for the budget related thereto.

The Director of Public Relations:

- a. Supervises the activities of the Public Relations Office.
- b. Oversees the production of advertising for College credit programs, using varying types of newspaper, magazine, television, radio, and outdoor (billboard) advertising.
- c. Prepares, writes, and submits news releases, public service announcements, and feature story briefs to the appropriate area media outlets.
- d. Maintains working relationships with members of the local media, sales representatives, graphic designers, printers, and other service providers.
- e. Promotes the Fine Arts and Lecture Series events and other public events.
- f. Oversees the production of external and internal publications, including the *Connections* and the *Quill*.
- g. Oversees the writing and production of individual program brochures, flyers, and other publications for distribution off campus.
- h. Proofreads materials produced by Continuing Education and other departments for distribution off campus.

- i. Co-chairs the College's Marketing Committee.

## B. The Director of Institutional Advancement

The Director of Institutional Advancement is the administrative officer of the College responsible for coordinating the activities of the Dalton State College Foundation, Inc., and the Dalton State College Alumni Association. The Director of Institutional Advancement reports directly to the President.

The Director of Institutional Advancement:

- a. Serves as the administrator of the Dalton State College Foundation under the supervision of the president.
- b. Serves as Treasurer of the Foundation, keeping the financial records and managing deposits and disbursements.
- c. Organizes and carries out the fund-raising activities of the Foundation in cooperation with the Executive Committee.
- d. Maintains and expands the current and potential donor database in order to continuously enlarge the number of individuals and companies donating to the Foundation.
- e. Makes personal contact with current and potential donors.
- f. Conducts new trustee orientations and organize other special activities related to the Foundation.
- g. Serves as the administrator of the Dalton State College Alumni Association under the supervision of the president.
- h. Organizes and carries out the activities of the Alumni Association, including fund-raising efforts.
- i. Maintains and expands the Alumni Association database.
- j. Publishes an Alumni newsletter at least twice per year.
- k. Organizes and carries out special Alumni Activities on campus and throughout the service area.

- l. Maintains an Alumni home page on the Internet and create additional visibility as the opportunity permits.

### C. The Director of Institutional Research and Planning

The Director of Institutional Research and Planning is responsible for coordinating the College's institutional research, planning, and institutional effectiveness programs. The Director of Institutional Research and Planning reports directly to the president.

The Director of Institutional Research and Planning:

- a. Coordinates the College-wide strategic planning process and monitors and assesses implementation plan results.
- b. Participates as key member and assists in providing information for the activities of the Strategic Planning Committee, and serves as liaison between the administration and the Strategic Planning Committee.
- c. Develops/Identifies and monitors the status of Key Performance Indicators, and using those indicators, measures progress toward achievement of institutional goals and strategic directions.
- d. Oversees the continuous development and implementation of the Institutional Effectiveness Plan by which the College measures improvement and holds itself accountable to its constituents.
- e. Assists with implementation of student learning outcomes assessment plans for the College's general education program and its academic majors.
- f. Assists academic and administrative units in the development of Outcomes Assessment Plans and monitors measures of progress towards academic goal attainment and administrative objectives.
- g. Coordinates the general education (CAAP) and selected major field (ETS) testing programs.
- h. Provides the College's overall coordination of the University System's benchmarking and peer institution comparative studies.
- i. Develops and manages a College-wide data warehousing and institutional database that will support current and future assessment and self-studies, and enable the measurement of institutional progress over time.

## **ARTICLE V**

### **DEANS, DEPARTMENT CHAIRS AND DIRECTORS**

- A. The Deans are the administrative officers of their respective Schools and are directly responsible to the Vice President for Academic Affairs. They are appointed by the President upon the recommendation of the Vice President for Academic Affairs and hold office at the pleasure of the President. They are responsible for administering and supervising the work of their Schools.

The Dean:

- a. Teaches courses as assigned by the Vice President for Academic Affairs
- b. Prepares final and semester schedules of classes for inclusion in the College's master schedule; approves the final class schedule each term and adjusts schedules as needed, especially during the summer, hiring additional part-time faculty as necessary.
- c. In cooperation with faculty members, develops school policies and procedures and coordinates their implementation to achieve objectives of the School and the College.
- d. Recommends to the Vice President for Academic Affairs and the Academic Council, in cooperation with department faculty and chairs, new courses and programs or changes in existing courses to meet evolving needs of students and the community. Such recommendations are to be made in consultation with Department Chairs and faculty within the School.
- e. Administers the School budget in accordance with the policies and procedures of the College and Policies of the Board of Regents. Maintains equitable distribution of funds and materials among School faculty members; approves School travel requests and requisitions for supplies and equipment.
- f. Coordinates academic advisement.
- g. Coordinates, develops, and updates materials for the College catalog as needed.
- h. Recommends to the Vice President for Academic Affairs any increases, reductions, or reassignments of faculty positions in the School; approves full-time faculty hiring recommendations; approves and recommends to the Vice President of Academic Affairs faculty members in the School for leaves of absence, nonrenewal, or dismissal.

- i. Approves faculty members' performance evaluations.
  - j. Approves recommendation from Department Chairs within the School for tenure and promotion and forwards these to the college-wide Promotion and Tenure Committee for tenure and promotion considerations.
  - k. Encourages faculty members of the School to develop professionally and assists them in identifying resources to support professional growth.
  - l. Approves pay increases for faculty members and recommends equity adjustments.
  - m. Conducts periodic meetings of faculty members of the School in cooperation with chairs; maintains Minutes of these meetings and submits copies to the Vice President for Academic Affairs.
  - n. Supervises School/Department administrative assistants.
  - o. Cooperates with the student recruitment programs of the College and encourages the participation of members of the School in these activities.
  - p. Prepares the annual report of the activities of the School and advises the Vice President for Academic Affairs on ways to improve the effectiveness of the School and the College.
  - q. Works with Chairs to establish annual goals, conducts annual evaluation of Chairs' performance, and maintains orderly records thereof.
  - r. Completes other duties as assigned by the Vice President for Academic Affairs.
- B. The Department Chairs are the administrative officers of Departments within the Schools and are directly responsible to their Deans. They are appointed by the President upon the recommendation of the appropriate Dean and the Vice President for Academic Affairs, and hold office at the pleasure of the President. They are responsible for administering and supervising the work of their Departments. In Schools without Departments, the following responsibilities will be assumed by the Dean.

The Department Chair:

- a. Teaches courses as assigned by the Vice President for Academic Affairs.
- b. Assigns courses within the Department and maintains an equitable distribution of

courses and sections among faculty members of the Department.

- c. Collaborates with the Dean and faculty to develop curricula, plan courses, and select appropriate teaching resources.
  - d. Coordinates the evaluation of teaching to improve instruction in the Department.
  - e. Coordinates Department assessment.
  - f. Approves orders for textbooks and other instructional materials submitted to the Bookstore for student purchase.
  - g. Recommends to the Dean any increases, reductions, or reassignments of faculty positions in the Department; recruits new or replacement faculty, including part-time faculty; recommends to the Dean faculty members in the Department for leaves of absence, nonrenewal, or dismissal.
  - h. Works with faculty in the Department to establish annual goals and conducts annual evaluation of faculty members' performance and maintains orderly records thereof.
  - i. Assigns Department Pre-tenure, tenure, Promotion, and Post-tenure Review Committees; makes recommendations for tenure and promotion to the Dean.
  - j. Encourages faculty members of the Department to develop professionally and assists them in identifying resources to support professional growth.
  - k. Recommends faculty member pay increases to the Dean.
  - l. Conducts Departmental meetings of faculty members as needed and maintains minutes of these meetings.
  - m. Prepares the annual report of the activities of the Department and submits this information to the Dean.
  - n. Completes other duties as assigned by the Dean.
- C. The Academic Directors are the administrative officers of their respective units and are directly responsible to the designated Vice President. They are appointed by the President upon the recommendation of the appropriate Vice President and hold office at the pleasure of the President.
1. The Library Director:

The Library Director is the administrator of the Library and is directly responsible to the Vice President for Academic Affairs. The Library Director is appointed by the President, upon the recommendation of the Vice President for Academic Affairs, with the approval of the Board of Regents. The Library Director has general responsibility for all operations of the Library and supervises the expenditure of funds allocated to that academic support unit of the College.

The Library Director:

- a. Organizes and administers the Library to provide the services required by the academic, student welfare, and community service missions of Dalton State College.
- b. Supervises the selection and acquisition of materials to support the requirements of the curriculum to meet the information needs of the faculty and staff, to provide extracurricular materials for students, and to serve selective information needs of the community.
- c. Maintains a schedule of hours of operation and services that will meet the needs of the constituencies served.
- d. Supervises the technical services of the Library, including the efficient acquisition of materials, the maintenance of an expeditious retrieval system, and an effective communication system to inform faculty, staff, and students of the materials and services available through the Library.
- e. Recommends to the Vice President for Academic Affairs the appointment, reappointment, leave of absence, nonrenewal or dismissal, and salary adjustments of personnel in the Library; conducts and maintains orderly records of annual evaluations of these staff members.
- f. Collects data and submits reports as required by the Board of Regents, the U.S. Office of Education, and other state, federal, and professional organizations.
- g. Submits an annual report of the achievements and needs of the Library to the Vice President for Academic Affairs and recommends ways to improve the use and services of the Library.

## 2. The Director of Continuing Education

The Director of Continuing Education is the administrator of the Center for Continuing Education and is responsible to the Vice President for Academic Affairs. The Director of Continuing Education is appointed by the President, upon the recommendation of the Vice President for Academic Affairs, with the approval of the Board of Regents. The Director of Continuing Education has general responsibility for administering and supervising the work of the Center for Continuing Education.

The Director of Continuing Education:

- a. Organizes and administers the Center for Continuing Education to provide the services required by the public service, continuing education, and economic development service missions of Dalton State College.
- b. In cooperation with staff members, develops policies and procedures and coordinates their implementation to achieve the objectives of the Center and the College.
- c. Administers the Division budget in accordance with the policies and procedures of the College and the Policies of the Board of Regents.
- d. Works with staff to prepare periodic publications for schedules of non-credit classes and other public service activities.
- e. Recommends to the Vice President for Academic Affairs the appointment, promotion, or dismissal, and salary adjustment of personnel in the Center for Continuing Education; conducts and maintains orderly records of annual evaluations of these staff members.
- f. Encourages the members of the Center to develop professionally and assist them in identifying resources to support professional growth.
- g. Supervises the collection and submission of reports as required by the Board of Regents and other state, federal, and professional organizations.
- h. Submits an annual report of the achievements and needs of the Center for Continuing Education to the Vice President for Academic Affairs and recommends ways to improve the use and services of the Center.

### 3. The Director of the Academic Advising Center

The Director of the Academic Advising Center is the administrator of the Academic Advising Center and is responsible to the Director of Academic Resources. The Director of the Academic Advising Center is appointed by the President upon the recommendation of the Vice President for Enrollment and Student Services and the Vice President for Academic Affairs.

The Director of the Academic Advising Center:

- a. Plans and implements the day-to-day operations of the Academic Advising Center, including supervision, training, evaluation, and scheduling of the faculty and peer advisors.
- b. Develops and updates advising materials, including a faculty advising handbook and web-based information for faculty, staff, and students.
- c. Maintains an active caseload of student advisees.

## **ARTICLE VI**

### **THE FACULTY**

#### **A. FACULTY MEMBERSHIP**

1. The Faculty shall consist of the Corps of Instruction and the Administrative Officers.
2. 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 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.
3. 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 or her 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 or she 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.

#### B. OFFICIAL PERSONNEL POLICIES

The official personnel policies of Dalton State College are published in the *Policy Manual of the Board of Regents of the University System of Georgia; Business Procedures Manual, Vol. III, Personnel Policies and Procedures* (published by the Board of Regents of the University System of Georgia); and the *Faculty Handbook* of Dalton State College. Should conflicts appear among the three publications, precedence shall be given to the most recent edition or revision of the publications of the Board of Regents. (<http://www.usg.edu>)

#### C. RULES AND REGULATIONS: ACADEMIC

The Faculty shall make, subject to the approval of the President of the institution, the Chancellor, and the Board, statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the rules and regulations made by the Faculty shall be filed with the Chancellor. (<http://www.usg.edu/policymanual/section3>)

#### D. RULES AND REGULATIONS: EXTRACURRICULAR

The Faculty shall prescribe rules for the regulation of student publications, athletics, intercollegiate games, musical, dramatic and literary clubs, and all other student activities and affairs, subject to the approval of the President of the institution, the Chancellor and the Board.

#### E. COMMITTEES AND COUNCILS

The Faculty shall act through a system of councils and committees established by these *Statutes*, subject to review and challenge as provided. The Faculty may accept actions of a council or committee by approving the Minutes of that council or committee, or may modify or reject any part of the actions of that council or committee, or may remand specific matters to any council or committee for reconsideration in the light of faculty objections. No council or committee action changing College policy shall be implemented prior to Faculty approval.

## F. FACULTY MEETINGS

The Faculty shall meet at least once each semester and at other times as necessary on call of the President or Vice President for Academic Affairs. The President, and in the President's absence the Vice President for Academic Affairs, will preside. For the transaction of business, a quorum of two-thirds of the full-time Corps of Instruction and Administrative Officers must be present.

## G. PARLIAMENTARY PROCEDURE

Meetings of the Faculty shall be conducted by parliamentary procedure as defined by the latest revision of *Robert's Rules of Order*.

## H. SECRETARY

The Committee on Committees shall nominate a secretary to record the Minutes of the meetings of the Faculty. Items to be placed on the agenda must be submitted to the President at least five working days in advance of the scheduled meeting.

Minutes of each meeting shall be sent to the Chancellor who shall maintain a permanent file of those Minutes.

## I. ESTABLISHMENT OF STANDING COMMITTEES

The President shall create or discontinue councils and committees as the need arises. The Faculty may, through recommendations from the Academic Council, the Administrative Council, or the Committee on Committees, propose to the President the establishment or discontinuance of faculty committees.

## J. CONDITIONS OF EMPLOYMENT

### 1. Rights and Responsibilities

- a. Faculty members are entitled to academic freedom. Dalton State College subscribes to the principles contained in the "Statement on Academic Rights and Responsibilities" issued by the American Council on Education in 2005. (<http://www.daltonstate.edu/arr.htm>)
- b. Faculty shall abide by the ethics of the academic profession.
- c. Faculty members are entitled to full freedom of research and in the publication of the results, subject to the adequate performance of other academic duties, but research for pecuniary return should be based upon an understanding with the

authorities of the College.

- d. Faculty members of Dalton State College shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.

All full-time faculty, administrators, and other professional staff members employed by Dalton State College are expected to give full professional effort to their assignments of teaching, professional development, and service.

Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state or nation; or (3) is consistent with the mission of the institution.

For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the President or his or her designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Faculty members and professional employees are encouraged, and in some cases may be required, to engage in research and/or to produce a scholarly record as part of their “professional development” activities. The nature of these activities will be determined in consultation with the Department Chair and/or Dean. All research performed by personnel associated with Dalton State College, including faculty, staff and students, shall follow institutional policies regarding such research. This includes, but is not limited to: approval of research activities, human subjects concerns, classroom projects, senior projects, theses and dissertations, intellectual property issues, etc. Further information can be found in “Human Subjects Institutional Review Board” (*DSC Statutes*), the *DSC Faculty Handbook*, the “Application Package for Research with Human Subjects Participation,” and the Dalton State College Intellectual Properties Policy.

- e. Faculty members must notify the Chair of the Department or Dean of the School whenever the faculty member expects to be absent from class or other assigned duties. Such notification should be in advance of the absence whenever possible.
- f. Faculty members are under strong obligations and share a responsibility to protect the College community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits and learning. Faculty members who participate in disruptive activities which interfere with the orderly processes of education will be immediately suspended from teaching duties after complying with the requirements of due process. A suspended faculty member may be assigned to non-academic work pending all legitimate appeals.

- g. Unless excused by the President or his or her designee, all members of the Faculty are expected to attend all formal academic exercises of the College and are expected to wear appropriate academic regalia on such occasions.
- h. All members of the faculty are governed by the policy on political activities published in the *Policy Manual of the Board of Regents*, Section 8.2.15.3. (<http://www.usg.edu/policymanual/section8/>)

## 2. General Provisions

All appointments, reappointments, promotions, awards of tenure, terminations, and leaves of absence of members of the Faculty are the final responsibility of the President and the Board of Regents.

## 3. Teaching Faculty Appointments

The minimum qualifications for appointment to a faculty position are published in the *Policy Manual of the Board of Regents*, Section 8.3.1, (<http://www.usg.edu/policymanual/section8/>), and include the following:

- a. Master's Degree. Exceptions may be made for (1) persons of special learning and ability; (2) promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training; (3) temporary emergency appointments; (4) disciplines which do not normally require the master's degree or wherein additional training and experience may adequately substitute for the degree.
- b. Evidence of ability as a teacher.
- c. Evidence of scholarly competence and activity.
- d. Successful experience (this requirement must necessarily be waived in the case of beginners who meet all other requirements).
- e. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.

In accordance with the policy of the Board of Regents, no person shall, on the ground of race, color, sex, religion, creed, age, national origin, 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 Dalton State College.

#### 4. Employment and Resignation of Faculty Members

The *Policy Manual of the Board of Regents* provides guidelines for the resignation of tenured faculty members and for the institution's notification of non-tenured faculty members under written contract as to its intent to offer or not to offer an employment contract for the succeeding academic year (Section 8.3.4). (<http://www.usg.edu/policymanual/section8/>)

#### 5. Tenure

Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100% workload basis for two out of every three consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency, or program modification as determined by the Board. Normally, only assistant professors, associate professors, and professors who are employed full-time (as defined by Regents' policies) by an institution are eligible for tenure. (BR Minutes, 1979-80, p. 73; 1980-81, p. 303; 1990-91, pp. 369-370). Faculty members with adjunct appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments (BR Minutes, 1990-91, pp. 369-370).

Tenure may be awarded, upon recommendation by the President, following 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 part-time service may be permitted, provided, however that an award of credit for the probationary period of an interruption shall be at the discretion of the President. 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 the same institution. Such credit for prior service shall be defined in writing by the President at the time of the initial appointment at the rank of assistant professor or higher.

At Dalton State College, recommendations for tenure are developed at the academic School level and forwarded to the Tenure and Promotion Committee, which shall serve as an advisory peer review group to the Vice President for Academic Affairs. Tenure recommendations will then be passed on to the President for final determination.

Additional information regarding tenure may be found in the *DSC Faculty Handbook*, *The Faculty Annual Evaluation Process Manual of Procedure* and in the *Policy Manual of the Board of Regents*. Detailed policies governing tenure are provided in the *Policy Manual of the Board of Regents* (Section 8.3.7). (<http://www.usg.edu/policymanual/section8/>)

## 6. Promotion

The criteria for the promotion of any faculty member include:

- a. Superior teaching
- b. Outstanding service to the College
- c. Academic achievement
- d. Professional growth and development

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two.

- e. Length of service to the College

In addition, promotion to an associate or full professorship shall normally require the doctoral degree in the faculty member's discipline. Exceptions to the possession of the terminal degree in field may be granted in those disciplines and in those cases which do not normally require the doctoral degree or wherein additional training and experience may adequately substitute for the terminal degree. In no case is the possession of advanced graduate degrees or longevity at the institution to be construed as a guarantee of promotion.

Within a reasonable length of time, every faculty member is expected to show evidence of continuing professional development through studies or the equivalent in ability, experience, or training.

At Dalton State College, recommendations for promotion are developed at the academic School level and forwarded to the Tenure and Promotion Committee, which shall serve as an advisory peer review group to the Vice President for Academic Affairs. Promotion recommendations will then be passed on to the President for final determination.

Additional information regarding promotion may be found in the *DSC Faculty Handbook*, *The Faculty Annual Evaluation Process Manual of Procedure* and in the *Policy Manual of the Board of Regents*.

## 7. Annual Evaluation

There shall be an annual evaluation of every faculty member. Such evaluation shall be

a joint endeavor between the appropriate Dean and Department Chair and the individual faculty members of that School. In addition to the five criteria detailed in Item 6 above, the annual evaluation shall include a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the desired result of these student evaluations. Academic advisement is also a specific topic of faculty evaluation. Additional information may be found in *The Faculty Annual Evaluation Process Manual of Procedure*.

## 8. Removal of Faculty Members

The President may at any time remove any faculty member or other employee of the institution for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved statutes of an institution. Further causes or grounds for dismissal are set forth in the tenure regulations of the policies of the Board of Regents and in the approved statutes or bylaws of an institution.

Introduction: 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 his/her contract.

It is intended that the procedures set forth below shall be considered as minimum standards of due process and shall not be construed as a limitation upon individual standards or procedures, consistent with the *Policy Manual* and Bylaws of the Board, which an institution of the System may elect to adopt for its own improvement or to make adjustment to its own particular circumstances. Such additional standards or procedures shall be incorporated into the statutes of the institution.

Preliminary Procedures: The dismissal of a tenured faculty member, or a non-tenured faculty member during his/her contract term should 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 that he/she is about to be terminated for cause and informing him/her that a statement of charges will be forwarded to him/her upon request. The faculty member may also request a formal hearing on the charges before a faculty committee. Failure to request

charges or a hearing within a reasonable time 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 his or her 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.

Provision for Hearing Committee: A dismissal as defined above shall be preceded by 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.

The Hearing Committee shall consist of not less than three or more than five impartial faculty members appointed by the executive committee (or its equivalent) of the highest legislative body of the faculty, from among the members of the entire faculty (as defined by the *Policy Manual* of the Board) of the institution.

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 chair of the body which selected them either at his discretion or upon the request of the President or the faculty member who is subject to dismissal.

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 whether 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.

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

- a. Service of notice of the hearing with specific reasons or charges against the faculty member together with the names of the members of the Hearing Committee shall be made in writing at least twenty (20) days prior to the hearing. The faculty member may waive a hearing or he/she may respond to the charges in writing at least five (5) days in advance of the date set for the hearing. If a faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record;
- b. 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;
- c. During the proceedings the faculty member and the administration shall be permitted to have an academic advisor and/or counsel of his/her choice. The Hearing Committee will be permitted to have advisory counsel;
- d. 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;
- e. 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;
- f. An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia;
- g. The Hearing Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made;
- h. The faculty member and the administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence;
- i. 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 his/her statement, the Committee will identify the witness, disclose his statement and if possible provide for interrogatories;
- j. 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;

- k. The findings of fact and the decision of the Hearing Committee will be based solely on the hearing record;
- l. 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 either the faculty member or administrative officers 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;
- m. 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, he should state his reasons in writing to the Committee for response before rendering his 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 recommendation of the Committee;
- n. After complying with the foregoing procedures, the President shall send an official letter to the faculty member notifying him/her of his/her 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 he/she may appeal 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 complained of 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;
- o. 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, he/she shall be compensated from the date of the suspension.

#### Dismissal of Temporary or Part-time Instructional Personnel

Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the President, chief academic officer, or their

immediate supervisor, any of whom may discontinue the employment of such employees without cause or advance notice.

### Provisos

No provision in these Statutes shall be interpreted to restrict the authority granted the President of the College by the Board of Regents in the *Policy Manual* to remove at any time a faculty member for cause, nor shall any provision of these Statutes restrict the protections provided the Faculty by the Regents.  
(<http://www.usg.edu>)

## 9. Leaves of Absence

The President, with the approval of the Board of Regents, may grant a leave of absence with or without compensation to members of the Faculty, including administrative officers who have faculty status.

Guidelines governing leaves of absence are found in Section 8.2.7 of the *Policy Manual of the Board of Regents*. (<http://www.usg.edu/policymanual/section8/>)

Application for leave, together with the recommendation of the Dean of the School and the Vice President for Academic Affairs, or the recommendation of some other administrative officer who reports to the President (if appropriate) is to be submitted to the President.

## 10. Summer Teaching and Extra Compensation

All faculty members under contract for the next academic year are eligible for employment during the preceding summer semester for extra compensation and are given priority for such employment when such employment is deemed by the President to be in the best interests of the College. Faculty members whose retirement is effective at the end of the academic year are eligible for employment during the immediately following summer semester when such employment is deemed by the President to be in the best interests of the College.

Faculty members who have been dismissed, whose employment has been terminated, or who have not been offered a contract for the next academic year are not eligible for employment during the ensuing summer semester.

Faculty members who have resigned in good standing from the College may be considered for employment during the ensuing summer semester only when such employment is deemed by the President to be in the best interests of the College.

The College makes no guarantee of the availability of summer employment, but when employment is available, compensation is at the rate recommended by the President and provided by the Board of Regents.

Permission to instruct continuing education courses must be secured in writing from the appropriate Dean of the School, the Vice President for Academic Affairs, and the Director of the Division of Continuing Education. Such permission will usually be granted when no conflict between non-credit work and the carrying out of the faculty member's regular duties is involved.

#### 11. Annual Leave

Administrative officers of the College and faculty members on twelve-month contracts earn vacation time as specified in the section of the *University System of Georgia Human Resources Administrative Practices Manual* entitled "Time Away from Work.". All vacation shall be taken at times mutually acceptable to the employee and the employee's immediate supervisor.

Administrative officers of the College, twelve-month faculty, and staff may accrue earned vacation up to a maximum of forty-five (45) working days, and employees shall be compensated for all accrued vacation time, not exceeding forty-five (45) days, upon termination of service from the University System of Georgia for any reason. Such compensation shall be based on information from institutional vacation leave records. A terminated employee shall not accrue vacation leave after the last working day of employment.

#### 12. Sick Leave, Maternity Leave, and Family Leave

The University System policies on sick leave, maternity leave, and family leave for full-time employees are detailed in Section 8.2.7 of the *Policies of the Board of Regents* (<http://www.usg.edu/policymanual/section8/>).

#### 13. Retirement

All full-time members of the Corps of Instruction and eligible administrative officers are required to participate in the Teachers Retirement System of Georgia or the Regents' Optional Retirement Plan.

Provisions governing the retirement of employees of the University system are published in Section 8.2.8 of the *Policy Manual of the Board of Regents*.

(<http://www.usg.edu>)

#### 14. Insurance and Other Benefits

All employees of the College are covered under provisions of the Worker's Compensation Act.

All employees of the College, except those specifically excluded under the agreements providing such coverage, are covered by the provisions of the Federal Social Security Act.

All permanent employees of the College employed half-time or more participate in the Group Life insurance program established for employees of the College.

Hospitalization, surgical, medical, dental, and other major medical benefits as may be determined by the Board of Regents are made available to regular employees of the College working one-half time or more.

Through the Board of Regents, employees of Dalton State College are insured against losses incurred and arising out of or in the course of their employment.

Dalton State College is authorized to enter into tax-sheltered annuity plans to make available for employees annuity contracts under the provisions of the 1954 Federal Internal Revenue Code, Section 403(b).

Further explanations of policies concerning insurance and related employee benefits are found in Section 8.2.9 of the *Policy Manual of the Board of Regents*.

### **ARTICLE VII**

#### **COUNCILS AND COMMITTEES**

The faculty, staff, and students of Dalton State College participate in the governance of the College through the councils and committees to which they are appointed or elected.

##### **A. THE COLLEGE COUNCILS**

###### **1. The Administrative Council**

The Administrative Council shall advise the President on institutional policy, mission, and goals and shall assist in the coordination and implementation of institutional programs, services, and activities, including fiscal, physical, and

human resources; student services; recruitment, admissions, and records; institutional development and research; instructional support services and resources; institutional long-range and strategic planning and assessment; and other institutional concerns referred to the Council by the President.

The Administrative Council shall consist of the President (Chair), the Director of Institutional Research and Planning, the Director of Institutional Advancement, the Director of Public Relations, the Vice President for Academic Affairs, the Vice President for Enrollment and Student Services, and the Vice President for Fiscal Affairs.

## 2. The Academic Council

The Academic Council approves all programs of study recommended for degrees or certificates, all changes in degree or certificate requirements, and all exceptions to degree or certificate requirements when petitioned in writing by students. The council approves all academic regulations. The Academic Council must approve any courses added to or deleted from those published in the current catalog.

The Academic Council consists of the Vice President for Academic Affairs (Chair); the Vice President for Enrollment and Student Services; the Library Director; the Director of the Advising Center; the School Deans; the Coordinator of Physical Education; one faculty member from each School for every 25 full-time faculty members, or fraction thereof, nominated by the Committee on Committees and elected by the Faculty; and two students--the President of the Student Body or the designate of the President of the Student Body and one student appointed by the President of the Student Body. Both of the designates are subject to the approval of the Student Activities Council. The elected faculty members and the student members serve one-year terms and may be reappointed or re-elected.

The Statutes and Faculty Handbook Committee is a standing committee of the Academic Council. Members of this committee are appointed annually by the Vice President for Academic Affairs to serve one-year terms. Members may serve additional terms.

## 3. The Student Activities Council

- a. Formulates appropriate regulations pertaining to student government and assists those persons designated to enforce the regulations.
- b. Serves to encourage, enhance, and enrich student life.

- c. Considers matters of interest and concern presented to it by members of the student body or by various student organizations.
- d. Establishes the budget for Student Activities.
- e. Approves the budget for the student technology fee.
- f. Grants charters to new student organizations on the campus.
- g. Establishes policies relative to Student Activities.
- h. Consists of the Vice President for Enrollment and Student Services (Chair); President of Student Body (Vice-Chair); Vice-President of Student Body; Vice President for Academic Affairs; Vice President for Fiscal Affairs; Director of Campus Recreation; Chair of the Fine Arts/Lecture Committee; Director of Student Activities; Assistant Director of Student Activities; two faculty members nominated annually by the Committee on Committees and elected by the Faculty; and eleven students elected annually, at large, by the Student Body. Elected members may be reappointed or reelected.

#### Committees

##### (1) Athletic Committee:

- (a) Provides counsel, advice, and support to the Director of Campus Recreation with respect to athletic activities supported by the Student Activities Council.
- (b) Consists of five faculty members (one serving as Chair) and two student members. The student members are appointed annually by the President of the Student Body and approved by the Student Activities Council. The faculty members, including the Chair, are appointed annually by the Chair of the Student Activities Council. Members may be appointed to successive terms.

##### (2) Environmental Affairs Committee

- (a) Studies and addresses the environmental concerns of the student body of Dalton State College. Efforts will be made to heighten awareness of recycling, reusing, and waste

reduction.

- (b) Consists of five faculty/staff members and five student members. Additionally, a Chair will be appointed by the Chair of the Student Activities Council. Faculty/staff members should include representation from Auxiliary Services, Custodial Services, Grounds Services, and the Environmental Club and will be chosen by the Vice President for Enrollment and Student Services. The five student members will include three selected by the Chair of the Committee, and two selected by the President of the Student Body and all approved by the Student Activities Council. All members are appointed annually and may serve successive terms.

(3) Fine Arts/Lecture Committee:

- (a) Provides opportunities for students to be exposed to cultural events they otherwise would not experience.
- (b) Consists of six faculty members and four student members, appointed annually: two student members appointed by the Chair of the Committee and two students appointed by the President of the Student Body and approved by the Student Activities Council. The faculty members, excluding the Chair, are appointed by the Vice President for Enrollment and Student Services. Members may be appointed to successive terms.

(4) Traffic Committee:

- (a) Receives, considers, and makes decisions on appeals of campus traffic violation tickets.
- (b) Consists of five students, including the Chair appointed annually by the President of the Student Body and approved by the Student Activities Council. All members are appointed annually and may serve successive terms.

(5) Literary Committee:

- (a) Functions as the advisory board for student publications.
- (b) Consists of six student members appointed by the President of the Student Body and approved by the Student Activities Council and six faculty members, including the Chair, appointed by the Chair of the Student Activities Council. All members are appointed annually and may serve successive terms.
- (c) Student publications are produced by and for the students of Dalton State College using equipment and facilities provided by the College. Opinions expressed in student publications are those of the students and do not necessarily reflect those of the faculty, staff, or administration of Dalton State College, the Literary Committee, or the University System of Georgia.

#### 4 The Enrollment and Student Services Council

The Enrollment and Student Services Council establishes and reviews policies and procedures pertaining to student admissions, records, financial aid, computing services, counseling, and other student services functions. It develops an annual plan with goals and objectives, and it ensures that Dalton State College remains compliant with federal and state regulations related to student records and financial aid.

The Enrollment and Student Services Council consists of the Vice President for Enrollment and Student Services, the Director of OCIS, the Director of Financial Aid, the Director of Admissions, the Director of the Academic Resources Center, the Director of Campus Recreation, the Director of the Academic Advising Center and the Director of Student Activities.

Committees:

##### (1) Admissions Appeal Committee:

- (a) Acts on all exceptions to entrance requirements to the college and reviews all academic suspension appeals.
- (b) Consists of the Director of Admissions (Chair), Vice President for Enrollment and Student Services, Vice President for Academic Affairs, and five faculty members, preferably from different Schools, and nominated by the Committee on Committees and elected by the Faculty annually. Elected members serve 2-year terms and may

succeed themselves.

(2) Calendar Committee:

(a) Develops the academic calendar.

(b) Consists of the Vice President for Enrollment and Student Services (Chair), Vice President for Academic Affairs, and three faculty members, preferably from different Schools, nominated by the Committee on Committees and elected by the Faculty annually. Elected members may succeed themselves.

(3) Financial Aid Appeals Committee:

(a) Reviews all financial aid appeals.

(b) Consists of the Director of Financial Aid (Chair), Vice President for Enrollment and Student Services, Vice President for Fiscal Affairs or designee, Director of the Academic Resources Center or designee, two faculty members nominated by the Committee of Committees and elected by the Faculty annually, and one student appointed by the President of the Student Body and approved by the Student Affairs Council. Elected members may succeed themselves.

5. The Faculty Advisory Assembly

The primary purpose of the Faculty Advisory Assembly (FAA) is to present the views and concerns of the Faculty to the President of the College. In consultation with the President, the Executive Committee of the FAA may also present the ideas, proposals and conclusions of the FAA to the various College Councils (Administrative Council, Academic Council, Student Activities Council), as needed. Any aspect of Dalton State College is open to FAA consideration, other than individual personnel matters, and so the views and concerns addressed by the FAA may involve such things as academics, activities, administration, planning, and the presence and representation of the college in the USG and community, among other topics.

Voting members of the FAA consist of the full-time Dalton State College teaching faculty who deliver credit-based instruction. The Executive Committee of the FAA consists of one full-time teaching faculty member from each School for every twenty-five full-time faculty members or fraction thereof. Each member of the Executive Committee will be selected by the School faculty at the first School meeting of the academic year. The Executive Committee of the FAA will resolve any dispute over qualifications of voting members of the FAA. A chairperson, vice-chairperson and secretary will be selected from among the

members of the Executive Committee. The chairperson will be the direct representative of the Executive Committee to the FAA and to the President of the College. The vice-chairperson in one year will become the chairperson in the following year. Members of the Executive Committee will serve staggered two-year terms; members whose terms have expired may succeed themselves. The Executive Committee will meet at least once per year in the fall semester. A majority will be required for any official action.

The FAA will meet at least once per academic year, in the spring semester. In addition to the annual meeting, the Executive Committee can, at its discretion, call the FAA into session. Meetings will be announced by the chairperson to the whole campus and will be at a time that allows high faculty attendance. Meeting announcements will include topics, questions, and proposals to be considered, although proposals and motions can be made from the floor at a meeting. Meetings of the FAA may involve discussion, information and/or a vote. Additionally, referenda of the FAA may be called by the Executive Committee in three ways: by directive of the President of the College to the Executive Committee, by petition from at least 10% of the FAA to the Executive Committee, or by vote of the Executive Committee. Referenda may be conducted by a hand vote, a hard copy secret ballot, or email, as determined by the Executive Committee. The Executive Committee of the FAA will establish its own agenda and will report its findings to the President of the College; reports of the Executive Committee of the FAA are not binding on the President. Reports to the President and to the FAA will be made in a timely fashion following FAA meetings and/or referenda, but are expected to be made within five (5) working days.

## B. STANDING COMMITTEES

### 1. Committee on Committees

- a. Surveys individual interests and recommends to the Faculty, at the fall Faculty Meeting, faculty membership on the standing committees and councils of the College for the academic year.
- b. Consists of five faculty members, preferably from different Schools, nominated by the Committee on Committees and elected by the Faculty for two-year terms with three members elected one year and two members the next. The Committee elects a Chair from its membership.

### 2. Discipline Committee

- a. Hears cases involving alleged violations of the Student Conduct Code which shall be referred to it by the Office of the Vice President for

### Enrollment and Student Services.

- b. Consists of seven members: four faculty members (one serving as Chair), preferably from different schools, nominated by the Committee on Committees and elected by the Faculty, and three students appointed by the President of the Student Body and approved by the Student Activities Council. Members hold one-year terms and may succeed themselves.

### 3. Diversity Advisory Committee

- a. Is responsible for evaluating existing programs and developing new initiatives to support diversity and equity at the College. The committee's primary objective is to assist students, staff, and faculty in understanding, following and supporting the DSC institutional model embracing diversity on the campus and of nondiscrimination based on race, color, age, sex, religion, national origin, or disability, as expressed in the "Notice of Nondiscrimination" in the DSC *Catalog*. The committee serves to enhance the College where people of many different backgrounds and viewpoints will work together to advance knowledge.
- b. Considers issues of diversity in a broad sense, including issues such as recruitment and retention of students, educational issues that impact diverse students, professional development of faculty and staff, employment at the institution, and community-based cultural and diversity issues that might impact the institution, among others.
- c. Consists of five faculty members, two members of Student Services, two students, the Vice President for Enrollment and Student Services and the Vice President for Academic Affairs (Chair). The five faculty members serve two-year terms, preferably come from different Schools, and are nominated by the Committee on Committees and approved by the faculty; the Student Services members and the student members are appointed by the Vice President for Enrollment and Student Services and serve one-year terms. Members may succeed themselves.

### 4. Faculty Enrichment Committee

- a. Solicits applications and recommends recipients for the annual Faculty Enrichment Award, sponsored by the DSC Foundation. This award provides funding to defray the cost of hiring part-time replacement faculty for one semester (normally summer) to release the recipient for professional activities judged on a competitive basis to have merit for the enrichment of the faculty member and his/her instructional services to the College and its students.

- b. Four tenured faculty members, preferably from different Schools, will constitute the committee as selected by the Committee on Committees; two members will rotate off each year by means of staggered two-year terms.

#### 5. Faculty Evaluation Committee

- a. Provides oversight for the faculty evaluation process, recommending modifications in structure and/or implementation as the need arises to the Academic Council through the Vice President for Academic Affairs.
- b. Serves as a mediation group on an as-needed basis and makes recommendations on matters related to faculty evaluation in the event that a faculty member and his/her Department Chair or School Dean cannot agree on annual goals or the degree to which those goals have been achieved.
- c. Serves as a mediation group on an as-needed basis and makes recommendations on matters related to tenure recommendations and/or recommendations for promotion in rank in the event that a faculty member and his/her Department Chair or School Dean cannot agree on the extent to which the faculty member has met the requirements for tenure and/or promotion.
- d. Consists of one senior tenured full-time teaching faculty member from each of the academic Schools for every twenty-five full-time faculty members, or fraction thereof, responsible for delivering credit-based instruction. If a School has no tenured faculty it may be represented by a non-tenured faculty member. Each committee member will be elected by the School faculty. A chairperson will be selected from among the committee members at the first meeting each fall semester. By means of staggered two-year terms, three or four members will rotate off each year. However, members whose terms have expired may succeed themselves. Deans and Department Chairs are not eligible to sit on the Faculty Evaluation Committee.
- e. Maintains a record of all proceedings. All votes within the committee will need a two-thirds majority to be considered official. All decisions by the committee will be rendered in writing to all parties involved. All discussions within the confines of the committee meetings will be considered confidential and private.

#### 6. Faculty-authored Texts Committee

- a. Determines circumstances, on a case-by-case basis in accordance with

previously adopted rules and protocols, in which a faculty member may require use of self-authored or self-edited textbooks or other learning materials that are not provided to students free of charge. Such materials are to be sold by only the Dalton State College Bookstore or through a commercial bookseller and are not to be sold directly to students by a Dalton State College faculty member. The purview of this committee is confined to the legitimacy of faculty authors' pecuniary compensation and does not extend to the substantive content of textbooks or other learning materials.

- b. Consists of one faculty member elected by the full-time faculty in each School or Department of the College for a term of one year. Members may succeed themselves through re-election.

#### 7. First-Year Experience Committee

- a. Advises the Coordinator of the First-Year Experience Program about development and operation of the First-Year Experience Seminar course (FYES 1000) and facilitates professional development opportunities that will enable DSC faculty and staff members to enhance the academic and collegiate experiences of first-year students at DSC.
- b. Consists of six faculty members, preferably from different Schools, one member from the First-Year Experience staff, and two members from Student Services. Faculty members are nominated by the Committee on Committees and elected by the Faculty. Other members are chosen by the Vice President for Enrollment and Student Services. The Coordinator of the First-Year Experience Program serves as the chair. Members serve two-year staggered terms and may succeed themselves.

#### 8. Grievance Committee

- a. NAME. The Grievance Committee at Dalton State College shall be known as the Board of Review.
- b. PURPOSE. The Board of Review is established to provide a means to hear the complaints of College employees (faculty members and classified personnel) who have exhausted normal channels, as defined herein, but who have not received satisfaction in the resolution of a grievance. Prior to filing a complaint with the Board of Review, as provided in Section e., below, an aggrieved employee shall have attempted, through normal channels, that is, by appeal to administrative officers through and including one level of authority higher than the grievant's immediate supervisor, to resolve satisfactorily the grievance.

c. JURISDICTION. The Board of Review shall have jurisdiction to consider grievances of any faculty member or classified employee of Dalton State College. Grievances heard by the Board of Review shall include, but not be limited to the following:

- (1) Complaints reasonably related to terms and conditions of employment, supported by affidavit of the grievant or other credible evidence, when properly and timely filed in accordance with the procedures set forth in Section e., below.
- (2) Grievances concerning salary or promotion of any employee or involving the award of tenure or nonrenewal of a faculty member, but only when it is reasonably alleged that the action complained of was the result of discrimination based on race, color, sex, religion, creed, national origin, handicap or age.
- (3) Any grievance referred to the Board of Review for hearing by the President of Dalton State College or the Board of Regents of the University System of Georgia.

d. BOARD OF REVIEW.

- (1) Selection of the Chair. There shall be a Chair for each Board of Review, who along with two Alternate Chairs, shall be nominated by the Committee on Committees and elected annually by the Faculty of the College from among the tenured faculty of the institution who have served continuously at DSC for at least seven (7) years, for a one (1) year term, to begin on September 1 of each academic year; provided, however, that not more than one person shall be elected from the faculty of any one School of the College. The Chair and Alternate Chairs will be briefed thoroughly on the conduct of the grievance mechanism by University System counsel or the Affirmative Action Officer of the College or the University System. The Chair and Alternate Chairs shall rotate, on an alternating basis, the duties of the Chair.
- (2) Drawing of Panel. All grievances shall be filed in writing with the Chair within thirty (30) working days after the alleged act prompting the grievance. If the grievance is determined by the Chair to be within the jurisdiction of the Board, he/she shall draw a panel of nine (9) persons as potential members of the Board, by lot, or other random process, from a list of eligible faculty members or classified employees, as appropriate to each case. When grievances involve only faculty member(s), the Chair shall draw the nine (9) member panel from faculty members\* having at least one (1) academic year (nine months)

of continuous service at the College. For grievances between faculty members and classified personnel\*\*, the Chair shall draw four (4) members of the panel from eligible faculty members and five (5) members from eligible classified employees, all of whom shall have at least nine months of continuous service at the College. For grievances involving classified employees only, the Chair shall draw the nine (9) member panel from the names of classified employees having at least nine months of continuous service at the College. A new panel for each grievance shall be drawn by the Chair in the presence of the Chief Personnel Officer or the Affirmative Action Officer of Dalton State College who shall certify to the President that the panel drawing has been impartially executed.

- (3) Eligibility for Service on Board. With the exception of the President, all full-time employees (faculty and classified) having at least one (1) academic year (nine months) of continuous service at the College are potential panel members of the Board of Review. An employee's name shall be removed from the pool if: (a) employment terminates; (b) an employee is a grievant; or (c) an employee is named or otherwise directly involved in the grievance.

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\* "Faculty members" shall be construed to mean those persons defined as "faculty" by the Bylaws and Policies of the Board of Regents, the *Statutes* of Dalton State College and those persons without faculty status appointed by the President to administrative positions at the institution.

\*\* "Classified personnel" shall be construed to mean those persons defined as "classified personnel" by the *Human Resources Administrative Practice Manual* of the Board of Regents excepting those identified therein as "professional and administrative employees."

- (4) Excusing of Panel Members. Panel members who are drawn as possible Board of Review members may be excused by the Chair if he/she determines that: (1) there is a *bona fide* conflict of interest between the panel member(s) and either of the parties of the grievance; (2) the potential panel member is ill; or (3) service on the Board of Review should be excused for good cause shown.

The voting members of the Board of Review are chosen as follows: upon notification of the names of the panel members, each party shall alternate in exercising their strikes, beginning with the grievant, until three (3) members remain. These three (3) members shall constitute

the Board of Review. It is anticipated that this “striking” process will be completed five (5) days following the selection of the panel by the Chair.

- (6) Removal of Board of Review Members for Cause. A party may present a request in writing, at least three (3) working days in advance to any hearing, to the Chair, to remove any member of the Board for reasonable cause. If the Chair grants the request, he/she shall fill the vacancy thus created by random selection of another member, according to the process described in Section d.(2) above. The member chosen to fill the vacancy may likewise be removed for reasonable cause. The Chair may on his/her own motion remove any member for reasonable cause stated.
- (7) Notice to Parties and Review Board of Hearing. After the Board of Review (three (3) members) has been selected as aforesaid, written notice of the time and date set for hearing shall be hand delivered or mailed to the parties, and to the members of the Board of Review, by the Chair, no less than three (3) nor more than ten (10) working days in advance of the date set for the hearing.

e. DUTIES OF THE CHAIR. The Chair of each Board of Review shall not vote but shall be responsible for the conduct of the hearing and implementation of the grievance procedures. His/her duties include:

- (1) Assuring that all parties are familiar with the grievance procedures.
- (2) Receiving the grievance and determining that:
  - (a) It is one which is properly heard by a Board of Review, (if not, the grievant shall be so advised in writing).
  - (b) It has been filed in a timely manner as provided in Section f.(1) below.
- (3) Drawing, at random, within five (5) working days following receipt of a written grievance, a panel of nine (9) persons as potential members of the Board of Review from the pool of faculty or classified employees, or both (see Section d.(2) above) as the case may be, having at least one academic year (nine months) of continuous service at the institution.
- (4) Notifying the parties: (1) whether the grievance is one which is properly heard by a duly constituted Board of Review, and if so (2) that a hearing panel of nine (9) members has been drawn and (3) that

each party should come before him/her on a certain date and strike the names of three (3) panelists.

- (5) Distributing the complaint (grievance) to the members of the Board of Review, setting a date for the hearing after conferring with the Board members.
- (6) Convening the hearing after written notice (at least three (3) but no more than ten (10) working days in advance of the hearing) to the members of the Board of Review and the parties; conducting and presiding over the hearing; ruling on motions of the parties and assisting the Board of Review during its deliberations.
- (7) Assuring that a tape recording or transcript of the hearing is made and retained for use in the event an appeal is filed.
- (8) Forwarding a copy of the written Findings of the Board of Review to the President within ten (10) working days after the hearing; and forwarding a copy of the Board's Confidential Recommendation(s), (if any) to the President as set forth in Section g., below.

f. PROCEDURES FOR REQUESTING A HEARING.

- (1) The grievant, within thirty (30) working days after the occurrence of the alleged act causing the grievance, shall file a written request for a hearing with the Chair of the Board of Review stating the following:
  - (a) The facts of the complaint, including the date, time, and place the act occurred and other pertinent facts, verified (sworn to) by the grievant.
  - (b) The names of possible witnesses.
  - (c) A description of the evidence which tends to support the complaint.
- (2) The grievant's immediate supervisor or, alternately, the Chief Personnel Officer can provide the grievant with the name of the Chair of the Board of Review.
- (3) The Chair, within three (3) working days from the filing of the application for hearing by the grievant, shall determine whether the grievance is one which has been properly and timely filed, and whether the nature of the grievance is one which may be properly heard by a Board of Review. If so, the Chair will instruct the parties

as to the procedures to be followed in drawing the names of the members of the Board of Review and in conducting the hearing. If not, the Chair will notify the parties and the President of his determination and give the reason(s). The President may, nevertheless, direct that the grievance be heard by a duly constituted Board of Review. The Chair will within ten (10) working days following receipt of a grievance cause the panel and Review Board members to be selected as provided in Section d.(2) above.

g. HEARING PROCEDURE.

- (1) Subject to the provisions of the State's open meetings law, the hearing before the Board of Review may be conducted in private; however, the parties may each select one (1) person to attend as an observer.
- (2) Attorneys are not authorized to participate in grievance hearings; however, the grievant may select an advisor, other than an attorney, from the College to assist him/her at the hearing.
- (3) A tape recording, transcript or written summary of the proceedings shall be kept and made available to the parties concerned at reasonable cost.
- (4) The parties shall be afforded a reasonable opportunity to obtain and present witnesses and documentary or other evidence except personnel and other confidential records of college employees.
- (5) The parties shall have the right to cross-examine witnesses against them. Should a witness be unable to appear because of illness or other cause acceptable to the Chair, the sworn statement (affidavit) of the witness may be introduced into the record.
- (6) An oath or affirmation shall be administered to all witnesses by a notary public.
- (7) The Board of Review will not be bound by strict rules of legal evidence. It may receive any evidence deemed by the Chair to be of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available. All questions as to the admissibility of evidence or other legal matters shall be decided by the Chair.
- (8) The Board of Review shall make no decision on the merits but shall state its Findings which shall be based on the evidence introduced at the hearing. The Chair will report the Findings to the President who

will decide the case in the manner set forth in Section i., below.

(9) Public statements and publicity about the complaint shall be avoided, and the confidentiality of the hearing shall be preserved.

- h. FINDINGS AND RECOMMENDATIONS BY THE BOARD. The Findings of the majority and Confidential Recommendation(s) (if any) to the President from the Board of Review shall be written by a member selected by the Board at the conclusion of the hearing. Findings shall be sent to the President, immediately upon conclusion of the hearing, but not later than ten (10) working days following the hearing, unless a transcript of the hearing is required, in which event Findings shall be sent no later than ten (10) working days following receipt of the transcript. The Board of Review may in addition to its Findings, make Confidential Recommendation(s) (if any) to the President. Findings and Confidential Recommendation(s) (if any) made by the Board of Review to the President shall be advisory only, and shall in no way bind or commit him/her to any suggested course of action.
- i. ACTION BY THE PRESIDENT. In making his/her decision, the President will not be bound by the Findings, or Confidential Recommendation(s) (if any) of the Board of Review. The President should, within ten (10) working days after receipt of such written notification of the Findings, and Confidential Recommendation(s) (if any) of the Board of Review, advise the faculty member or classified employee, his/her direct supervisor, and other parties concerned in writing of his/her decision, or he/she may refer the matter back to the Chair of the Board of Review for further response and recommendation(s) before rendering his/her final decision. An employee shall also be advised by the President in writing of his/her right to apply to the Board of Regents for review of the President's final decision in accordance with the provisions of Article IX of the Bylaws of the Board of Regents.
- j. TIME REQUIREMENTS OF THE REVIEW PROCESS. This procedure contemplates that grievance panels (nine (9) members) be constituted (drawn by lot) within five (5) working days following receipt by the Chair of an acceptable written grievance from any employee of Dalton State College, and that the final selection of a three (3) member Board of Review from the panel shall be completed within ten (10) working days after the filing of the alleged grievance. The Chair shall give written notice of any hearing date to the members of the Board of Review and to the parties at least three (3), but no more than ten (10) working days prior to the date set for the hearing. Findings, and Confidential Recommendation(s) (if any) shall be forwarded by the Board of Review to the President within ten (10) working days from the conclusion of the hearing unless a

transcript of the evidence is required. If a transcript of the evidence is required, such documents shall be forwarded to the President within ten (10) working days after receipt of the transcript from the Chair. The final decision of the President should be made within ten (10) working days thereafter unless he/she refers the matter back to the Board of Review for further response and recommendation(s).

- k. PROHIBITION OF RETALIATORY ACTION. A grievant shall not be harassed, intimidated, or otherwise penalized for utilization of the grievance procedures.

9. Human Subjects Institutional Review Board (IRB)

- a. Is responsible for reviewing proposals of all research involving human subjects conducted at Dalton State College and/or performed by personnel associated with Dalton State College. This includes research conducted at other sites but associated with Dalton State College.
- b. Shall consider all proposals using the principles contained in the 1979 Belmont Report, *Ethical Principles and Guides for the Protection of Human Subjects Research*, published by the U.S. Department of Health, Education, and Welfare.  
<http://ohrp.osophs.dhhs.gov/humansubjects/guidance/belmont.htm>
- c. Shall, under the leadership of its elected chair, make a written recommendation to the Vice President for Academic Affairs (VPAA) on each request submitted. The VPAA shall consult with the IRB if necessary and then make written notification as to final approval of the proposed research project to the principal investigator. The Office of the VPAA shall serve as the Human Subjects IRB Research Office, maintaining records concerning research involving human subjects, as required in the Code of Federal Regulations (45 CFR 46, Section 46.115) and the University System of Georgia (Institutional Review Board [IRB] Records:  
<http://www.usg.edu/usgweb/busserv/series/index.phtml?Action=ShowSection&Series=I>). USG regulations require that the IRB Research Office retain applications for approval, descriptions of protocols, signed consent forms, sample questionnaires or surveys, copies of grant proposals, review summaries and minutes of IRB meetings. Minutes are to be retained for 5 years; all other records are to be retained for 3 years after completion of the research.
- d. Consists of three members to be nominated by the Committee on Committees and elected by the Faculty. Members shall be selected from three different Schools, and at least one member shall be from Natural

Sciences, Social Sciences, or Social Work, that member having familiarity with Human Subjects research. The members serve staggered three year terms. A member may be reappointed. Should a member be replaced prior to completing a term, the new member will serve the remaining year(s).

- e. For research involving Federal funds, for which Federal policy must be followed as published in the Code of Federal Regulations (45 CFR 46), the Human Subjects IRB shall choose two additional members, one from the college community and one other who is not associated with the college, to form a larger committee, as described in 45 CFR 46, §46.107. In such cases, the IRB Research Office shall maintain records, as required by Federal policy (45 CFR 46, §46.115), including, but not limited to, the initial application, sample questionnaires or surveys, minutes of the IRB meetings, records of continuing review activities, copies of correspondence between the IRB and investigators, a list of IRB members, written procedures for the IRB, and statements of new findings provided to subjects, as required by 45 CFR 46, §46.116(b)(5). Such records shall be kept for at least 3 years (5 years for minutes of IRB meetings) following the completion of the research and shall be reasonably accessible for inspection and copying by authorized representatives of the involved Federal department or agency. The relevant section of the Code of Federal Regulations is available at:  
<http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm>.

#### 10. Incident Review Committee

- a. The Incident Review Committee acts as an assessment team whose duty is to review referrals and incidents involving aberrant, dangerous, or threatening behavior by other individuals within the campus community. This committee will investigate referrals, link at-risk students with campus and community resources for support, develop protocols for the protection and safety of the campus and local community, and educate the campus community on topics relevant to responding to incidents of a critical nature.
- b. The Incident Review committee consists of the Vice President for Enrollment Services (Ex Officio), Designees of Counseling and Career Services (Chair), Directors (or their designee) from the Department of Public Safety, Disability Support Services, Student Activities, and Academic Advising. There will also be two faculty representatives nominated by the Committee on Committees and elected by the Faculty for two year terms. Faculty representatives should possess an appropriate

background to serve on the Incident Review Committee. Elected faculty members may succeed themselves.

#### 11. Intellectual Property Committee

- a. The Intellectual Property Committee shall recommend to the President the rights and equities in intellectual property created by faculty, staff or students of Dalton State College. In routine cases of individual effort, the Dalton State College Intellectual Properties Policy provides for ownership of intellectual property. In the cases of sponsor-supported efforts, institution-assigned efforts, institution-assisted efforts, and other efforts as designated in the Intellectual Properties Policy, the Intellectual Property Committee shall meet to consider and make recommendations concerning ownership and equities following the principles and policies set forth in the Dalton State College Intellectual Properties Policy.
- b. The Intellectual Property Committee shall consist of five members. The chief business officer shall serve as an *ex officio* member. The committee shall be appointed by the President on an as needed basis with one member selected as Chair by the President.

#### 12. Library Committee

- a. Advises the Library Director on all matters pertaining to faculty-student use of the library and acts as liaison between the Library Director, faculty, students and community patrons.
- b. Consists of the Library Director, Chair; four faculty members, preferably from different Schools, nominated by the Committee on Committees and elected by the Faculty; and two students appointed by the President of the Student Body and approved by the Student Activities Council. Elected and appointed members serve one-year terms and may succeed themselves.

#### 13. Marketing Committee

- a. Coordinates the overall image and visibility efforts of the College, particularly with respect to student recruitment. Develops an annual marketing plan and monitors its implementation. Recommends changes in the College's overall marketing efforts as new opportunities and needs arise.
- b. Consists of the President (Chair), Vice President for Enrollment and Student Services, Vice President for Academic Affairs, Vice President for Fiscal Affairs, Director of Public Relations, Public Relations Specialist,

and two faculty members, of the appropriate background, nominated by the Committee on Committees and elected by the Faculty annually. Elected members may not succeed themselves.

14. Medical Laboratory Credentials Committee

- a. Establishes and implements policy for all students in the Medical Laboratory Program in such areas as academic records, progress in the program, suitability to enter the clinical practicum, and dismissal from the program.
- b. Is empowered to review and rule on all matters dealing with serious complaints against students, unacceptable academic records during clinical practicum, serious violations of college or hospital policy, unacceptable moral conduct, and recommendations for dismissal from the program.
- c. Consists of the Director of the MLT Program, Chair; the Vice President for Academic Affairs; the Dean of the School of Technology; the Medical Director(s) of the MLT Program; the Educational Coordinator of the MLT Program; and one bench teacher from each affiliate hospital appointed jointly by the Director and the Medical Director(s) for one-year terms. Appointees may succeed themselves.

15. OCIS Advisory Committee

- a. Advises the Director of Office of Computer Information Services (OCIS) on all matters pertaining to the faculty and student use of technology as it relates to classroom and professional activities of faculty and students, and acts as a liaison between the Director of OCIS, faculty, and students.
- b. Consists of the Director of OCIS, one other OCIS member, four faculty members, one Library staff member, one staff-at-large member, and one student member. The additional OCIS member will be appointed by the Director per item under consideration, the faculty and Library staff committee members are nominated by the Committee on Committees; the student member is appointed by the Director of Student Activities and approved by the Student Activities Council, the staff-at-large member is appointed by the Staff Council. Elected and appointed members serve one year terms and can succeed themselves.

16. Retention Committee

- a. Discusses and promotes implementation of procedures to assist Dalton State College students in the successful completion of their goals.

- b. Serves as a clearinghouse for ideas to keep students in school or encourage them to return until certificate, degree, or other goals are attained
- c. Consists of the Vice President for Enrollment and Student Services (Chair); the Vice President for Academic Affairs; Director of Institutional Research; Director of the Office of Computing and Information Services; Director of Academic Resources; Director of Student Activities; seven faculty members, preferably from different schools, nominated by the Committee on Committees and elected by the faculty; and two students, appointed by the Student Government Association. The elected faculty members and the student members serve one-year terms and may be re-elected or reappointed.

#### 17. Strategic Planning Committee

- a. The Strategic Planning Committee at Dalton State College exists to foster the implementation and refinement of strategic planning and assessment processes throughout the institution. The general objectives of these efforts are (1) to effect a broad-based program to assist in establishing future directions for the college which are responsive to the needs of the service area, and (2) to effect a program of continuous improvement which will document the college's progress in meeting its goals and objectives. Since planning and assessment are interwoven, complementary functions, the Strategic Planning Committee oversees the development of both efforts and their various manifestations.
- b. The Strategic Planning Committee is appointed by the President and will include members selected from the Administrative Council, the Academic Council, the Student Affairs Council, the faculty, the classified staff, and the Dalton State College Foundation. The Director of Institutional Research and Planning will serve as an *ex officio* member of the committee. Members serve three year terms.

#### 18. Teaching Award Selection Committee

- a. The Teaching Award Selection Committee exists to determine the annual recipient of the Dalton State College Faculty Award for Excellence in Teaching, to be given at the Honors Convocation in April of each year. The Committee will be convened at the call of the Vice President for Academic Affairs, upon a date no earlier than one week prior to the Honors Convocation, and will make its selection from the nominees chosen by the Schools of the College and submitted to the Office of Academic Affairs.

- b. The Teaching Award Selection Committee will be composed of one faculty member from each School for every twenty-five full-time faculty members, or fraction thereof, who has accumulated at least three years of continuous service to DSC, elected for a one-year term by the full-time faculty members, and one student representative from each School/Department. A School/Department's student representative will be selected by its full-time faculty from among those majoring in a field taught within the School/Department who have a minimum grade point average of 3.25 on at least thirty hours of academic work. The Vice President for Academic Affairs will serve as the non-voting Moderator of the Selection Committee.

#### 19. Teaching and Learning Committee

- a. Functions as a body that suggests, proposes, and oversees initiatives for faculty development in the areas of teaching and learning, working with the College administration to provide, support, and promote the most appropriate opportunities for faculty to enhance their teaching effectiveness.
- b. Consists of seven faculty members, preferably from different Schools, one member from the First-Year Experience Program, and one member from Student Services. All members serve two-year terms, with half of the members rotating off every year. Faculty members are nominated by the Committee on Committees and elected by the faculty; the other members are nominated by the Vice President for Enrollment and Student Services. The Chair is chosen by the vote of the members from among those members who had served the previous year.

#### 20. Tenure and Promotion Committee

- a. Serves as an advisory body to the Vice President for Academic Affairs concerning all faculty members under consideration for tenure and promotion.
- b. Conducts reviews of all faculty applications for tenure or promotion that have been recommended by School Deans in accordance with the procedures described in the *Dalton State College Faculty Annual Evaluation Process Manual of Procedure*.
- c. Consists of one tenured faculty member from each academic School for every twenty-five full-time faculty members, or fraction thereof, elected by full-time School faculty. If a School has no tenured faculty members, an untenured faculty member may represent it on the Committee. The Committee will elect a chair annually from its members. Members will

serve staggered two-year terms and may be re-elected. Should a member fail to complete a term, a new member will serve the remaining year(s). Deans, Department Chairs and other administrative personnel are ineligible to serve on this committee.

- d. Shall receive the following documentation in support of each application for tenure or promotion:
  - 1) an updated CV or completed template providing current teaching, professional development, and service information
  - 2) student evaluations for the five most recent years of employment at DSC or since hiring or the last promotion
  - 3) evidence of professional development – should include a list of activities (more information should be made available upon request from the committee)
  - 4) a letter of support from the School Dean
  - 5) a report from the School or Department (included with the School Dean’s letter)
  - 6) a summary of points earned since hiring or since last promotion (included with School Dean’s letter) and support of faculty fulfilling the standard faculty responsibilities as outlined in the faculty evaluation process
  - 7) a narrative prepared by the faculty member detailing his/her accomplishments and goals.
  
- e. Shall provide a written summary of its findings to the School Dean, the Vice President for Academic Affairs, and the reviewee.

21. Beth Burdick Service Excellence Award Selection Committee.

- a. The Beth Burdick Service Excellence Award Selection Committee exists to determine the annual recipient of the Beth Burdick Service Excellence Award, established to recognize members of the Dalton State College staff who excel in the delivery of customer service, to be given at the Honors Convocation in April of each year. The Committee will be convened at the call of the Director of Institutional Advancement, upon a date no earlier than one week prior to the Honors Convocation, and will make its selection from the nominees made by full-time members of the DSC faculty and staff and submitted to the Office of Institutional Advancement.
  
- b. The membership of the committee will be composed of nine members, selected by the Vice President for Academic Affairs, the Vice President for Enrollment and Student Services, and the Vice President for Fiscal Affairs. Members of the committee must have completed at least three years of continuous service to the College. One member of the Selection Committee will be selected from the faculty for a one-year term, and the

President of the DSC Staff Council will be a member of the Selection Committee *ex officio*. The Director of Institutional Advancement will serve as the non-voting Moderator of the committee.

## **ARTICLE VIII**

### **MISCELLANEOUS PROVISIONS**

#### **A. ADOPTION**

These Statutes and any subsequent amendments or modifications shall be adopted by an affirmative vote of a majority of the members of the Faculty of the College present at a regular or duly called meeting of the Faculty, and they shall be in effect upon approval by the President and the Board of Regents.

#### **B. AMENDMENT**

The Statutes and Faculty Handbook Committee shall receive proposals for amendments or additions to these Statutes from Administration and Faculty, from the councils or standing committees of the Faculty, or from the Board of Regents. The Statutes and Faculty Handbook Committee may also originate proposals for amendments or additions to these Statutes. The changes proposed may be adopted by an affirmative vote of the majority of the Faculty of the College.

The Statutes and Faculty Handbook Committee shall submit its proposals for amendments or additions to all appropriate councils or standing committees of the Faculty for recommendations and to the Faculty for adoption. When the Faculty shall adopt an amendment or addition and the amendment or addition has been approved by the President, it shall be submitted by the President to the Board of Regents for ratification. No amendment or addition shall be in effect until it has been approved by the President and ratified by the Board of Regents.

#### **C. INTERPRETATION**

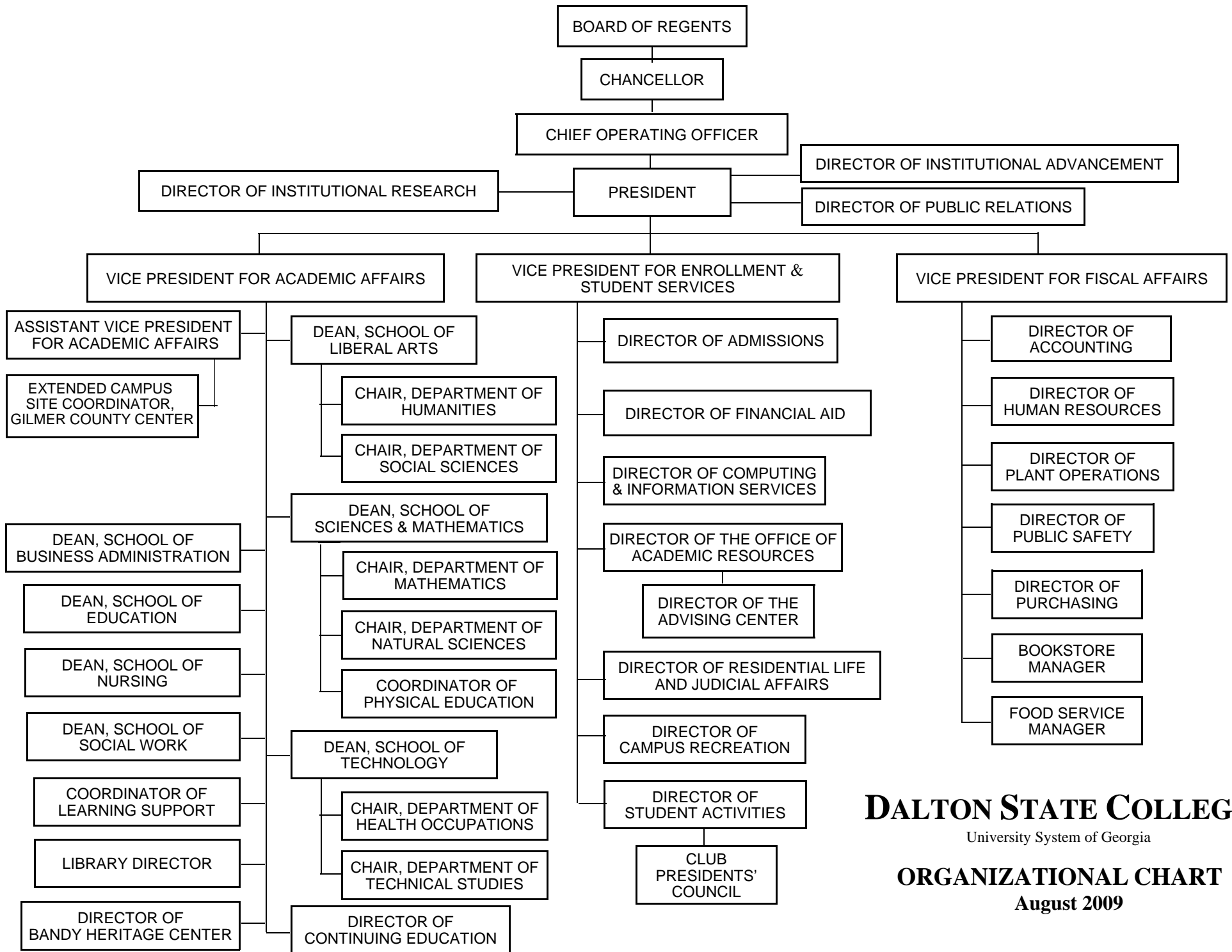
All questions of interpretation of these Statutes and questions of the nature and extent of the jurisdiction of the Faculty of the College and the various administrative officers under these statutes shall be determined by the President. The President shall settle all questions of conflict of jurisdiction that may arise between the Faculty and the administrative officers. After the decision of the President on such questions, an appeal may be made to the Board of Regents in accordance with the provisions of Article IX of the Bylaws of the Board of Regents. All rules and regulations heretofore adopted that are inconsistent with these Statutes are hereby repealed.

The Board of Regents shall retain the power to modify, amend, or repeal these Statutes in any respect.

D. DISTRIBUTION

These Statutes and any approved amendments or modifications shall be posted at [http://www.daltonstate.edu/faculty\\_staff/pdf/Statutes.pdf](http://www.daltonstate.edu/faculty_staff/pdf/Statutes.pdf) on the Dalton State College website, and all members of the Faculty and administrative staff shall be presumed to be familiar with the contents thereof.

## **ORGANIZATIONAL CHART**



# DALTON STATE COLLEGE

University System of Georgia

## ORGANIZATIONAL CHART

August 2009