



DALTON STATE STATUTES

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This manual is prepared for employees of Dalton State College and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the *Policy Manual of the Board of Regents* or any other official publications or actions of the Board of Regents, the official publications or actions of the Board of Regents shall prevail.

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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 provides a diverse student population with opportunities to acquire the knowledge and skills necessary to attain affordable baccalaureate degrees, associate degrees, and certificates and to reach their personal and professional goals. Through challenging academics and rich collegiate experiences, we promote lifelong learning, active leadership, and positive contributions in Northwest Georgia and beyond.

Dalton State College will be recognized as a first-choice destination college dedicated to the transformative power of education. By challenging all students to reach their full potential, we will nurture, inspire, and empower a diverse community of scholars in an accessible, learning-centered, and service-oriented environment. As an exceptional place to learn, work, and teach, Dalton State College will cultivate leaders who proudly serve and improve our community and our world.

Our core values are the essential enduring tenets which guide the Dalton State College community. They set forth what we believe and define how we should conduct our affairs. At the heart of these values is the welfare of our students:

- Opportunity and Access for All
- Excellence in Teaching and Learning
- A Commitment to Service and Collaboration
- Respect and Collegiality
- Diversity and Inclusion

C. 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 the annual College Catalog.

D. Administration

The Administrative Officers of the College, hereafter referred to as the President's Executive Cabinet, shall be the President, Provost and Vice President for Academic Affairs, the Vice President for Student Affairs and Enrollment Management, and the Vice President for Fiscal Affairs, and the Chief of Staff/Executive Director. The complete Dalton State Organizational Chart is found on the college website.

E. Equal Opportunity / Affirmative Action

Dalton State College is an Equal Opportunity employer and seeks to provide an environment that supports effective teaching and learning; mutual respect among students, faculty, and staff; and productive, congenial working relations. The President's written reaffirmation of the Institution's equal employment opportunity and affirmative action policies shall be posted in appropriate locations throughout the campus. Dalton State College affirms its commitment to pursue aggressively full employment and educational opportunities for all. Employees and students are encouraged to contact the Human Resources Office to discuss any instances of alleged discrimination on the campus or in the operation of the institution.

ARTICLE II THE PRESIDENT

The Board of Regents, through the Chancellor of the University System, appoints the President. The President is responsible to the Chancellor or his/her designee for the operation and management of the College and for the execution of all directives of the Board and the Chancellor.

As prescribed by Board of Regents policies, the President shall (I) be the executive head of the College and all of its departments, (II) be the ex officio chair of the faculty and may preside at meetings of the full faculty, (III) chair the President's Executive Cabinet and President's Administrative Cabinet and shall preside at its meetings, (IV) be an ex officio member of Faculty Senate, and (V) be the official medium through which all matters concerning the College, its faculty, and its students are communicated to the Chancellor. The President shall have such other powers and authority as shall be conferred by the Board of Regents (see the *Board of Regents Policy Manual*, Section 2.6).

ARTICLE III PRESIDENT'S EXECUTIVE CABINET AND PRESIDENT'S ADMINISTRATIVE CABINET

A. Officers of the President's Executive Cabinet

The officers of the President's Executive Cabinet are subject to the jurisdiction of the President and shall be the Provost and Vice President for Academic Affairs, Vice President for Student Affairs and Enrollment Management, the Vice President for Fiscal Affairs, and the Chief of Staff/Executive Director of Government and External Relations.

B. Officers of the President's Administrative Cabinet

The officers of the President's Administrative Cabinet are subject to the jurisdiction of the President and shall be the members of the President's Executive Cabinet, four representatives from each vice president's area, three representatives from the chief of staff area, the athletic director, the Faculty Senate President (or his/her designee), the Staff Council Chair (or his/her designee), and the Student Government Association President (or his/her designee).

C. Cabinet Descriptions

The President's Executive Cabinet reviews, develops, revises, and adopts institutional policies. The President's Administrative Cabinet advises 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 Cabinet by the President. The President, the President's Executive Cabinet and/or the President's Administrative Cabinet are responsible for naming staff and student appointees for college-wide administrative committees in conjunction with the Committee on Committees.

D. Appointment and Rights of Officers

The officers of the President's Executive Cabinet and President's Administrative Cabinet shall be appointed by the President and shall hold office at the pleasure of the President. These officers shall not have rights of tenure. If an officer has academic rank and rights of tenure in the Corps of Instruction, such officer shall retain this academic rank and these rights of tenure. An officer having faculty status shall have all the responsibilities and privileges of faculty membership.

E. Responsibilities and Duties of the President's Executive Cabinet

1. Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the chief academic officer of the College and reports directly to the President, in whose absence the Provost and Vice President for Academic Affairs acts as the chief executive officer of the College. The Provost and Vice President for Academic Affairs is the chief administrator of academic regulations and requirements as set forth in the College Catalog.

The Provost and Vice President for Academic Affairs shall provide leadership for the faculty, deans, and chairs in the areas of development of curricula and improvement in instruction, and shall be a member of the President's Executive Cabinet and an *ex officio*, non-voting member of the Faculty Senate.

a. Academic Deans

The academic deans are the administrative officers of their respective schools and are directly responsible to the Provost and Vice President for Academic Affairs. They are appointed by the President upon the recommendation of the Provost and 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 including supporting institutional advancement as well as providing leadership in the areas of faculty in-service training, scholarship, professional service to the community, educational experiences, academic advising, and faculty recruitment for the school.

b. Associate and Assistant Deans

The associate or assistant deans, if applicable, provide leadership within a school and are appointed by and serve at the pleasure of the President, upon the recommendation of the dean of the school and the Provost and Vice President for Academic Affairs. They shall be members of the faculty of a discipline with appropriate faculty rank, eligible for tenure as members of the faculty, and responsible directly to the dean of the school. They shall assist the dean in matters related to appointment of faculty, curriculum, evaluation, recruitment, and other matters as directed by the dean in the administration of the school.

c. Department Chairs

The department chairs are the administrative officers of departments within the schools and are directly responsible to their deans and/or associate/assistant dean. They are appointed by the President upon the recommendation of the appropriate dean and the Provost and Vice President for Academic Affairs and hold office at the pleasure of the President. They are responsible for managing and supervising the work of their departments. In schools without departments, responsibilities will be assumed by the dean, associate dean, or assistant dean.

d. Library Director

The library director is the administrator of the library and is directly responsible to the Provost and Vice President for Academic Affairs. The library director is appointed by the President upon the recommendation of the Provost and Vice President for Academic Affairs. 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.

e. Directors/Coordinators of Academic Units

For a description of units that report to the Provost and Vice President for Academic Affairs, refer to the current college organizational chart found on the Dalton State website.

2. Vice President for Student Affairs and Enrollment Management

The Vice President for Student Affairs and Enrollment Management provides leadership for all phases of student enrollment and student affairs and reports directly to the President. The Vice President for Student Affairs and Enrollment Management is a member of the President's Executive Cabinet.

3. Vice President for Fiscal Affairs

The Vice President for Fiscal Affairs plans, organizes, and administers the business affairs of the College and reports directly to the President. The Vice President for Fiscal Affairs is a member of the President's Executive Cabinet and is responsible for all funds, campus safety, human resources and physical properties of the College.

4. Chief of Staff/Executive Director for Government and External Relations

The Chief of Staff /Executive Director for Government and External Relations is responsible for the supervision of the day-to-day campus operations of the President's office, coordination and oversight in the development of core initiatives within the office of the President, Presidential communications and coordination of the College's external and governmental relations activities. The Chief of Staff is a member of the President's Executive Cabinet.

ARTICLE IV THE FACULTY AND STAFF

A. Faculty

1. The Corps of Instruction

The faculty shall consist of the Corps of Instruction and the Administrative Officers. The Corps of Instruction, as defined in the *Board of Regents Policy Manual*, Section 8.1.1, includes full-time Professors, Associate Professors, Assistant Professors, Lecturers, teaching personnel with other titles as approved by the Board of Regents, and duly certified librarians. Members of the Corps of Instruction shall carry out their duties in a professional, ethical, and collegial manner, as defined in the *Dalton State Policy and Procedures Manual*.

2. 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.

3. Part-Time Faculty

All teaching personnel on less than a full-time contract are classified as part-time faculty and hold the rank of Part-time Instructor, but as defined in the *Board of Regents Policy Manual*, are not members of the Corps of Instruction. Part-time faculty are subject to the same employment criteria and procedures as full-time faculty but are not eligible for tenure or promotion.

B. Staff

Staff shall consist of two major employee groups: (1) Staff Professional and Administrative, and (2) Staff Non-exempt Employees as defined in the Board of Regents' *Human Resources Administrative Practice Manual*. Staff shall carry out their duties in a professional, ethical, and collegial manner, as defined in the *Dalton State Policy and Procedures Manual*.

C. Official Personnel Policies

The official personnel policies of Dalton State College are published in the University System of Georgia *Board of Regents Policy Manual*, Section 8 and in the *Dalton State Policy and Procedures Manual*. In the case of conflicting policy, the *Board of Regents Policy Manual* will prevail.

D. Conditions of Employment

1. Academic Freedom

All employees are entitled to academic freedom. Dalton State College subscribes to the principles of academic freedom expressed in the "Statement on Academic Rights and Responsibilities" issued by the American Council on Education in 2005 (ACE). While members of the College's faculty are entitled to full academic freedom as described there, in their interactions with students they are expected to maintain at all times the highest standards of academic professionalism and to make every effort to assure unimpeded intellectual diversity in their classrooms and other instructional venues.

2. Outside Activities

All employees 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 and approved by the Provost and Vice President of Academic Affairs. 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 staff members employed by Dalton State College are expected to give full professional effort to their assignments of teaching, professional development, and service.

All 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, publishing, and participating in business or service enterprises.

All 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 subject concerns, classroom projects, senior projects, theses and dissertations, and intellectual property issues.

3. Professional Conduct

All employees 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 nonacademic work pending all legitimate appeals.

All employees are governed by the policy on political activities published in the *Board of Regents Policy Manual*, Section 8.2.18.3.

4. Teaching Faculty Appointments

All appointments, reappointments, promotions, awards of tenure, terminations and leaves of absence of members of the faculty are the final responsibility of the President. Policies regarding each of these may be found in the *Faculty Evaluation Manual*.

The minimum qualifications for appointment to a faculty position are published in the *Board of Regents Policy Manual*, Section 8.3.1.2.

- a. Consistent with the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC)'s requirements for institutional accreditation;
- b. Evidence of ability as a teacher;
- c. Evidence of activity as a scholar and ability in all other duties assigned;
- d. Successful experience (which will necessarily be waived for those just entering the academic profession who meet all other requirements); and,
- e. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.

ARTICLE V INSTITUTIONAL GOVERNANCE

The Faculty Senate, or other comparable governance body at all USG institutions shall meet and shall appoint a secretary who shall keep a record of all the proceedings. All meetings should comply with all applicable laws and regulations including the Georgia Open Records Act and the Georgia Open Meetings Act.

The faculty shall, subject to the approval of the President of the institution (*Board of Regent's Policy Manual*, Section 3.2.3):

1. Make statutes, rules and regulations for its governance;
2. Provide committees as may be required;
3. Make statutes, rules and regulations for students regarding admission, suspension, expulsion, classes, courses of study, the learning environment, and requirements for graduation; and,
4. Make regulations necessary or proper for the maintenance of high educational standards.

The President shall establish or discontinue councils, committees, or ad-hoc committees as the need arises. The faculty may, through recommendations from the Faculty Senate, the Academic Programs Committee, President's Executive Cabinet, or the President's Administrative Cabinet, propose to the President the establishment or discontinuance of faculty committees.

The administrative officers participate in the governance of the College through the President's Executive Cabinet and the President's Administration Cabinet (See Article III for more information on the membership and responsibilities of these cabinets). The faculty, staff, and students of Dalton State College participate in the governance of the College through the Faculty Senate, Staff Council, Student Government Association, and/or the committees to which they are elected or appointed.

1. The faculty act through a system of the Faculty Senate, councils, and/or committees, subject to review and challenge as provided.
2. The faculty may review any policy recommendation related to the educational process which is created by the Faculty Senate, Staff Council, Student Government Association, or

other committees, and may refer specific matters to any council, committee, or the Faculty Senate for consideration in the light of faculty concerns. The written response of the council, committee or the Faculty Senate will be forwarded to the full faculty and recorded with the minutes of the next regularly scheduled faculty meeting. The specific process for review is outlined in the *Dalton State Policy and Procedures Manual*.

3. No Faculty Senate, Staff Council, Student Government Association, or committee action changing policy related to the educational process shall be implemented prior to the completion of the faculty review process (except those mandated by the Board of Regents and/or local, state or federal guidelines, policies and laws).

A copy of each institution's statutes, rules, and regulations made by the faculty shall be filed with the Chancellor and shall be published, implemented and disseminated in accordance with SACSCOC regulations. The faculty shall have primary responsibility for those aspects of student life that relate to the educational process, subject to the approval of the President of the institution.

A. 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 Provost 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. Meetings of the faculty shall be conducted by parliamentary procedure as defined by the latest revision of *Robert's Rules of Order*. The Committee on Committees shall nominate a secretary to record the minutes of the faculty meetings. Items to be placed on the agenda must be submitted to the President at least five working days in advance of the scheduled meeting.

B. Faculty Senate

The Faculty Senate consists of the President of the College as a non-voting *ex officio* member, the Provost and Vice President for Academic Affairs as a non-voting *ex officio* member, and elected senators. The Faculty Senate shall serve as a mechanism for shared governance at the College by providing a forum for open communication of faculty concerns. The purpose of the Faculty Senate shall be to provide a deliberative means for recommending policy and any changes in policy, except those mandated by the Board of Regents, to the President of the College and to the faculty. Finally, the Faculty Senate shall be responsible for recommending revisions to the Dalton State College Statutes.

C. Committee on Committees

The Committee on Committees consists of a faculty member of each school elected by the faculty of each respective school for a two-year term. The committee also includes one member of the Faculty Senate appointed by the senate's executive committee for a two-year term. The Chair of the Committee on Committees shall be chosen by a majority vote of the current members of the

Committee on Committees during the first scheduled meeting of each academic year. The Chair will serve a one-year term. The Committee on Committees shall survey individual interests related to service on college-wide standing committees not under the purview of the Faculty Senate. The committee shall make recommendations on the faculty membership for standing committees to the President's Executive Cabinet. The committee shall also assist the President's Executive Cabinet by suggesting possible faculty membership for ad-hoc committees as the need arises. Finally, the committee shall also oversee the submission of minutes for college-wide standing committees which it helps staff where appropriate. Information on the various standing committees, including their purpose and membership, can be found in the *Dalton State College Policy and Procedures Manual*.

D. Staff Council

Dalton State College Staff Council shall promote the welfare of institutional staff by providing a forum for open communication of staff concerns. It shall participate in the governance of the College by advising the President on matters concerning staff or the general welfare of the college and shall also recommend policies and procedures to the President related to non-academic matters and staff.

E. Student Government Association

Membership in the Student Government Association (SGA) shall be composed of students currently enrolled in Dalton State College (DSC) who serve to represent the student body in its entirety. Voting members of the SGA include the Executive Branch, the Senators, the Registered Student Organization representatives, and two faculty representatives appointed annually. The SGA shall be advised by the Dean of Students or his/her designee. The SGA shall serve as a mechanism for shared governance at the College by providing a forum for open communication of student concerns. Furthermore, SGA is the sole allocator of the Student Activity Fee budget. The President of Dalton State College shall have the ultimate discretion in approving any decisions made by the SGA.

F. Institutional Review Board (IRB)

The Institutional Review Board (IRB) shall consist of five faculty members nominated and elected by the Committee on Committees and approved by the President's Executive Cabinet for two-year terms. The committee will also have one external person from the campus community chosen by the Provost and Vice President of Academic Affairs to serve a one-year term. The committee elects a chair from its membership. Elected members may succeed themselves. The IRB 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. Guidelines and forms may be found in the *Dalton State Policies and Procedures Manual*.

ARTICLE VI 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.

B. Amendment

The President's Executive Cabinet and/or Faculty Senate shall receive proposals for amendments or additions to these Statutes from the administration and the faculty, from the councils or standing committees of the College, or from the Board of Regents. The President's Executive Cabinet and/or Faculty Senate may also originate proposals for amendments or additions to these Statutes.

The President's Executive Cabinet and/or Faculty Senate 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 by majority vote 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.

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. After the decision of the President on such questions, an appeal may be made to the Board's Office of Legal Affairs ("Legal Affairs") in accordance with the provisions of Section 8 of the *Board of Regents Policy Manual*. 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 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.