I. Preamble

In accordance with the policies of the Board of Regents of the University System of Georgia, the faculty of Southern Polytechnic State University approves the following Statutes for governance of the affairs of the institution. These regulations seek to define basic rights and responsibilities of each component of the university and to provide means of communication so that the purposes of the university can best be served.

II. The University

Southern Polytechnic State University is distinctive in its technological mission within the University System of Georgia. The University's purpose is to maintain appropriate, high-quality programs in technological and related fields of education. To fulfill this role, the university shall (1) create, preserve and transmit technological and other skills and knowledge; and (2) translate those skills and knowledge into useful and appropriate services to the citizens of the State of Georgia.

As a unit of the University System of Georgia, Southern Polytechnic State University is subject to the jurisdiction and governance of the Board of Regents and the chancellor of the System. These Statutes reflect the policies and authority of the Board. Additional policies and regulations may be found in the Board of Regents Policy Manual and the Southern Polytechnic State University Policy and Procedures Manual.

The Administration of the university is composed of the president and other persons appointed by the president to serve in executive and administrative roles. The faculty of the university is composed of the corps of instruction and related administrative officers, who are designated in these statutes. The staff of the university is composed of those persons who support the administrative, academic and operational units. Students in the university are those persons, who by their official matriculation, indicate their intent to receive the education available at the university. The administration, faculty, staff and students are the components of the university to whom these Statutes apply.

III. The President

The president is elected by the Board of Regents upon the recommendation of the chancellor. The powers of the president are those ordinarily implied by the office, some of which are stipulated in the Policies of the Board of Regents. As the chief executive officer of the university, the president shall exercise such supervision and direction as will promote the efficient operation of the institution. The president shall be responsible to the chancellor for the operation and management of the university and for the execution of all directives of the Board of Regents and the chancellor.

The president is the chief spokesperson of the university and has the ultimate responsibility for defining goals, for setting budget priorities, for recommending the addition and deletion of degree programs, for providing leadership, and for creating public understanding.

The president is the ex-officio chairperson of the faculty and the Faculty Senate, and is also an ex-officio, non-voting member of all committees, boards, or councils of the university. The president shall be the official medium of communication between the faculty and the chancellor, and between the Faculty Senate and the chancellor.

The president, upon the recommendation of the faculty, confers all degrees, presides at commencement ceremonies, and authorizes the issuance of all diplomas and certificates. Recommendations for appointment, reappointment, promotion, tenure, and dismissal of members of the administration and the corps of instruction are made by the president to the Board of Regents through the chancellor, in accordance with the policies of the Board of Regents. The president may use the judgments of the faculty and seek outside evaluations by organizations and by scholars and other individuals of acknowledged competence.

The president identifies and defines the responsibilities of other members of the administration, who, serving at the president's pleasure, guide and direct other functions of the university.

IV. Administrative Officers

Administrative officers including vice presidents, academic deans, and department chairs shall be appointed by the president and shall hold office at the pleasure of the president. Administrative officers hold faculty status. Officers who report directly to the president in their full-time administrative role are classified as senior officers of the University.

A. Vice President for Academic Affairs

The vice president for academic affairs shall be the primary academic advisor to the president and shall be responsible to the president for coordinating the educational programs of the university, for supervising the various academic activities of the university, and for enhancing the quality of instruction and learning of the university. In the temporary absence of the president, the vice president for academic affairs shall fulfill the responsibilities of the president.

The vice president for academic affairs shall be an ex-officio, non-voting member of all standing committees which handle academic matters. The vice president for academic affairs, with the approval of the president, shall exercise control over all funds allocated for the educational programs of the university and shall have the responsibility for recommending the instructional budget, subject to the approval of the president. The vice president for academic affairs ensures that faculty views are presented to the president. The vice president for academic affairs may make special assignments, and, with the concurrence of the president, may appoint ad hoc academic advisory committees as the need arises, and may specify the charge to such groups, the duties and responsibilities of the members, and the term of office for each committee.

The vice president for academic affairs shall have the authority to recommend to the president the appointment of all persons needed to assist in the duties of that office.

B. Vice President for Business and Finance

The vice president for business and finance shall be responsible to the president for all business and financial affairs affecting the university and serves as the principal financial advisor to the president in all policy decisions. In addition to the day-to-day management of fiscal activities, this person is also responsible for plant operations, campus security, and the safety and security of all students, faculty, and staff.

The vice president for business and finance shall be directly responsible to the president for directing the business and financial administration of the university and institutional compliance with the approved budget and University System rules and regulations. This includes maintaining custody and control of the university's funds and securities and insuring that all accounts, claims, and demands against the university are correct and funds are legally available before payment is made. The vice president for Business and finance is responsible for the preparation and submission to the president of all budgets for the university, all accounting and auditing procedures, records, and reports, and the proper maintenance and security for the physical assets of the university.

The vice president for business and finance shall have the authority to recommend to the president the appointment of all persons needed to assist in the duties of that office.

C. Vice President for Student and Enrollment Services

The vice president for student and enrollment services shall be responsible to the president for providing leadership in the management of student recruitment, retention, enrollment and all student life and student service activities. This person shall serve as the principal advisor to the president on all matters pertaining to student life and activities outside the classroom.

The vice president for student and enrollment services shall be responsible for new student orientation, enrollment marketing, market research, and other recruitment programs as well as oversee the activities of the admissions, recruitment, financial aid, and registrar's offices.

The vice president for student and enrollment services shall have the authority to recommend to the president the appointment of all persons needed to assist in the duties of that office.
The faculty consists of the corps of instruction and the administrative officers of the university as defined in the Policy Manual of the Board of Regents (BR Pol. Man. 302 and 801.01). The president shall have the authority to recommend to the Board of Regents through the chancellor the creation of additional positions needed for the operation of the university.

Academic Deans
Academic deans shall be immediately responsible to the vice president for academic affairs for overseeing the various departments within their schools and units. All personnel matters including annual evaluations, recommendations for appointment, reappointment, promotion, tenure, and dismissal of faculty shall be processed according to the university policies by academic deans in concert with the vice president for academic affairs. Academic deans shall develop and recommend, in consultation with the vice president for academic affairs, the annual budgets for their areas and exercise control over all funds allocated for the operation of their areas. Academic deans shall be ex-officio, non-voting members of all university-wide standing faculty committees that handle academic matters. The academic deans shall be considered members of the faculty.

Department Chairs
Academic department chairs shall be immediately responsible to the dean of the school they reside in. The department chair is responsible for the day-to-day operations of the department. All personnel matters including annual evaluations, recommendations for appointment, reappointment, promotion, tenure, and dismissal of faculty shall be initially reviewed by the department chair in concert with the dean and processed according to the university’s policies and procedures. Department chairs will manage the budget for their department and recommend yearly budgets to the dean. Department chairs will assume leadership for development and maintenance of academic programs, accreditation requirements, assessment and improvement. The department chairs shall be considered members of the faculty.

Evaluation of Administrators
Evaluation of the president, vice presidents, deans, directors and department chairs will be carried out annually according to the official SPSU Policy and Procedures Manual.

V. The Faculty

A. Membership
The faculty consists of the corps of instruction and the administrative officers of the university as defined in the Policy Manual of the Board of Regents (BR Pol. Man. 302 and 801.01).

1. The faculty shall consist of the corps of instruction, duly certified librarians and the administrative officers as defined in Section 300 of the BOR Policy Manual. Persons holding part-time status, or honorary titles shall not be considered to be members of the faculty.

2. Full-time professors, associate professors, assistant professors, instructors, lecturers, chaired professors and teaching personnel with such other titles as may be approved by the Board shall be the corps of instruction.

3. A faculty member who has academic rank and rights of tenure in the corps of instruction and who accepts an appointment to an administrative office (other than president) shall retain his/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 is 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 and shall hold office at the pleasure of the president.

4. The institution will file with the office of the Board of Regents a list of administrative offices, which have faculty status (by office, not by name of individual).

B. Faculty Meetings
To exercise its rights and to carry out its responsibilities, it is necessary and proper that the faculty meet in general session at least twice per semester. The current Moderator of the Faculty Senate shall serve as the President’s designee as moderator of the general faculty meetings during an academic year. The faculty will set the schedule for regular meetings of the general faculty. The president or president’s designee may call special meetings of the faculty. The secretary of the faculty will be elected by majority vote at the first meeting of the general faculty during fall semester and serve during the academic year. The secretary of the faculty, upon written petition by 20 percent of the faculty, shall call a special meeting of the faculty. Minutes will be kept for every meeting by the secretary and archived.

Members of the faculty shall be sent written or electronic notices of a meeting at least one week in advance. The responsibility for notifying faculty members lies with the body calling the meeting. Regular faculty meetings may be posted for the semester in an official calendar, providing such a calendar is distributed to faculty members at least one week before the first scheduled faculty meeting. An agenda for each faculty meeting shall be distributed one week in advance of the meeting. For all meetings of the faculty, more than one-third of its voting members must be in attendance to constitute a quorum, and the first order of business for the meeting will be to determine that a quorum is present. Motions made and duly seconded may be passed by simple majority of those present and voting. Proxy votes are not allowed. Voting at meetings of the faculty shall be limited to the faculty as defined above. A copy of the minutes of the faculty meeting shall be sent to the president. The student government officers are invited to attend faculty meetings as advisors. Visitors may address the faculty if arrangements are made in advance with the chairperson. Roberts’ Rules of Order govern the proceedings of all faculty meetings.

C. Rights and Responsibilities
The faculty shall make, subject to the approval of the president, 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; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of these statutes, rules and regulations made by the faculty shall be filed with the chancellor. The faculty shall also have primary responsibility for those aspects of student life, which relate to the educational processes, subject to the approval of the president of the institution. (BOR Pol. Man. Section 300)

1. Faculty responsibilities are listed in the SPSU Policy and Procedure Manual. These activities include the duties of teaching, service, professional growth and development, and scholarship (academic achievement).

2. A member of the faculty shall retain all the rights and privileges of a private citizen, including freedom of expression. However, activities undertaken as a private individual must not appear to bear the endorsement of the university. Furthermore, the private activities of the faculty member must neither interfere nor create conflict of interest with the discharge of that member’s contracted duties.

3. Each member of the faculty shall have the right to bring grievances before the faculty or its duly appointed representatives. The decision of this body may be appealed to the president, and, if necessary, to the Board of Regents.

4. Every faculty member shall be entitled to academic freedom in the classroom. Faculty statements in the classroom shall be expected to conform to a high standard of professional ethics, shall present the various scholarly views related to the subject, and shall avoid totally unrelated material.

5. The academic calendar shall be developed in conformance with the policies of the Board of Regents and shall be subject to ratification by the faculty at a General Faculty meeting.

6. Outside Activities – occupational, consulting, and political – shall be governed by the policies of the Board of Regents (BOR Pol. Man. Section 800) and the policies and procedures of the university.

D. Appointment of the Members of the Corps of Instruction
The Board of Regents shall elect all faculty members prior to their initial appointments upon the recommendations of the chancellor and the president. Recommendations for such action shall normally originate within each department/program and shall be considered in turn by the dean of the school, the vice president for academic affairs, the president, the chancellor, and the Board of Regents in the manner described in the policies of the Board of Regents and the policies and procedures of the university. Every appointment shall be made solely on the basis of merit and the special qualifications of the individual for the work demanded by the position.
Faculty employment shall come under the policies of the Board of Regents and the SPSU policies and procedures. SPSU policies and procedures dealing with appointment may be found in the SPSU Policy & Procedure Manual.

E. Promotion and Tenure for Corps of Instruction
The criteria, policy and procedures for promotion and tenure are in accordance with the BOR Policy Manual. The SPSU Policies and Procedures Manual states the particular requirements and timetables for promotion and tenure for faculty.

F. Evaluation of Corps of Instruction Faculty
The evaluation of faculty shall take place every spring semester in accordance with the SPSU Policy and Procedure Manual.

The university will conduct in-depth pre-tenure reviews of all faculty in their third year of progress toward tenure. The criteria established for promotion and tenure, emphasizing excellence in teaching, shall be used as the focus for these reviews. The SPSU Policy and Procedure Manual on pre-tenure review establishes the criteria to be followed. Policies and any subsequent revisions must be reviewed and approved by the Senior Vice Chancellor responsible for academic affairs.

The university will conduct post-tenure reviews of all tenured faculty members. The SPSU Policy and Procedure Manual establishes the criteria to be followed. Policies and any subsequent revisions must be reviewed and approved by the Senior Vice Chancellor responsible for academic affairs.

G. Notice of Employment and Resignation for the Corps of Instruction

A. Tenured
All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty days (60) written notice of their intention to resign to the president of the university or to his/her authorized representative.

B. Non-tenured
1. Each year, or on or before the dates specified in Regents' tenure regulations, the president of the university or his/her authorized representative, shall advise, in writing, all non-tenured faculty who have been awarded academic rank (lecturer, senior lecturer, instructor, assistant professor, associate professor, professor) and who are employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

2. The dates for reappointment may be found in the university's policy and procedure manual.

The university will conduct post-tenure reviews of all tenured faculty members. The SPSU Policy and Procedure Manual establishes the criteria to be followed. Policies and any subsequent revisions must be reviewed and approved by the Senior Vice Chancellor responsible for academic affairs.

H. Removal of Faculty Members
The president of the university may at any time remove any faculty member or other employee of the university for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved statutes of the university. 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 the university.

I. Educational and Professional Leave

The president of the university may grant leaves of absence, with or without pay, to employees of the university. Leaves of absence of one academic term or less, with or without pay, may be granted by the university's president. Extensions of such leaves require the approval of the chancellor and the Board.

J. Summer Teaching
All full-time faculty employed on an academic-year basis may apply to teach in summer semester. The responsibility for establishing and implementing an equitable method of allocating summer teaching to maintain the quality of course offerings during summer semester shall rest with the individual department chairs, dean of the school, and the vice president for academic affairs.

K. Intrasystem Recruitment
When the president wishes to consider for employment a principal administrator or faculty member of another institution in the System, he/she shall secure authorization from the president of the employing institution prior to contacting the principal administrator or faculty member. When a formal offer is made, the letter shall include a statement to the effect that acceptance can be made only after all contractual obligations have been fulfilled or a replacement secured.

VI. Committees of the University

A. Committees of the Faculty

1. Relationship of Committees of the Faculty
The faculty is primarily responsible for the conduct for academic affairs and other matters as specified in the Policy Manual of the Board of Regents or by the president. These charges of the faculty are administered through three types of committees of the faculty:

Standing Committees that are statutory and ongoing

Operating Committees that are not statutory but are ongoing (such as the Campus-Wide P&T)

Ad hoc Committees that are not statutory and have a limited timeframe

Statutory Committee recommendations shall be submitted to the general faculty for approval.

2. General Policies of the Committees of the Faculty

a. Standing Committees
Each Standing Committee is charged in these Statutes and has as its major function the development of policy recommendations to the faculty. Some standing committees have the additional charge of advising appropriate administrative officers on certain matters as specified in the description and charge of that committee. Standing committees shall publish minutes of each meeting and send copies to the president within five days after the meeting. The minutes shall be distributed to the faculty and recommendations for action contained in those minutes shall be voted on at the earliest possible faculty meeting.

The following rules apply to all Standing Committees:

1. Each standing committee shall be governed by its respective University policy and procedure.

2. Each member of a committee, whether voting or non-voting, shall be notified of each regular meeting at least seven days in advance. Notification of committee members is the responsibility of the committee chairperson.

3. In any committee, a quorum shall consist of at least fifty percent of the voting members.

4. Student members of committees are appointed by the president of the Student Government Association and approved by the Student Council and have been enrolled as a full-time undergraduate student for three semesters or as full-time graduate students for two semesters before such appointment.

5. The president upon recommendation of the Board of Directors of the Alumni Association shall appoint alumni members of committees.

6. Except where specified otherwise, the chairperson of each committee shall be elected by the voting members of that committee, and that chairperson shall appoint a secretary of the committee.

7. Terms of faculty members shall be staggered so that about one-half of the membership terms expire each year. Standing committee members fall into two categories: regular elected voting members; and certain other members, voting and non-voting, who may be students or ex-officio members.

8. Members elected by the faculty may serve concurrently on more than one standing committee.
The university has an obligation to fulfill its educational mission as effectively as its capacities and resources permit. The university shall establish and maintain high academic standards and adopt and implement standards of orderly conduct that promote an atmosphere conducive to learning and meaningful individual development. University regulations with respect to student conduct shall be determined by the faculty after receiving the recommendations of the appropriate committees.

In admitting students, the university shall not discriminate on the basis of race, color, sex, religion, creed, national origin, age, or handicap. The university shall select those applicants who, in its judgment, can best benefit from its educational programs.

The faculty shall evaluate students' scholastic abilities solely on the basis of academic performance. Appropriate criteria, which will serve to establish the academic standing of individual students, shall be determined and promulgated by the faculty.

As part of the educational process, the university encourages students to examine and freely discuss questions and issues of interest to them. The right of peaceful assembly, individual students, shall be determined and promulgated by the faculty.

The university shall establish orderly procedures whereby new student organizations can be formed and monitored.

VIII. Interpretation and Amendment of These Statutes
A. Interpretation of the Statutes
All questions of interpretation of these Statutes and questions of the nature and extent of the jurisdiction of the faculty and of the various administrative officers under these Statutes shall be determined by the president. If, after the decision of the president on such questions, an appeal is considered necessary, it may be made to the Board of Regents pursuant to the provisions of the Board of Regents Bylaws.

B. Amendment of the Statutes
1. Proposals for amending these Statutes shall be submitted in writing to the president and the Faculty Senate. Proposals may be submitted by any administrative officer, or by any member of the Faculty Senate, or by a majority of any standing committee of the faculty, or by petition of twenty percent of the faculty.
2. Upon approval by a majority of the membership of the Faculty Senate, the proposed amendment shall then be submitted to the faculty in writing at least two weeks prior to the meeting at which it shall be voted upon. If the proposed amendment fails to receive approval by the Faculty Senate, the proposal shall be referred to the faculty upon petition of one-third of the faculty.
3. Voting on amendments shall be by secret ballot and shall occur at the faculty meeting at which the proposal is considered. Adoption by the faculty shall require a two-thirds majority vote of those present and voting. The recommendation is then forwarded to the president for approval. If approved, the president forwards it to the chancellor and Board of Regents.
4. Amendments shall be in full force as a part of these Statutes when approved by the faculty, the president of the university, the chancellor, and the Board of Regents.

Approved SPSU Faculty February 4, 2003
Approved USG Board of Regents April 16, 2003
Official implementation date is effective August 11, 2003