



BYLAWS

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DEFINITIONS

“Faculty” refers to all full-time and part-time teaching faculty, including tenured, tenure-track, and temporary faculty; lecturers; instructors; and certified librarians who comprise the corps of instruction. “Dalton State College” refers to the sum of the Dalton campus and other off-campus instructional sites unless otherwise specified.

ARTICLE I NAME AND PURPOSE

The Faculty Senate of Dalton State College is a deliberative and representative body of the faculty that serves as the voice of the faculty and as the mechanism for shared governance at the College.

The Faculty Senate shall have the following purposes:

1. to prescribe policies and changes in policy to the President of the College and the Faculty, except those mandated by the Board of Regents;
2. to create and staff standing and ad hoc committees to examine issues and concerns in greater depth, and to monitor the actions and policies of the institution;
3. to serve as a forum for the discussion of concerns and issues important to the faculty as professional educators, experts in their fields, or employees of the institution;
4. to communicate the Faculty’s concerns to the President of the College and administration with respect to institutional policies and procedures, strategic planning, and actions taken by the President of the College as a representative of the institution;
5. to communicate the actions, decisions, and recommendations of the Faculty Senate to the Faculty.

Specifically, as stipulated by the *Board of Regents Policy Manual*, [Section 3.2.4](#), “the Faculty Senate, subject to the approval of the President of the institution, shall have the authority to prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and to make such regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty Senate shall also have primary responsibility for those aspects of student life and athletics which relate to the educational process, but also subject to the approval of the President of the institution.”

A copy of an institution’s statutes, rules, and regulations made by the faculty shall be filed with the Chancellor.

When there is inconsistency or conflict between the Faculty Senate Bylaws and various governing documents, resolution will be settled by an ad-hoc committee selected by the President of the

Senate or, in cases of a potential conflict of interest, a representative appointed by the President of the College.

ARTICLE II MEMBERS

Section 1: Membership

Membership of the Faculty Senate shall consist of the President of the College, the Provost and Vice President for Academic Affairs, and elected senators. The President of the College and the Provost and Vice President for Academic Affairs shall be non-voting members.

Section 2: Qualifications

Any full-time tenured or tenure-track teaching faculty, full-time lecturer, or certified librarian not holding a full-time administrative office at Dalton State College shall be eligible for election to the Faculty Senate after his or her first year of service. A faculty member holding a full-time administrative office, including department chair or dean, cannot be a senator or serve as a proxy for a senator.

Section 3: Representation

The Faculty Senate shall be composed of representatives from each academic school plus one senator elected from the library staff. The number of representatives per school shall be one senator for every five full-time faculty members in the school, plus up to one additional representative, as shown by the examples in the following table.

Number of Faculty	Number of Senators	Number of Faculty	Number of senators
1-7	1	33-37	7
8-12	2	38-42	8
13-17	3	43-47	9
18-22	4	48-52	10
23-27	5	53-57	11
28-32	6	58-62	12

If the number of faculty in a school is not evenly divisible by five, then a remainder of one or two will result in no additional representatives; but a remainder of three or four will result in one additional representative added to the total number of senators from the school.

Section 4: Elections

Senators shall be elected by the school and by secret ballot no later than the end of the first full week of classes of the Fall semester. A senator shall be elected by a plurality of votes cast for nominees and counted by a minimum of two non-administrative faculty members not on the ballot. The dean shall forward the names of elected senators to the President of the Senate within three working days after the election.

Section 5: Term of Service

The term of service shall be three years for a senator and two years for the President of the Senate, President-elect, Secretary, and Parliamentarian. Once elected to an office, the senator shall complete the term specified for the office even if it exceeds his or her three-year term as an elected representative. A year of service shall begin at the first Faculty Meeting of an academic year held in August and continue until the first Faculty Meeting of the next academic year.

Section 6: Attendance

Senators are expected to attend all meetings of the Faculty Senate unless extenuating circumstances prevent attendance. A senator who cannot attend a meeting shall choose a qualified proxy to serve in his or her place. The proxy shall have full voting privileges but must meet the qualifications of a senator as specified in Section 2 of this Article. If a senator is absent from two consecutive Faculty Senate meetings without appointing a proxy, then the Secretary shall inform the senator's dean of the chronic absence by letter.

Section 7: Resignation

A senator who is unable or unwilling to perform the expected or requested duties of the office shall submit a letter of resignation to the President of the Senate. A senator appointed to a full-time administrative office must also vacate the office upon assumption of his or her administrative duties. Once a letter of resignation has been submitted, a new election to fill that office shall be held by the school, preferably before the next Faculty Senate meeting.

Section 8: Recall of Senators

The faculty of a school may recall a senator by a majority vote of the school's faculty.

Section 9: Unexpired Terms of Service

In the case of an unexpired term of service for a senator, the school shall elect a representative to fill the remainder of the term following the procedures outlined in Section 4 of this Article.

ARTICLE III OFFICERS

Section 1: The Executive Committee

The officers of the Faculty Senate shall be the President of the Senate, the President-elect, the Secretary, and the Parliamentarian. The officers shall comprise the Executive Committee of the Faculty Senate. The purpose of the Executive Committee is to serve as liaison to the administrative officers of the College when necessary or warranted and to appoint senators to Faculty Senate committees.

Section 2: Election and Service

The President of the Senate shall seek nominations for vacant offices by April 1 and shall conduct an election by secret ballot at the final spring meeting of the Faculty Senate. Senators shall elect officers by a plurality of votes cast for nominees. The term of service for each officer shall be two years, which shall begin at the first faculty meeting of the academic year held in August and continue until the first faculty meeting of the next academic year. An officer may be removed from office by a two-thirds vote of the senators present at a Faculty Senate meeting, provided a quorum has been met.

Section 3: Official Duties

A. President

The President of the Senate shall be considered a representative of the full faculty and not a representative of his or her school. The President of the Senate shall have the following duties:

1. Preside at Faculty Senate meetings except as provided by the *Board of Regents Policy Manual*, [Section 2.5.2](#);
2. Collect agenda items and coordinate arrangements with the President of the College or the President's designee for meetings of the Faculty Senate;
3. Schedule meeting rooms and oversee meeting details;
4. Appoint and charge special or ad hoc committees;
5. Conduct elections as specified in these Bylaws;
6. Report Faculty Senate recommendations and resolutions to the President of the College;
7. Fulfill other duties as may be warranted.

B. President-Elect

The President-elect shall serve for two years, after which, in the normal course of events, he or she shall succeed to the office of President of the Senate. In the event the President of the Senate cannot complete his or her term through resignation or incapacitation, the President-elect shall assume the role of President of the Senate. If the remaining term of service of the President of the Senate is less than one year, then the President-elect shall fill the remaining term of the previous President of the Senate before beginning his or her full term of service the next academic year. If

the remaining term of service of the President of the Senate is more than one year, then the current academic year shall be considered the President-elect's first year of service. The President-elect shall have the following duties:

1. Keep records of committee memberships and terms of office;
2. Collect written reports from all committees;
3. Collect agenda items and assist the President of the Senate with meeting arrangements;
4. Preside over meetings in the absence of the President of the Senate.

C. Secretary

The Secretary shall have the following duties:

1. Keep detailed minutes of each Faculty Senate meeting;
2. Maintain an accurate record of attendance to include the names of members present and absent;
3. Distribute copies of the minutes to the college constituents within 10 working days of each Faculty Senate meeting or, following the last Spring meeting of the academic year, by the end of the contract period;
4. Ensure, in conjunction with the Library senator, that all official documents of the Faculty Senate shall be secured in the Derrell C. Roberts Library Resource Center, which shall serve as the documents depository for the Faculty Senate;
5. Collect agenda items and assist the President of the Senate with meeting arrangements;
6. Distribute agendas along with the President of the Senate to the college two days prior to the established meeting times.

D. Parliamentarian

The Parliamentarian shall ensure that the Faculty Senate follows parliamentary procedures according to the latest edition of *Roberts Rules of Order: Newly Revised*. The Parliamentarian shall have the following duties:

1. Monitor the proceedings of Faculty Senate meetings to ensure compliance with the latest edition of *Roberts Rules of Order: Newly Revised*;
2. Inform and instruct Faculty Senate members and visitors on proper procedures, as warranted;
3. Settle all questions regarding procedure in accordance with established parliamentary procedure and these Bylaws.

ARTICLE IV MEETINGS

Section 1: Parliamentary Procedure

The rules contained in the current edition of *Robert's Rules of Order: Newly Revised* shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the Senate may adopt.

Section 2: Quorum

A quorum shall exist when more than 50 percent of the elected senators are present. No official business of the Faculty Senate may be conducted without a quorum, including but not limited to voting on motions or elections.

Section 3: Regular Meetings

The Faculty Senate shall convene in open session and in a space adequate for potential visitors at least three times each Fall and Spring semester. Meetings shall begin at 3:15 p.m. on the second Thursday of each month during the Activity Period, except the final Faculty Senate meeting of the semester which shall be held prior to the final assembly of the Faculty. Any faculty member may present matters for consideration to the Faculty Senate, provided the faculty member notifies the President of the Senate or another officer of the Faculty Senate in writing at least 10 calendar days prior to the next regular meeting.

Section 4: Virtual Meetings

Upon the advice of the President of the Senate and with the consent of the Executive Committee, the business of the Faculty Senate may be conducted from time to time by e-mail, according to rules and procedures determined by the Faculty Senate. However, virtual meetings shall not substitute for regular meetings.

Section 5: Special Meetings

The President of the Senate shall call a special meeting of the Faculty Senate upon written request of a minimum of 25 percent of the senators, or 10 faculty members, or upon the request of the President of the College.

Section 6: Executive Session

The Faculty Senate may hold an executive session at any regular or special meeting by two-thirds majority approval of the members present. When entering executive session, all visitors and non-voting members of the Faculty Senate will be asked to leave the meeting. The minutes of the executive session shall include any resolutions proposed or passed by the Faculty Senate, as well as a record of a vote.

ARTICLE V FACULTY REVIEW AND PRESIDENTIAL RESPONSE

Section 1: Faculty Review

The Secretary shall forward to all faculty members the text of a Faculty Senate resolution within 10 days of the meeting in which it was passed.

Actions of the Faculty Senate are subject to review by the full faculty, and upon the written request of 25 percent or more of full-time faculty members, the President of the College will call, in a timely manner, a meeting of the full faculty to discuss, review, and/or overturn any Faculty Senate resolution. Faculty may overturn resolutions of the Faculty Senate by a two-thirds vote of the faculty present at any official College faculty meeting. In addition, any changes to the Dalton State College Statutes as recommended by the Senate must be approved by a majority vote at a faculty meeting.

Section 2: Presidential Response

The President of the Senate shall submit in writing recommendations passed by the Faculty Senate to the President of the College within four working days of the meeting at which they were passed. The President of the College upon receiving such recommendations shall respond in writing to the President of the Senate within 20 calendar days or within 3 days before the next Faculty Senate meeting, whichever is less.

- a. If the President of the College approves a Faculty Senate recommendation, then the recommendation shall immediately become official College policy, providing the Faculty have received notice of the recommendation and have not requested a meeting to discuss it.
- b. If the President of the College vetoes a Faculty Senate recommendation, then he or she shall provide to the President of the Senate a written explanation of the reasons for the veto.
- c. In the event of a veto, the Faculty Senate may respond by accepting the veto, by sending to the President of the College a compromise recommendation, or by rejecting the President of the College's veto for the record with a two-thirds vote of the senators present at a regular or called meeting of the Faculty Senate.
- d. If the Faculty Senate rejects the President of the College's veto, then the topic of the resolution shall automatically become an agenda item for the next meeting of the full Faculty, where the President of the Senate or a designee shall present the arguments in favor of the resolution and the President of the College may offer a response.

ARTICLE VI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order: Newly Revised* shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Faculty Senate may adopt.

ARTICLE VII AMENDMENT OF FACULTY SENATE BYLAWS

Section 1: Proposal

Proposed amendments may be brought before the Faculty Senate by two methods: An amendment may be proposed by at least 10 members of the faculty and submitted to the Faculty Senate for debate, or an amendment may be proposed as a motion by a senator. In either case, the proposed amendment must be circulated to all members of the Faculty Senate at least one week prior to the Faculty Senate meeting at which it is to be debated.

Section 2: Approval

Amendments to these Bylaws must be approved by both the Faculty Senate and the faculty of the College. An amendment requires a two-thirds majority vote by the senators present to pass the Faculty Senate, as well as approval by a two-thirds majority vote of the full faculty.

Section 3: Other Conditions

An amendment passed by the Faculty Senate shall be submitted by the Secretary as a recommendation of the Faculty Senate to the faculty of the College at least one week prior to a meeting of the full faculty in which it shall be debated.

Section 4: Implementation

An amendment shall become effective when approved by the President of the College. The President of the College shall communicate the amendment to the Chancellor.

ARTICLE VIII COMMITTEES

Section 1: Committee Creation

The Faculty Senate may, from time to time, create special, ad hoc, or standing committees to fulfill the purposes of the Faculty Senate and contribute to the effective governance of the College. The Secretary shall maintain a list of all current Faculty Senate committees including their duties and responsibilities, structure and composition, and authority within the College's organizational structure (hereafter referred to as the committee's charge). The Faculty Senate may create a standing committee by majority vote at any time; however, a standing committee may be dissolved by the Faculty Senate only with the approval of the President of the College.

Section 2: Committee Expectations

The following policies shall apply to all standing committees of the Faculty Senate.

- a. Initial Meeting. The initial meeting of each committee shall be convened after the first Faculty Senate meeting of the Fall semester and before the second meeting, or within four weeks of the committee's creation, unless otherwise specified by the committee's charge. A senator on each committee shall call the first meeting for the express purpose of electing a chair, unless a chair is already appointed by the committee's charge.
- b. Tasks. The task of each committee shall be to establish and review the policies and the administration of policies within its charge and to offer recommendations as necessary to the faculty, the Faculty Senate, and the President of the College through the recorded minutes and annual report. Recommendations to the Faculty Senate shall be submitted to the President of the Senate or any elected officer.
- c. Annual Report. Each committee shall submit a written annual report to the President of the Senate no later than the last regular meeting of the academic year. The report shall include a list of all items placed on the committee's agenda and note the disposition of each. The minutes of the last Faculty Senate meeting of the academic year shall incorporate these reports. A copy of the written report shall also be filed in the library.
- d. Minutes. A copy of the minutes of each committee meeting shall be furnished by the secretary of each committee to the Faculty Senate for inclusion in the Faculty Senate file in the library within 10 days of the committee meeting.
- e. Appointments. Elected committee members shall serve one-year terms unless otherwise specified. Members may be re-elected to committees for succeeding terms. Whenever possible, committees should be composed of representatives from a variety of schools.

Section 3: Representation

The following policies shall apply to membership on committees by senators, faculty, staff, and students.

- a. Senators. Each standing and special committee shall have in its composition at least one senator. Senator representation for all committees shall be determined by the Executive Committee from the top three choices indicated by each senator.
- b. Faculty Members. Faculty representation for committees shall be elected by each academic division. Notwithstanding the requirements levied on academic divisions to supply a stipulated number of faculty representatives, departments and schools with 20 or fewer assigned faculty positions shall be free to determine which committees to send representatives and whether they will send a full or reduced number of representatives.
- c. Staff Members. Staff member representation for committees shall be by virtue of position, by appointment of an appropriate administrative officer, or as specified in the committee composition guidelines.
- d. Students. Student representation for committees shall be selected by the Student Government Association.

Section 4: Unexpired Terms of Service

If a committee member is unable to complete his or her term of service, the chair of the respective committee shall recommend a replacement for appointment to the Faculty Senate for approval. If the member is an elected individual, a special election shall be held. All vacant positions should be filled within 30 days of the date that the position becomes vacant.

Section 5: Standing Committees of the Faculty Senate

Academic Conduct Committee

Purpose: The purpose of the Academic Conduct Committee is to make policy recommendations to the Provost and Vice President for Academic Affairs regarding academic irregularities.

Composition: The committee shall be composed of the following:

- a. One senator
- b. One faculty member per school elected by the faculty of the school

Duties: The committee shall collaborate with the Student Conduct Committee to support academic standards of honesty and integrity promoting the best learning environment.

Stipulations: Members shall serve a two-year term.

Academic Programs Committee

Purpose: The purpose of the Academic Programs Committee is to formulate academic policies for the College.

Composition: The committee shall be composed of the following:

- a. Five senators, consisting of the four members of the Executive Committee plus one additional senator
- b. Provost and Vice President for Academic Affairs, who shall also serve as the chair
- c. Dean of each school
- d. Vice President for Student Affairs and Enrollment Management
- e. Registrar
- f. One academic advisor appointed by the Academic Advising coordinator
- g. One faculty member per department or per school for schools without departments, elected by the department or school faculty
- h. Two students appointed by the Student Government Association

Duties: The committee shall review and formulate academic regulations including entrance requirements, advisement, and degree requirements. The committee shall be responsible for the approval and review of all academic programs, course offerings, appropriate hours of credit, catalog descriptions of courses, and where appropriate, inclusion of program elements that support diversity and equity at the College.

Advising, Academic Excellence, International Education, and Student Transitions Committee

Purpose: The purpose of this committee is to oversee and monitor the Academic Advising program, the Center for Academic Excellence, the Center for International Education, and the Center for Student Transitions, and to provide substantive support to the directors of these programs to ensure their effectiveness.

Composition: The committee shall be composed of the following:

- a. Coordinator of Academic Advising
- b. Director of the Center for Academic Excellence
- c. Director of the Center for International Education
- d. Director of the Center for Student Transitions
- e. Five senators, one per school

Duties: The committee shall report to the Faculty Senate on the activities of these programs, serve in an advisory capacity to each program as needed, assist in the implementation of program goals as appropriate, and make recommendations to the Faculty Senate on modifications to policies in order to improve the effectiveness of each program.

Assessment Committee

Purpose: The purpose of the Assessment Committee is to oversee the assessment of the quality of the educational and academically related services of Dalton State College in order to improve student retention and institutional effectiveness.

Composition: The committee shall be composed of the following:

- a. One senator
- b. Provost and Vice President for Academic Affairs
- c. Director of Institutional Research and Planning
- d. One staff member from Student Affairs or Enrollment Management, selected by the Vice President of Student Affairs and Enrollment Management
- e. One faculty member per school elected by the faculty of the school

Duties: The Assessment Committee shall serve in an advisory capacity to the President of the College and both coordinate and promote assessment activities on campus. The committee shall ensure that campus assessment activities meet the criteria of the University System of Georgia, the Southern Association of Colleges and Schools, and other accrediting agencies. In addition, the committee shall review the mission statement of the College annually and provide information to the Strategic Planning Committee concerning strengths and weaknesses of the institution.

Faculty Development Committee

Purpose: The purpose of the Faculty Development Committee is to identify, promote, and support professional development opportunities for faculty.

Composition: The committee shall be composed of the following:

- a. One senator
- b. One faculty member per school elected by the faculty of the school
- c. Provost and Vice President for Academic Affairs or designee
- d. Director of the Center for Academic Excellence or designee, selected by the Provost and Vice President for Academic Affairs
- e. Director of the Center of Student Transitions or designee, selected by the Provost and Vice President for Academic Affairs
- f. One representative from Student Affairs, selected by the Vice President of Student Affairs and Enrollment Management

Duties: The committee shall survey the faculty, as appropriate, to identify areas where the College might better support faculty development and make recommendations to the College administration concerning programs and policies related to the professional development of the faculty.

Faculty Evaluation Committee

Purpose: The purpose of the Faculty Evaluation Committee is to oversee the faculty evaluation process, including tenure and promotion.

Composition: The committee shall be composed of the following:

- a. One senator
- b. One tenured faculty member per school elected by the faculty of the school
- c. One department chair selected by the Provost and Vice President for Academic Affairs
- d. One dean selected by the Provost and Vice President for Academic Affairs

Duties: The committee shall monitor policies concerning faculty evaluation including, but not limited to, college-wide policies relating to annual goals, annual evaluations, tenure, and promotion. It shall review the promotion and tenure process developed by each school to ensure compatibility with the college-wide process. It shall provide guidance on the instruments used for student evaluation and peer evaluation of faculty. It shall recommend all changes to existing policies to the faculty and/or administration through the Faculty Senate.

It shall also mediate, as needed, in disagreements between faculty and administrators regarding setting and achieving annual goals and annual evaluations. It shall also mediate disputes in which a faculty member and a chair or dean disagree on the reading of the *Faculty Evaluation Manual* as it applies to eligibility for tenure or promotion. The chair or dean would recuse himself or herself from such mediation if the faculty member making the appeal comes from the same department or school. In the event of a recusal, the Provost and Vice President for Academic Affairs shall appoint another chair or dean to serve in his/her position, but solely for the sake of the mediation.

Stipulations: Members serve a two-year term. The members of the committee will elect a committee chair at the first meeting of the committee held in each fall semester.

Faculty Resource Committee

Purpose: The purpose of the Faculty Resource Committee is to oversee and monitor matters relevant to the maintenance of an effective library program as well as faculty and student use of technology as it relates to both the classroom and professional activities. This committee will house three permanent advisory subcommittees: The Library Advisory Subcommittee, the OCIS Advisory Subcommittee, and the Instructional Technology Advisory Subcommittee. Each subcommittee will be chaired by the Director of that respective area (or their appointed designee).

Composition: The committee shall be composed of the following:

- a. Two senators
- b. One faculty member per school elected by the faculty of the school
- c. Three students appointed by the Student Government Association

- d. Director of Library Services
- e. Director of the Office of Computing and Information Services
- f. One staff member from the Office of Instructional Technology

Duties: The committee shall advise the Director of Library Services on all matters pertaining to faculty and student use of the library and act as a liaison between the Director of Library Services and faculty, students, and community patrons.

In addition, the committee shall review the instructional technology needs of the College annually and make specific recommendations concerning maintenance and enhancement. It advises the Director of 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. The committee shall oversee and monitor policies and procedures regarding the use of instructional technology, recommending modifications to the Senate as needed.

Faculty Welfare Committee

Purpose: The purpose of the Faculty Welfare Committee is to oversee and monitor policies affecting faculty welfare.

Composition: The committee shall be composed of the following:

- a. Executive Committee
- b. President of the College
- c. Provost and Vice President for Academic Affairs
- d. Director of Human Resources
- e. One librarian
- f. One senator
- g. One tenured faculty member per school elected by the faculty of the school

Duties: The committee shall oversee and monitor policies related to faculty recruitment including qualifications for employment; fostering a diverse faculty; salary, benefits, and institutional budget as they pertain to faculty welfare; sabbaticals and other leaves of absence; intellectual property rights; faculty workload; physical working conditions; and class size.

In addition, the committee shall have purview over the use of self-authored materials, either required or recommended for purchase by students, in a class taught by the faculty member. The committee shall determine on a case-by-case basis whether the sale of these materials through the Dalton State College Bookstore shall be allowed. The committee will also review issues related to copyright violations and disputes.

In routine cases of individual effort, the Dalton State College Intellectual Properties Policy shall be followed concerning 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, this committee shall meet to consider and make recommendations concerning ownership and equities in keeping with Intellectual Properties Policy to the President of the College.

Strategic Planning Monitoring Committee

Purpose: The purpose of the Strategic Planning Monitoring Committee is to oversee and monitor the implementation of strategic plans, the master plan, the physical plan, academic plans, and such other plans as is necessary.

Composition: The committee shall be composed of the following:

- a. Five senators
- b. Provost and Vice President for Academic Affairs
- c. Vice President of Student Affairs and Enrollment Management
- d. Vice President for Fiscal Affairs
- e. Director of Institutional Research and Planning

Duties: The duties of the committee shall be to monitor the implementation of the College's strategic plan and other policies concerning the College's purposes and goals, evaluating the degree of suitability and attainment, as appropriate. Areas shall include academic planning and growth, SACS and specialization accreditations, and campus development.

Tenure and Promotion Committee

Purpose: The purpose of the Tenure and Promotion Committee is to serve as an advisory body to the Provost and Vice President for Academic Affairs concerning faculty members under consideration for tenure and promotion.

Composition: The committee shall be composed of the following:

- a. A Committee Chair
- b. One senator
- c. One tenured faculty member per department, or per school for schools without departments, elected by the faculty of the department or school

Duties: The committee shall conduct reviews of all faculty applications for tenure or promotion submitted by deans in accordance with the procedures described in the Dalton State College *Faculty Evaluation Manual*, the Faculty Handbook, and by Board of Regents' policies.

Stipulations: Committee members shall be elected to three-year terms. Also, the chair for the following year will be elected by the committee members at its last meeting of the year from those who will be still be serving on the committee the next year. The Chair must have served for at least one year prior to being selected Chair of the committee. The Chair of the Tenure and Promotion Committee shall be considered a representative of the full faculty and not a representative of his or her school. As such, the school from which the Chair is elected will hold a special election to select a new representative. The Chair shall serve for a two-year term. Members of the committee (including the Chair) can be elected for multiple terms of service.