

University College Bylaws

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PREAMBLE

The purpose of these bylaws is to ensure and advance the academic integrity of the University of West Georgia and the faculty and staff of University College; to establish and support these Bylaws to articulate the structures and functions of the shared governance of the College; to guide its operation in a clear, transparent, effective, and efficient manner; and to promote a collegial spirit of mutuality, openness, and cooperation.

ARTICLE I. THE MISSION OF THE COLLEGE & PURPOSE OF THE BYLAWS

§1. The Mission of the College

University College creates student pathways to successful academic and post-graduation careers. It was created to create a seamless experience for first- and second-year students in academic and student success. The College, its academic departments, and its student success programs speak the language of the world beyond campus and espouse the values of honest communication, risk-taking innovation, data-informed decision-making, and equity mindedness.

§2. Purpose of the Bylaws

The following Bylaws of University College provide transparent guidelines integrating administration and faculty and staff roles and responsibilities through a system of shared governance. In accordance with the Faculty Handbook, these Bylaws also recognize faculty rights and call on the Executive Committee to represent faculty concerns and interests to the Office of the Dean.

ARTICLE II. THE ADMINISTRATIVE ORGANIZATION OF THE COLLEGE

§1. The Office of the Dean

A. The Dean

I. Appointment

The Dean shall be appointed per established procedures in accordance with the Statutes of the University.

II. Duties

The duties and responsibilities of the Dean shall be those established by the Policies and Procedures of the University of West Georgia and the Faculty Handbook. Further, as mandated by the Bylaws of the University, the Dean shall be the leader and presiding officer of the College. Serving as the single point of accountability for the growth and stature of the College, the Dean shall execute all relevant leadership activities, including: serving as the primary emissary of the College to other units of the University and the larger community; serving as the College's advocate with regard to matters of budget and personnel; serving the College's advancement in fundraising, enrollment, and the goals of the College; and coordinating the educational programs and research activities assigned to the College.

III. Evaluation

The Dean shall be evaluated in accordance with the terms specified in the Faculty Handbook. The Review Committee shall include at least one member of the Leadership Team (CI) and at least one member of the Executive Committee, elected within each governing body. The remaining members of the committee from within the College may be members of the Leadership Team, Executive Committee, and the Faculty and Staff at-large. These members shall be nominated by each unit and elected by the executive committee. Eligible nominees shall be full-time Faculty and Staff, regardless of rank.

B. The Associate Dean/s

I. Appointment

The Associate Dean/s of the College are appointed by and serve at the pleasure of the Dean, in consultation with the Executive Committee and the Dean's Advisory Team.

II. Duties

The Associate Deans shall

- a. Enable/Facilitate collaboration between the Department of Student Success and the Departments and Units in and out of University College to promote, support, and assess all aspects of student success.
- b. Implement and assess evidence-based strategies that improve RPG.
- c. Build mutually beneficial collaborations that support experiential and service-learning.
- d. Foster a culture of student engagement in programs and activities within the College.
- e. Collaborate with campus units within and outside of the College on all matters related to undergraduate education, recruitment, and enrollment.
- f. Handle undergraduate student affairs, including hardship withdrawals, administrative add/drop, grade appeals, transient student permission, and course overloads.
- g. Collaborate with the Graduate School, department chairs, and coordinators of graduate programs to identify areas of growth and opportunity for graduate education in the College.
- h. Oversee College and program assessment activities related to undergraduate and graduate programs.
- i. Identify opportunities for Faculty collaboration in the areas of teaching and learning.
- j. Liaise with the Center for Teaching and Learning to identify initiatives to promote high-quality, high-impact, and inclusive teaching and learning practices.
- k. Create new and cultivate existing partnerships to support and advance the College's mission.
- l. Collaborate with various community and campus groups.

III. Evaluation

Associate Deans shall be evaluated annually by the Dean of the College.

C. Advisory Councils

There shall be three principal advisory bodies to the Dean with whom the Dean will consult regularly for advice on issues related to the governance of the College. In addition to these three advisory bodies, the College may establish additional advisory councils with consultation from the Executive Committee.

I. The Leadership Team

The leadership team shall be the principal administrative advisory body to the Dean and may consist of the associate deans, chairs and directors of each unit and subunit of the college, and other members as determined by the dean.

II. Dean's Advisory Team

This team will have direct access to the Dean to raise concerns, offer advice and ideas, review and critique proposals and plans, and advance the College's strategic imperatives. The Dean's Advisory Team shall be composed of three Faculty or Staff from the Department of General Education, three Faculty or Staff from the Department of Civic Engagement and Public Service, and three Staff from the Department of Student Success.

III. The Executive Committee

The Executive Committee shall serve as the formal Faculty and Staff advisory body to the Dean. The composition, rules, and functions of this body are addressed in Article III, §4.

§2. The Leaders of College Units

A. Chairs and Directors

I. Appointment

Unit Directors and Department Chairs within the College shall be appointed in accordance with the Statutes of the University. Recommendation for appointment of Academic department chairs shall be made only after consultation with all members of the department concerned or with an elected committee of that department.

II. Duties

The duties and responsibilities of the leaders of each unit, including Department Chairs, shall be those established by the Faculty Handbook.

III. Evaluation

The leaders of each unit shall be evaluated in accordance with the terms specified in the Faculty Handbook.

ARTICLE III. THE COMPOSITION AND ROLE OF THE FACULTY AND STAFF

§1. Membership

A. Faculty Membership

The membership of the Faculty of the College shall consist of all members of the General Faculty whose primary assignment is to the College as well as jointly appointed faculty within General Education and Interdisciplinary Studies as appropriate. For purposes of defining Faculty who may cast ballots in College-wide voting, serve on appropriate College-wide committees, and for the determination of any College allocation based on proportional numbers, only those Faculty who are full-time shall be eligible. This criterion of eligibility shall include all those who are full-time tenured and tenure-track, full-time limited-term appointments, and full-time lecturers, regardless of whether they are on professional or medical leave, have a reduced load or have reassigned time.

It shall not include those who are visiting professors, Emeritus Faculty, or Faculty with part-time appointments. This distinction shall apply only to College-wide issues and shall not necessarily determine the options of departments within the College to otherwise determine their own criteria for strictly departmental issues. For example, eligibility to vote in departmental elections for the departmental representative to the Executive Committee shall be determined by each department. While the BoR does not include part-time and adjunct faculty as corp of instruction, University College is committed to soliciting and valuing the feedback of these academic practitioners.

2. Staff Membership

The membership of the Staff of the college shall consist of all staff members whose primary assignment is to the College. For purposes of defining staff who may cast ballots in College-wide voting, serve on appropriate College-wide committees, and for the determination of any College allocation based on proportional numbers, only those staff who are full-time shall be eligible.

§2. Workload

A. Faculty Duties and Workload

The duties of the Faculty of the College shall be as specified in the Faculty Handbook and academic policies of the university.

I. Teaching Load

The determination of each Faculty member's teaching load is governed by the Faculty Handbook and shall be determined in consultation with the Dean and Department Chair.

II. Reassigned Time for Research

- a. In due consideration of the value of research and professional development activity to the enhancement of the teaching mission of the university and of its value for each Faculty member's teaching duties, Faculty members shall yearly have the option to petition to be considered for reassigned time for research and professional development activity. Such determination will be made by their department chairs and subject to approval by the Dean.
- b. Tenure-track and tenured Faculty shall be granted up to three credit hours of reassigned time each semester for their research and professional development activity when such activity should merit such reassigned time, a determination of which is made according to the annual reports for Faculty prior to tenure and by the post-tenure reviews for Faculty who have tenure.

III. Reassigned Time for Administrative Duties

Any administrative duties performed by Faculty may also be the basis for reassigned time; these shall be determined by departmental policy with the approval of the Dean.

IV. Online Teaching

Recognizing the needs of online programs, Faculty may elect to hold all or part of their office hours online in proportion to the mode of teaching. For online office hour purposes, “office” shall be defined as the online course space through the UWG learning management system or another equivalent system. These “virtual office hours” must meet the time requirements in the Faculty Handbook. Academic units shall establish policies for the implementation of virtual office hours that are appropriate for the discipline in question and for the needs of the academic programs of the department. Department policies must be shared and approved by the department faculty, the Executive Committee, and the Dean.

B. Staff Duties and Workloads

The duties of the Staff of the College shall be as specified in their respective units, the employee handbook, and the policies of the university.

§3. Review and Evaluation

A. Faculty

I. Review and Evaluation

Faculty will be reviewed and evaluated in accordance with procedures set forth in the Faculty Handbook and Employee Handbook.

II. Promotion and Tenure

All applications by Faculty for tenure and/or promotion will be evaluated by their tenured department colleagues, their department chair, University College’s Promotion and Tenure Committee, and the College Dean, according to the procedures set forth in the university’s Faculty Handbook.

B. Staff and Administrative Personnel

I. Review and Evaluation

All Staff shall be evaluated on an annual basis in accordance with the procedures defined in the Employee Handbook and guidance given by the Office of Human Resources.

§4. The Role of the Faculty and Staff: The Principle of Shared Governance

The role of the Faculty and Staff in the organizational structures and procedures that regulate the functioning of the College shall be based on the well-established principle of shared university governance through representative Faculty and Staff participation, as supported by the Statutes, Bylaws, and Policies and Procedures of the University and Employee Handbook. Such practice is here recognized as an indispensable guarantor of the integrity of the mission of the University to pursue scholarship, research, and service, and teaching for their own merits rather than for any extrinsic criteria. Further, University College’s primary focus recognizes the value of mutual respect and collaboration across faculty and staff, as well as across student and academic affairs for purposes of student success.

§5. The Organizational Structure of College Governance: The Executive Committee

The primary organizational structure for the participation of the Faculty and Staff in the governance of the College shall be that of an Executive Committee and its committees, established and functioning according to the following criteria:

A. Composition

The Executive Committee shall consist of 12 members, three each from Student Success, DCEPS, and General Education and one each from Multicultural Affairs, Interdisciplinary Studies, and ATP.

- I. All members shall have terms beginning August 1 and ending July 31.
- II. Only full-time Faculty and Staff are eligible to serve as departmental Representatives, deans, associate deans, and assistant deans are not eligible to serve on the Executive Committee.
- III. The terms shall be staggered so that, during the first round of elections in 2021, 6 members shall be elected to a one-year term and 6 shall be elected to a two-year term. Thereafter, as each term expires, each new term shall be two years.
- IV. During the Spring Semester each year, the Executive Committee shall choose a chair, a secretary, and a parliamentarian from among its membership.
- V. In the event that a member does not finish their term, a replacement shall be chosen by a special election of the same body that elected that person. This election shall take place within four weeks of the resignation of the member.

B. Officers and Duties

- I. Officers of the Executive Committee shall include the Chair, the Secretary, and the Parliamentarian
- II. The Chair shall have the duty of setting the Executive Committee meeting agendas, calling and presiding over meetings, and acting as the liaison between the Executive Committee and the College administration. In fulfillment of this last duty, the Chair shall have an ex officio non-voting membership on the College Leadership Team.
- III. The Secretary shall keep the Minutes of meetings of the Executive Committee, shall serve as the Executive Secretary at All-College meetings, and shall serve as the Council's liaison with the other colleges concerned with the core curriculum. The Parliamentarian shall serve as the parliamentarian for All-College Meetings and for meetings of the Executive Committee. Further, the Parliamentarian shall fulfill the functions of the Chair in cases where the Chair is unavailable.

C. Functions

The Executive Committee shall be the primary, elected representative voice of the Faculty and Staff to the Dean of the College. Its duties shall include providing a forum for the articulation of concerns about the College and serving as an advisory body to the Dean, with whom the Dean or designee will consult at least on a monthly basis for advice on the administration of the College. In the fulfillment of such duties, the Executive Committee shall have the responsibility to:

- i. Consider for approval all proposals concerning any changes in the curriculum of the College including courses, programs, and degree requirements.
- ii. Provide the regular mandated evaluations of the College Dean.
- iii. Establish ad hoc committees or task forces for issues it determines appropriate and appoint members for said committees/task forces.
- iv. Receive reports that ad hoc committees provide, and forward such reports, with its recommendations, to the Dean of the College.
- v. Serve as the nominations committee to oversee all College-wide elections to ensure compliance with the rules governing such in the University Bylaws and Policies and

- Procedures, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results.
- vi. Propose motions to meetings of the Faculty and Staff of the College.
 - vii. Propose amendments to the Bylaws and the Policies and Procedures of the College.
 - viii. Recommend procedures and practices to foster a culture of equity and inclusiveness within curriculum and programs, as well as faculty, staff, and student recruitment and retention.
 - ix. will recommend goals, objectives, and measures that align with the mission and goals of the university and the values of University College.
 - x. Offer appropriate recommendations from faculty and staff to the Dean of the College in areas which may include budgeting, strategic planning, academic programs and policies, facilities, technologies, and Faculty and Staff development, teaching, scholarship, and research.

§6. Other Committees of the College

A. The Promotion and Tenure Committee

In accordance with the Faculty Handbook of the University, the College shall maintain a standing Faculty Promotion and Tenure Advisory Committee. The Promotion and Tenure committee shall be composed of all tenured, full time Faculty members of University College who are not under review for promotion or tenure during that year, and who are not the Dean, the Associate Dean(s), or the Department Chairs.

B. Other College Committees

Other standing or ad hoc college-wide committees may be created in response to strategic initiatives or other concerns by the Dean's Office in consultation with the Executive Committee.