

*Bainbridge College*

# Statutes

**Bainbridge, Georgia**

**[Bainbridge College Homepage](#)**

Revised Edition of May 2001



## **INTRODUCTORY STATEMENT**

The Statutes of Bainbridge College set forth the policies which regulate the operation of the College. The statements are in accord with policies adopted by the Regents of the University System of Georgia. The Statutes set forth the philosophy, mission, and programs of the College and outline the administrative structure for promoting the educational program and the supporting elements desirable in an institution of higher education.

The College Catalog, the Student Handbook, the Faculty Handbook, the Library Handbook and the Classified Personnel Handbook, provide detailed information about specific areas of operation within the College.

These Statutes are subject to the by-laws and policies of the Board of Regents of the University System of Georgia, and any provision in conflict therewith shall be null and void.

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**ARTICLE I.**  
**THE COLLEGE**

## **ARTICLE I. THE COLLEGE**

### **SECTION A. A TWO- YEAR COLLEGE OF THE UNIVERSITY SYSTEM**

Bainbridge College was authorized in December, 1970, and opened its doors to the charter class in September of 1973. It exists in order to provide higher educational opportunities for the people of Decatur County and surrounding areas.

### **SECTION B. DEGREES AND CERTIFICATES**

Bainbridge College offers the Associate of Arts and Associate of Applied Science degrees as well as certificates in selected vocational/technical fields. Additionally, the college, through the Continuing Education Division, offers various non-credit courses and programs.

**ARTICLE II.**  
**PHILOSOPHY, MISSION, AND PROGRAMS**

## **ARTICLE II. PHILOSOPHY, MISSION, AND PROGRAMS**

### **SECTION A. PHILOSOPHY**

Bainbridge College, a two-year unit of the University System of Georgia, is a constantly evolving institution, dedicated primarily to effective teaching and community enhancement. With this dedication to teaching and to the community, the college encourages open inquiry, critical thinking, and lifelong learning for students, faculty, and other individuals within its service area. Bainbridge College takes pride in an integrated approach to education, offering both the liberal arts and the career-oriented programs. In both of these areas, as well as in other educational endeavors, the college remains committed to ongoing assessment and to long-range planning for the future.

The college's resources are open to all persons, regardless of race, color, sex, religion, creed, national origin, age, or handicap, who desire to participate in its educational offerings.

### **SECTION B. MISSION**

Bainbridge College is a two-year, nonresidential unit of the University System of Georgia located in the rural southwestern corner of the state. In addition to its own offerings in academic transfer and technical areas, Bainbridge College provides educational opportunities for area residents through its continuing education, joint degree programs with neighboring technical colleges, upper division and graduate offerings by area universities, and distance learning transmissions from other academic institutions and governmental and professional agencies.

Bainbridge College shares with the other two-year colleges in the University System of Georgia the following core characteristics or purposes:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to ensure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical college programs;
- a commitment to public service, continuing education, technical assistance and economic development activities that address the needs, improve the quality of life, and raise the educational level within the college's scope of influence;
- a commitment to scholarship and creative work to enhance instructional effectiveness and to meet local needs.

In addition, Bainbridge College shares the following characteristics with its thirty-three sister institutions of the University System of Georgia:

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education;
- collaborative relationships with other System institutions, State agencies, local schools and technical colleges, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

Bainbridge College is the only comprehensive community college in southwest Georgia. Students come from the surrounding service area and other states and countries. Bainbridge College attracts students with its approach to education which includes programs in the liberal arts and technical and career training as well as noncredit activities.

This diverse student population includes many ages and socioeconomic backgrounds. All students commute to campus; approximately half attend college on a full-time basis. Most students are employed. Minority enrollment approaches the percentage of the minority population in the service area. Most students receive some form of financial aid, and many are first-generation college students.

In order to serve this heterogeneous student population, Bainbridge College has developed relevant strategies to meet student needs, including flexible class scheduling, a strong developmental studies department, a peer tutorial program, professionally staffed computer laboratories, and various specialized workshops to help students improve academic skills.

Bainbridge College's mission is three-fold: to provide transfer degrees, technical programs, and public service/continuing education courses. The College assists in area economic and community development programs and has established collaborative relationships with local businesses, industries, and cultural/civic groups. The College also supports local public education by sponsoring various academic and technical competitions and by offering ongoing cultural programs, including lectures, musical programs, art exhibits, and theatrical performances for students and community.

Bainbridge College places primary emphasis on excellence in instruction. The College provides opportunities for faculty development, scholarship, and creative work that support institutional effectiveness and enhance faculty qualifications. Its faculty has one of the highest percentage of earned doctorates among two-year System institutions. Members of the faculty are active in professional and civic organizations and have accumulated a significant publication record.

As one of the younger System units, Bainbridge College is an evolving institution dedicated to providing a superior learning environment. Aspirations include the exploration of interactive computer technologies; development of campus facilities to maintain breadth in programs, services, and delivery systems; continuous improvement

of administrative processes; and the refinement of assessment strategies that provide reliable feedback on institutional effectiveness and educational outcomes.

### SECTION C. PROGRAMS

The following programs of Bainbridge College are intended to fulfill the mission of the college.

#### Academic Programs

Various courses designed to meet general educational needs of students are an essential part of the curricula. These general courses, as well as other more specialized courses, are designed to meet college and university transfer requirements for freshmen and sophomores in most major areas and fields of study. Also, a major emphasis of the institution is to provide appropriate courses for students who must remove deficiencies in various disciplines and for the acquisition of skills needed for further college work.

The college offers, within the resources available, Vocational/Technical programs that are appropriate to the area served by the institution.

#### Continuing Education

Through the Continuing Education Division of the college, various non-credit courses of interest to the business, industrial, and general educational interests of the community are offered. The college also attempts to provide services to the citizens of the area in arranging seminars, conferences, institutes, workshops, and other educational activities deemed appropriate for continuing education programs. The C.E.U. (Continuing Education Unit), as defined by the University System of Georgia, will be utilized for record-keeping purposes for non-credit activities. The Continuing

Education Division also assists the community in attaining any desirable community goal that is within the general responsibilities of the college and consistent with the policies of the University System and the Board of Regents.

### Student Services

Bainbridge College accepts the responsibility to assist all students to develop fully their individual abilities and talents, and to achieve a satisfactory life in our democratic society. The student services of career information, counseling, testing, financial aid, and other such extra-classroom services are provided for all students. The college also encourages and supports the formation of various student activities for those who desire to participate in an effort to enhance the total educational experience of all students.

Recognizing the abilities and desires of students to participate responsibly in the governance of the college, students are welcomed to serve on various committees of the college. Such membership can have value for the institution by way of the contributions from the student members as well as the educational value it has for the students involved.

**ARTICLE III.**  
**GOVERNANCE**

## ARTICLE III. GOVERNANCE

### SECTION A. GENERAL

The college has two separate but very closely related patterns of organization. One of these, which corresponds roughly to a legislative branch of government, is a system of councils and committees designed to secure maximum input and involvement in the decision-making process. The other, which corresponds roughly to an executive branch of government, is an administrative organization designed to assign responsibility for the supervision and implementation of the work of the college.

### SECTION B. COLLEGE COUNCILS AND COMMITTEES

#### Introduction

The councils and committees of the college are organized and constituted so as to provide representation of all components of the college community in the decision-making process. These consist of the general faculty meetings, Academic Council, the Student Governing Council, the Bainbridge College Student Government Association, and the standing and *ad hoc* committees.

#### General Faculty Meetings

The faculty shall hold at least one regular meeting each semester of the academic year. Special meetings may be held upon the call of the President. The majority of the members of the faculty shall constitute a quorum. A copy of the minutes of each meeting shall be sent by the President within three days after the meeting to the Chancellor, who will keep a file of the minutes.

The President of Bainbridge College shall be chairperson of the faculty. The Vice President of Academic Affairs and Dean of the Faculty shall be Vice-Chairperson of the

faculty and ex officio secretary, with assistance of an appointed Recording Secretary of the faculty, and shall cause the actions of the faculty to be recorded and preserved in a permanent record. The secretary shall also insure that reasonable notification be given all members of the faculty of the call of a faculty meeting, and circulate copies of the official minutes of faculty meetings to members of the faculty.

### Academic Council

The Academic Council, on behalf of the faculty, is charged with defining the academic goals of the college and maintaining high academic standards. The council shall approve all programs of study recommended for degrees, approve all changes in degree requirements, and all exceptions to degree requirements when petitioned in writing by students. The council will approve all academic regulations regarding grading, class attendance, honors, probation, etc. The council must approve any new courses added to those published in the current catalog. The council will approve any institutional admission criteria that are more stringent than those minimums established by the University System of Georgia. All changes must be approved by a vote of the faculty. Membership: Chairman - Vice President of Academic Affairs and Dean of the Faculty; Vice President of Student Affairs; Division and Department Chairpersons; Director of Admissions and Records; two faculty members elected each year from the faculty at large; the Library Director; the Director of Continuing Education; two students (a woman and a man) recommended by the President of the Bainbridge College Student Government Association and appointed by the Vice President of Student Affairs.

### Student Governing Council

Student Governing Council will establish and recommend to the President through the Vice President of Student Affairs the expenditures of the Student Activities budget. The Council will charter and coordinate the activities of all recognized student organizations and recommend to the Vice President of Student Affairs policies affecting the student activities program. Actions taken by the Student Governing Council will be submitted to the faculty as information.

Membership: Chairman - Vice President of Student Affairs; Vice-Chairman - President of Bainbridge College Student Government Association; the Vice President of Academic Affairs and Dean of the Faculty; the First Vice President of the Bainbridge College Student Government Association; the Second Vice President of the Bainbridge College Student Government Association; the Secretary/Reporter of the Bainbridge College Student Government Association; two Sophomore Representatives from the Bainbridge College Student Government Association; two Freshmen Representatives from the Bainbridge College Student Government Association; and the president and faculty advisor of each chartered student organization.

### STANDING COMMITTEES

#### Admissions Committee

The Admissions Committee will review and act on all exceptions to normal entrance requirements to the college. The committee will continually review student achievement and make recommendations to the faculty concerning admissions consistent with policies of the University System of Georgia. The Admissions Committee will serve as

an appeals committee for all cases of re-entrance to the college by those students who have been academically excluded.

Membership: Chairman - Director of Admissions and Records; Vice President of Academic Affairs and Dean of the Faculty; Vice President of Student Affairs; and two faculty members appointed by the President.

#### The Library Committee

The Library Committee shall be an advisory group to assist the Director of the Library in the provision of complete library services to students and faculty. The committee will concern itself with periodic reviews of all procedures and policies regarding usage of the library.

Membership: Chairman - Library Director; Assistant Librarian; one faculty member appointed by the President from each division; two staff members; three students appointed by the President and recommended by the Vice President of Student Affairs.

#### Financial Aid Committee

The student Financial Aid Committee will formulate policies within the provisions that accompany the grants for the college's administration of funds provided for student assistance. Unless otherwise designated by the grantor, the student Financial Aid Committee will make recommendations concerning individual grants or scholarships to students.

Membership: Chairman - Vice President of Student Affairs; Director of Financial Aid; the Vice President of Business Affairs; and two faculty members appointed by the President.

### The Discipline Committee

The Discipline Committee will hear all cases referred to it concerning infractions of academic regulations or misconduct by students. In its prosecution of cases, it will adhere strictly to the instructions emanating from the Attorney General's Office as reported by the officials of the Board of Regents. Detailed information and guidelines concerning the operation of the Discipline Committee may be found in the Student Handbook, a booklet published by the Office of the Vice President of Student Affairs.

Membership: Chairman - Elected for each case from membership; three faculty members appointed by the President; three students for each case recommended for appointment by the President of the Bainbridge College Student Government Association and appointed by the President of the college.

### Grievance Committee

There shall be a standing Grievance Committee to which all college employees and students shall have access. The Grievance Committee shall have the authority to conduct inquiries into individual grievances, to attempt the resolution of those grievances, and present to the President its recommendations for appropriate response to the grievances it has considered. Grievances involving promotion, salary, nonrenewal of contracts or denial of tenure shall be appropriate for the consideration of the Grievance Committee only if the aggrieved faculty member reasonable alleges discrimination on the basis of sex, race, religion, national origin, a disability, or age. Additionally, grievances may be initiated by students involving alleged violation of rights, privileges, or due process.

Membership: The composition of the Grievance Committee shall be a Chairperson for each Grievance Committee, who along with one or more Alternate Chairperson(s), shall be elected annually by the faculty of the college from among the full-time teaching faculty of the institution for a one (1) year term, to begin no later than November 30<sup>th</sup> of each academic year; provided, however, that not more than one person shall be elected from the faculty of any one department/division of the college.

#### Conflict Resolution Committee

The purpose of this procedure is to provide a means to hear the complaints of college employees (faculty members and classified personnel) and students who have exhausted all other normal channels but who have not received satisfaction in the resolution of the grievance.

Membership: Three certified mediators, one classified staff person, and one student. All positions will be appointed by the President.

#### Ad Hoc Committees

Committees serving in *ad hoc* status may be appointed by the President at any time in order to serve a particular need of the college community.

#### Student Governance

Student Governance at Bainbridge College will exist in order to promote a high standard of conduct, maintain a desirable atmosphere for intellectual growth and for social activity, stimulate common understanding between the students, faculty, and administration, protect the individual rights of each student, and set forth the general principles that shall govern the student body.

The membership, responsibilities, organization, and procedures of the Student Government Association are described in the Bainbridge College Student Government Association Constitution, which was written and adopted by the student body and approved by the general faculty and the President.

#### SECTION C. DECISION MAKING AND POLICY FORMULATION

Proposals pertaining to academic concerns are referred to the Academic Council for consideration.

Proposals pertaining to student organizations or activities, including athletics, are referred to the Student Governing Council for consideration.

Proposals concerning non-academic or general college procedures are generally referred to the administrative staff member with whom the general responsibility resides.

Policy proposals that relate to several areas of those that are not clearly one or the other are referred to the President for designation of the proper group for consideration.

#### RESPONSIBILITIES OF THE FACULTY

The faculty shall make, subject to the approval of the Chancellor and the Board, rules and regulations for its government and procedure, and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, courses of study and requirements as may be necessary or proper for the maintenance of high educational standards. Faculty shall prescribe rules for regulation of student publications, athletics, inter-collegiate and intramural games, musical, dramatic, and literary clubs, and all other student activities and affairs, subject to the approval of the Chancellor and the Board.

The general faculty, after acting favorably on a policy proposal pertaining to internal operations, shall submit its decision to the President for endorsement whereby it becomes an official policy of the college.

To become official, recommendations dealing with appointment and promotion of persons having professorial rank, budget and finances, and new academic programs require the President's recommendation, the Chancellor's endorsement and the Regents' approval.

#### SECTION D. ADMINISTRATIVE ORGANIZATION

The college is organized into three administrative units, each of which is directed by an administrator who reports directly to the President. These three units are directed by (1) Vice President of Academic Affairs, (2) Vice President of Student Affairs, and (3) Vice President of Business Affairs. The units responsible to the Vice President of Academic Affairs are as follows: (1) Library, (2) Learning Center, (3) Arts and Sciences Division, (4) Technical Studies Division, (5) Developmental Studies Department, (6) Continuing Education, and (7) other sponsored programs of instruction and educational research.

The Vice President of Student Affairs is responsible for the following areas:

(1) Financial Aid, (2) Counseling and Career Information, (3) Student Recruiting, (4) Student Activities, (5) Athletics, (6) Admissions and Records and (7) Alumni Affairs.

The responsibilities of the Vice President of Business Affairs relate to the following:

(1) the Business Office, (2) Plant Operations and Maintenance, (3) Auxiliary Enterprises, (4) Security, and (5) Equal Opportunity Program.

#### SECTION E. OFFICERS OF ADMINISTRATION

The three chief administrators- Vice President of Academic Affairs, Vice President of Student Affairs, and Vice President of Business Affairs - report directly to the President of the College. Other administrators are responsible to one of these chief officers or the President. Selection and recommendation for appointment of each of the chief administrators is made by the President in consultation with the Chancellor. The Chancellor provides the final recommendation to the Board of Regents, which formally approves each appointment. Each administrator may hold professorial rank in conformity to Regents' policy and is a voting member of the college general faculty with the privilege to serve on various college committees.

Administrative officers shall be appointed to serve for a full fiscal year (beginning July 1 and ending June 30). Vacation time shall be earned at the rate of 1-3/4 days per month. Administrative officers have no right of tenure in the administrative offices in which they may be appointed. If they hold academic rank and rights of tenure in the corps of instruction, they shall retain their academic rank and rights of tenure as members of the corps of instruction. Administrative officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President. All official business between personnel at Bainbridge College and the Chancellor's office shall be conducted through the organizational structure presented in the organizational chart contained in these Statutes.

### President

The President of Bainbridge College shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution. The President shall be responsible to

the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor. The President shall be the *ex officio* chairperson of the faculty and shall preside at meetings of the faculty.

The President shall be the official medium of communication between the faculty and the Chancellor, and between any council, senate, assembly, or any such body and the Chancellor. The President shall be an *ex officio* member of all standing committees.

The President shall have a suspensive veto power over all legislation of the college faculty, senate, council, or other legislative body of the college.

The President shall have the power to appoint special standing committees to advise and assist in planning and administration.

The President shall recommend annually to the Board of Regents, through the Chancellor, the election or re-election of the faculty and the other employees of each institution, the salary of each, and all promotions and removals. The President shall have the right and authority, with the approval of the Chancellor, to fill vacancies in the faculty between meetings of the Board of Regents with the understanding that these appointments shall be approved by the Board of Regents as hereinbefore provided.

The President shall have the right and authority, with the approval of the Chancellor and the Board, to grant leaves of absence to members of the faculty for study at other institutions or for such reasons as the Board of Regents may deem proper.

The President shall prepare the annual budget and the annual report of the college for presentation, through the Chancellor, to the Board of Regents.

The President shall exercise such other powers and duties that may be required or authorized by the Board of Regents.

## The Vice President of Academic Affairs and Dean of the Faculty - (Duties)

The Vice President of Academic Affairs and Dean of the Faculty reports to the President and:

1. Assumes the responsibilities of the President during his/her absence.
2. Works toward the cardinal objectives of the institution and makes recommendations to the President regarding plans, policies, and procedures in the area of his/her delegated responsibility.
3. Equips and staffs the unit, subject to concurrence of the President and approval by the Board to discharge the responsibilities assigned.
4. Integrates and coordinates the work of the administrative subdivisions within the area of responsibility, and articulates the work of the area with that of the other areas of college activity.
5. Provides professional leadership in recruiting staff members in the area of delegated responsibility.
6. Serves as the major advisor on budget development in the instructional area.
7. Prepares special reports that may be requested by the President in the instructional area.
8. In cooperation with others, formulates criteria if needed, for use in establishing honors courses and encourages their use by constituent units of the academic area.
9. In cooperation with others, formulates criteria for use in establishing remedial measures to remove deficiencies identified in the basic skills of students, and assumes primary responsibility for the Developmental Studies Program.
10. In cooperation with the chairpersons and faculty of the academic units, sets standards for passing courses for graduation and for special honors.
11. Through the Library Director, the Director of Technology Services, and in cooperation with other staff members and institutional officers, is responsible for the adequate provision and use of instructional materials and equipment, including audiovisual, instructional technology, and library materials.

12. In cooperation with the Vice President of Student Affairs and Director of Admissions and Records, works with the academic units to appraise the effectiveness of academic counseling and to devise organization and procedures to maximize its effectiveness.
13. In cooperation with the Director of Admissions and Records, works to appraise and improve the academic achievement of students as measured by tests which permit comparison with University System norms.
14. Coordinates the preparation of and, with others, approves all materials on academic activities and the college calendar which are to appear in the catalog or other official college publications.
15. Through the Director of Continuing Education, coordinates the academic affairs of short courses, seminars, workshops, and special educational activities.
16. Is responsible for the administration and safety of faculty personnel records.
17. In cooperation with others, develops appropriate position descriptions for all supervised faculty and staff.
18. Encourages the growth of faculty members through such activities as travel, workshops, seminars, and establishment of a professional library.
19. In cooperation with others, works toward establishing and maintaining accreditation of the instructional program.
20. In cooperation with other institutional officers, coordinates the preparation and maintenance of the Faculty Handbook.
21. Develops and assumes responsibility for a sound academic administration through a system of evaluating instructors and instruction.
22. Serves as the senior staff officer and is responsible for coordinating joint efforts which involve the Academic Affairs office and other key staff officers, such as drafting the catalog, planning and operating registration, scheduling of classes and events, contracting faculty time and services, and use of college facilities.
23. Promotes the use of all instructional technology through the cooperative efforts of division chairpersons, department heads, and the Director of Technology Services.
24. Addresses faculty concerns and serves as a faculty advocate in achieving employment satisfaction and career ladder movement.
25. Performs additional duties as assigned by the President.

### Vice President of Student Affairs - (Duties)

The Vice President of Student Affairs is responsible to the President for development and implementing:

1. Procedures for related non-academic functions designed to facilitate the total education of students, respond to student needs, and foster student and institutional development.
2. A guidance and counseling program housed in the Counseling and Career Development Center to aid each student in discovering individual abilities and limitations, clarifying vocational objectives, defining educational goals, and solving personal problems.
3. A student activities program to provide opportunities outside the classroom that will enrich the student's total educational experience.
4. An athletic program to provide experiences in intramural and intercollegiate programs to promote student growth and development.
5. A high school recruitment program, coordinated by the Director of Admissions and Records.
6. A student financial aid program in compliance with applicable administrative regulations.
7. A program of alumni affairs.
8. A testing program which serves new or prospective students.
9. The coordination of all enrollment and registration functions through the Director of Admissions and Records.
10. Other duties as may be assigned by the President.

### Vice President of Business Affairs - (Duties)

The Vice President of Business Affairs of Bainbridge College is charged with the responsibility of carrying on the business affairs of the college. This includes:

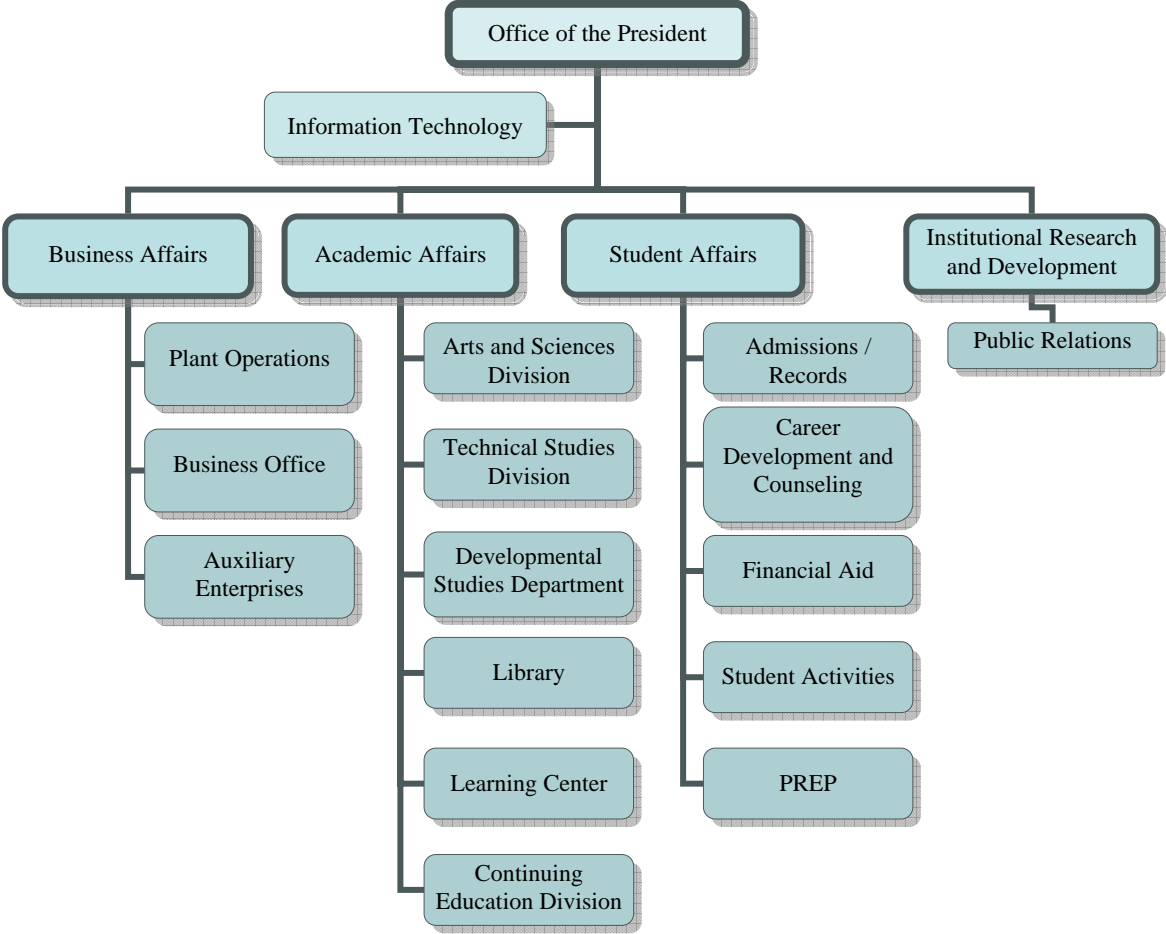
1. Budgeting, receiving, disbursing and accounting for all college monies.

2. Purchasing supplies, equipment and services required for the operation of the college.
3. Maintaining the college's physical facilities.
4. Providing for all departmental supplies, equipment and non-academic personnel needs.
5. Operating the college bookstore, food service and vending machines for the convenience of students, faculty and staff.
6. Performing such other business operations that are necessary to the accomplishment of the college's mission.

The Vice President of Business Affairs is the campus security officer, also serves as the institution's Equal Opportunity Officer, and may be assigned other duties by the President.

# Organization Chart

## *Bainbridge College*



**ARTICLE IV.**  
**THE FACULTY**

## ARTICLE IV. THE FACULTY

### SECTION A. FACULTY MEMBERSHIP

The faculty shall consist of the Corps of Instruction and the Administrative Officers.

#### 1. Corps of Instruction

Full-time professors, associate professors, assistant professors, instructors, special lecturers and teaching personnel with other such titles as may be approved by the President and the Board of Regents shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians are included in the Corps of Instruction.

#### 2. Administrative Officers

Administrative Officers having faculty status shall include the President, the Vice President of Academic Affairs and Dean of the Faculty, the Vice President of Student Affairs, the Director of Admissions and Records, the Vice President of Business Affairs, the Director of Continuing Education, the Research Analyst, and such other officers holding faculty rank as may be designated by the President. Administrative Officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President.

### SECTION B. DIVISIONS

The Corps of Instruction is organized into instructional units. These units, organized around related disciplines, are as follows:

Division of Arts and Sciences

Division of Technical Studies

Department of Developmental Studies

The individual member of the Corps of Instruction is responsible to the Chairperson of the division (or department) for carrying out his or her professional duties and responsibilities.

## SECTION C. DIVISION OR DEPARTMENT CHAIRPERSONS

### General

Each of the instructional units has a Chairperson who is responsible to the Vice President of Academic Affairs for administering and supervising the total work of the division or department. The Chairperson, recommended by the President and appointed by the Regents, holds office without tenure as Chairperson, but retains any rights of tenure which he/she may have in the Corps of Instruction by virtue of academic rank. Division/Department Chairpersons shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President.

The Division or Department Chairperson shall be responsible for the following:

1. Work with colleagues in the division or department in the improvement of instruction, the planning of courses, the development of the curriculum, the selection of teaching resources, and the evaluation of students.
2. Lead the members of the division or department in improving the curriculum of the college. This responsibility includes the continuing study of trends in the academic areas of the academic unit, the recommending of new courses and changes in curricula to the Academic Council, and the preparation of schedules for the courses in the unit.
3. Study and recommend to the Vice President of Academic Affairs the need for additional faculty members in the unit, persons to be considered for employment, promotions for present faculty members in rank and salary, and terminations of contracts. Annual performance review of faculty and pre or post tenure review are components of the administrative duties of the chairperson.
4. Administer the budget of the division or department according to the established policies and procedures. This responsibility includes working with the members

of the unit to plan the budget, to revise the budget, and to execute the budget throughout the year.

5. Encourage the members of the division or department to make contributions in their professional fields by participating in professional organizations, engaging in research, and publishing articles and books.
6. Work with colleagues in the division or department in preparing and submitting to the Vice President of Academic Affairs an annual report of the activities of the unit which is incorporated in the annual report prepared by the President and submitted to the Board of Regents.
7. Plan and conduct regularly (not less than once per semester) scheduled meetings of the faculty members of the unit for discussions of the affairs of the division or department. Minutes shall be kept of these meetings with one copy submitted to the Vice President of Academic Affairs.
8. Lead the members of the division or department in exploring ways to make significant contributions to the community, and to participate in fulfilling college relations assignments.
9. Serve on a committee composed of the academic leaders reporting to the Vice President of Academic Affairs to consider ways to improve the work of the faculty, to plan such projects as the faculty orientation workshops, and to consider any problems that are germane to the work of the academic units.

#### SECTION D. MEMBERS OF THE CORPS OF INSTRUCTION

##### General

The following general responsibilities have bearing on the accomplishment of the teaching faculty members in their specific goal of functioning as responsible members of the Corps of Instruction:

##### General Responsibilities

1. Instructing assigned day, evening, or weekend classes; being prompt and prepared for a full instructional period, including scheduled college-wide examinations.
2. Providing academic advisement, which implies knowledge of curricula, academic regulation, and transfer and terminal program requirements.

3. Communicating in writing with students by way of a course syllabus, regarding such matters as grading policies, course requirements, reading assignments, and any other relevant material deemed appropriate for the mutual benefit of the student or faculty member.
4. Improving self professionally through study, research, publication, travel, and dialogue with colleagues.
5. Serving on college-wide, division or department, or special committees when assigned by the President, Dean of the Faculty, or Division or Department Chairperson.
6. Serving as faculty advisor to student organizations according to interest.
7. Participating in community life as a representative of Bainbridge College or as a citizen in the defined service area by serving in civic, religious, cultural, service, professional and continuing educational programs or organizations according to interest, ability, and training.
8. Attending commencement exercises in appropriate academic regalia, college-wide faculty meetings, and meetings of the division or department.
9. Completing promptly all forms and reports as requested by the President, Vice President of Academic Affairs, Division or Department Chairperson.
10. Maintaining current written course outlines for courses taught.
11. Residing within a reasonable geographic distance from the college and community.
12. Maintaining office hours on a reasonable basis, as defined by the Division Chairperson, Department Chairperson, or Vice President of Academic Affairs.
13. Recommending to the college library through the Division or Department Chairperson supporting materials in assigned instructional area.
14. Participating according to interest and need as an instructor in college noncredit continuing education programs. (Remuneration will be in addition to regular teaching contract.)
15. Recommending to the Division or Department Chairperson supplies, books, materials, instructional technology and equipment deemed necessary to improve and sustain the quality of academic programs.

## SECTION E. APPOINTMENT

### General

All appointments, reappointments, and promotions of the faculty are recommended by the President and require the concurrence of the Chancellor and the approval of the Board of Regents. Such recommendations originate with the Vice President of Academic Affairs in consultation with the Chairmen of the Divisions.

### Initial Appointment

The minimum qualifications for appointment to a faculty position shall be:

1. Master's Degree. Exceptions may be made for persons of special learning and ability, or promising individuals who have recently acquired the Bachelor's Degree and are proceeding with their graduate training, or temporary emergency appointment.
2. Evidence of ability as a teacher.
3. Evidence of scholarly competence and activity.
4. Successful experience (this must necessarily be waived in the case of beginners who meet all other requirements).
5. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.

## SECTION F. EMPLOYMENT AND RESIGNATION OF FACULTY MEMBERS (Policy Manual 803.06)

### A. Tenured

All tenured faculty members employed under written contract for the fiscal or academic year shall give written notice of their intention to resign to the president of the institution or his authorized representative, postmarked no later than February 1, immediately preceding the expiration of the contract period.

### B. Non-tenured

1. Each year, on or before the dates specified in Regents' Tenure Regulations, the president of an institution or his authorized representative, shall advise, in writing, all non-tenured faculty who have been awarded academic rank (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. Notice of intention to renew or not to renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:
  - a. at least three months before the date of termination of an initial one-year contract;
  - b. at least six months before the date of termination of a second one-year contract;
  - c. at least nine months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments.

3. Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

#### SECTION G. TENURE (Academic Affairs Handbook, Section 4.04.01)

##### POLICY

- A. It is intended that these tenure policies shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustment to its own peculiar problems or circumstances. These policies are to be considered a statement of general requirements which are capable of application throughout the System and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement. Such additional standards and requirements, which must be consistent with the Regents' Policies, and approved by the Board of Regents, shall be incorporated into the statutes of an institution.
- B. Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a one hundred percent workload basis for three out of every four consecutive academic quarters until retirement, dismissal for cause, or release because of financial exigency, or program modification as determined by the Board.

- C. Normally, only assistant professors, associate professors, and professors who are normally employed full-time (as defined by Regents' Policies) by an institution are eligible for tenure.
- D. The term "full-time" is used in these tenure regulations to denote service on a one hundred percent workload basis for at least three out of four consecutive academic quarters.
- E. Faculty members with adjunct appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments.
- F. Tenure may be awarded, upon recommendation by the president and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher. The five year period must be continuous except that a maximum of two years interruption because of a leave of absence or part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution. Such credit for prior service shall be defined in writing by the president and approved by the Board of Regents at the time of the initial appointment at the rank of assistant professor or higher.
- G. The maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in any combination of full-time instructional appointments (lecturer, instructor, or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents.
- H. The maximum period of time that may be served at the rank of full-time instructor shall be seven years.
- I. Tenure or probationary credit towards tenure is lost upon resignation from an institution, or written resignation from a tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

- J. Upon approval of the award of tenure to an individual by the Board of Regents, that individual shall be notified in writing by the president of his institution, with a copy of the notification forwarded to the Chancellor.
- K. Notice of the intention to renew or not to renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:
  - 1. at least three months before the date of termination of an initial one-year contract;
  - 2. at least six months before the date of termination of a second one-year contract;
  - 3. at least nine months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part-time positions in whatever rank stated.

- L. A tenured faculty member, or a non-tenured faculty member, before the end of his contract term, may be dismissed for any of the following reasons provided that the institution has complied with procedural due process requirements:
  - 1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment--or prior thereto if the conviction or admission of guilt was willfully concealed;
  - 2. Professional incompetence, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;
  - 3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws: teaching or working under the influence of alcohol which interferes with the faculty member's performance of duty or his responsibilities to the institution or to his profession;
  - 4. Conviction or admission of guilt in a court proceeding of any criminal drug offense;
  - 5. Physical or mental incompetence as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;
  - 6. False swearing with respect to official documents filed with the institution;
  - 7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity;
  - 8. Such other grounds for dismissal as may be specified in the Statutes of the institution.
- M. Each institution, as a part of its statutes, may supplement Regents' policies governing causes for dismissal and procedures for dismissal. Each institution should provide for standards governing faculty conduct, including sanctions short of dismissal, and procedures for the implementation of such sanctions. In the imposition of sanctions, the burden of proof lies with the institution.

N. Program Modification Affecting Tenured Faculty (POLICY 803.0901)

As part of its broad constitutional authority to manage the University System of Georgia, the Board of Regents may exercise its authority to modify programs offered by the System generally or at various units of the System. Such modification may be a part of a change of institutional mission and may result in discontinuation of programs or reduction in size thereof. A program modification of such magnitude that requires the termination of tenured faculty members will be implemented only after completion of a study, with institutional administrative and faculty participation, by the Chancellor's staff. The Chancellor will report the results of that study to the Board along with recommended guidelines under which program modification will be effected.

- O. Tenure decisions for faculty for the coming year are considered at the May meeting of the Board of Regents. This is the only time of the year when tenure is considered. There should be appropriate involvement of faculty and staff in preparing recommendations for tenure. The President should prepare a letter to the Chancellor in which is given the total number of individuals who were initially (at the first level of institutional review) considered for tenure and the total number that are recommended for staff review and Board approval. Recommendations for tenure should be submitted no later than March 6.

Non-Tenure Track Personnel (Academic Affairs Handbook, Section 4.01.06)

Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designated for submission to and approval by the Chancellor.

Subsequent requests for such designations submitted during the budget year must also be approved by the Chancellor. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the Chancellor.

Non-tenure track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs which are anticipated to have a limited life span or which are funded, fully or partially, through non-System sources. There shall be no maximum time limitation for service in position in this category.

The following provisions shall apply to all non-tenure track professional personnel:

- A. Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.

- B. Probationary credit toward tenure shall not be awarded for service in non-tenure track positions.
- C. Notice of intention to renew or not to renew contracts of non-tenure track personnel who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel.
- D. Individuals employed in non-tenure track positions may apply, on an equal basis with other candidates, for tenure track positions which may become available.

The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only. In the event of such transfer, the Request for Transfer form should be completed and approved by the appropriate institutional officials.

#### SECTION H. REMOVAL OF FACULTY MEMBERS (Board Policy Manual 803.11)

The president of an institution may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the Policy Manual of the Board of Regents or the approved Statutes of an institution. Further causes or grounds for dismissal are set forth in the Tenure Regulations of the Policies of the Board of Regents and in the approved Statutes or Bylaws of an institution.

##### *Introduction*

These procedures shall apply only to the dismissal of a faculty member, or a non-tenured faculty member before the end of the term specified in his/her contract.

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

The President may at any time remove any faculty member for cause. Cause or grounds for dismissal are set forth in the Tenure regulations of the Policy Manual of the Board and in the approved Statutes or Bylaws of an Institution. Whenever the words "President" or "Administration" are used in these procedures, they shall be construed to include the designated representative of the President.

### *Preliminary Procedures*

The dismissal of a tenured faculty member, or a non-tenured faculty member during his/her contract term should be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.
2. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the President.
3. A letter to the faculty member forewarning that he/she is about to be terminated for cause and informing him/her that a statement of charges will be forwarded to him/her upon request. The faculty member may also request a formal hearing on the charges before a faculty committee. Failure to request charges or a hearing within a reasonable time shall constitute a waiver of the right to a hearing.
4. A statement of charges, if requested by the faculty member, framed with reasonable particularity by the President or his/her designated representative. Along with the charges, the faculty member shall be advised of the name of the witnesses to be used against him/her together with the nature of their expected testimony.

### *Provision for Hearing Committee*

A dismissal as defined above shall be preceded by statement of charges or causes (grounds for dismissal) if so requested, including a statement that the faculty member concerned shall have the right to be heard by a faculty hearing committee.

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

Members of the Hearing Committee may serve concurrently on other committees of the faculty. The Hearing Committee will meet as a body when it is called into session by the Chairman of the body which selected them either at his/her discretion or upon the discretion or upon the request of the president or the faculty member who is subject to dismissal.

When the Hearing Committee is called into session, it shall elect a Chair from among its membership. A member should remove himself/herself from the case, either at the request of a party or on his/her own initiative if he/she deems himself/herself disqualified for bias or interest. Each party shall have a maximum of two challenges without stated cause; provided however, that all challenges whether with or without cause shall be made in writing and filed with the Chair of the Hearing Committee at least five days in advance of the date set for the hearing. The Chair shall have the authority to decide whether a member of the Committee is disqualified for cause. If the Chair determines that a member is so disqualified or if a Committee member removes

himself/herself from a case, the replacement shall be made in the same manner as the original Committee was selected. If the Chair is thus removed, the Committee shall elect a new Chair after Committee replacements have been appointed. A minimum of three (3) members is required for any action to be taken.

### *Dismissal Procedures*

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

1. Service of notice of the hearing with specific reasons or charges against the faculty member together with the names of the members of the Hearing Committee shall be made in writing at least twenty (20) days prior to the hearing. The faculty member may waive a hearing or he/she may respond to the charges in writing at least five (5) days in advance of the date set for the hearing. If a faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record;
2. The Hearing Committee, in consultation with the President and the faculty member, may exercise its judgment as to whether the hearing should be public or private;
3. During the proceedings the faculty member and the administration shall be permitted to have an academic advisor and/or counsel of his/her choice. The Hearing Committee will be permitted to have advisory counsel;
4. At the request of either party or the Chair of the Hearing Committee, a representative of a responsible education association shall be permitted to attend as an observer;
5. A tape recording or transcript of the proceedings shall be kept and made available to the faculty member and the administration in the event an appeal is filed;
6. An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia;
7. The Hearing Committee may grant adjournments to enable either party to investigate as to which a valid claim of surprise is made;
8. The faculty member and the administration shall be afforded opportunity to obtain necessary witnesses and documentary or other evidence;
9. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the Committee determines that the interests of justice require the admission of his/her statement, the Committee will identify the witness, disclose his/her statement and if possible provide for interrogatories;
10. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possibility will be made to obtain the most reliable evidence

- available. All questions relating to admissibility of evidence or other legal matters shall be decided by the Chair or presiding officer;
11. The findings of fact and the decision of the Hearing Committee will be based solely on the hearing record;
  12. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statement and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents in the event an appeal is filed. The President and the faculty member will be notified in writing of the decision and recommendation, if any, of the Hearing Committee;
  13. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President does not approve the report, he/she should state his/her reasons in writing to the Committee for response before rendering his/her final decision. If the Committee concluded that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The President may or may not follow the recommendations of the Committee;
  14. After complying with the foregoing procedures, the President shall send an official letter to the faculty member notifying him/her of his/her retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered. The letter shall clearly state any charges which the President has found sustained and shall notify such person that he/she may appeal to the Board of Regents for review. The appeal shall be submitted in writing to the Secretary of the Board within twenty (20) days following the decision of the President. It shall state the decision complained of and the redress desired. The Board or a Committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon;
  15. Upon dismissal by the President, the faculty member shall be suspended from employment without pay from the date of the final decision of the President. Should the faculty member be reinstated by action of the Board of Regents, he/she shall be compensated from the date of suspension.

## SECTION I. PROMOTION

The criteria for promotion of any faculty member includes:

1. Superior teaching
2. Outstanding service to the college
3. Academic achievement
4. Professional growth and development
5. Length of service to the college

In addition, promotion to an associate or full professorship should require at least two years beyond the bachelor's degree.

Neither possession of advanced graduate degrees nor longevity of service is a guarantee of promotion.

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

#### SECTION J. OUTSIDE EMPLOYMENT

Faculty members desiring permission to accept outside employment must have the permission of the President. Requests for such permission should first be directed through the Divisional Chairperson to the appropriate chief administrative officer.

#### SECTION K. APPEAL

Any faculty member who believes that his/her rights have been invaded or ignored by others on the college faculty or staff and who is unable to obtain from his own Division Chairperson and the Dean redress which is satisfactory to him/her, has the right to appeal through the Division Chairperson and the Dean to the President. If the President's decision does not settle the matter to satisfaction, she/he may appeal the President's decision to the Board of Regents in accordance with provisions of Article VIII of the Bylaws of the Board of Regents.

#### SECTION L. ACADEMIC FREEDOM

Faculty members of Bainbridge College have all the time-honored tenets of academic freedom that are normally found in institutions of higher education. These include freedom of inquiry and dissemination of subject material by all ethical means.

Instructors are encouraged to study, conduct research, write, and teach in any manner that increases their stature and their discipline, and brings credit to the profession. Since instruction is the primary responsibility of the instructor at this institution, this aspect of his professional life must come first.

With freedom comes responsibility. Every instructor is expected to give an honest, objective presentation of the subject material. College instructors, as members of a learned profession, are considered authorities on many subjects. The mere fact that a college instructor has said it will frequently give weight to the comment.

Pronouncements, especially those out of the field, should be guarded as they may be misinterpreted by lay people. Instructors, of course, may interpret information and give their personal views, but academic honesty requires that they be noted as such.

Because of the college instructor's unique place in the community, he must exercise tact, accuracy, honesty, concern for student welfare, and concern for the reputation of self, the teaching profession, and the institution by which he is employed.

#### SECTION M. STATEMENT ON DISRUPTIVE AND OBSTRUCTIVE BEHAVIOR

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

## SECTION N. LEAVES FOR PROFESSIONAL PERSONNEL

Policies governing leaves of absence are to be found in the Board of Regents' Policy Manual (Section 803.15).

The President of an institution may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to members of the institution's faculty or administrative staff. Leaves of absence of one academic term or less, with or without pay, may be granted by the institution's president, with notification to the Chancellor. Such leaves may not be renewed or extended without the approval of the Chancellor and the Board.

Recommendations for leave WITHOUT pay will, as a rule, be approved by the Board whenever it appears that the granting of such leave will not be prejudicial to the interests of the institution.

In considering a request for leave WITH pay, the President should bear in mind that it is the policy of the Board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The president should examine carefully the program or project on which the applicant for a leave proposes to work, and he should also consider the likelihood of the applicant's being able to accomplish the purposes for which leave is requested.

In considering a request for a leave, the president should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the applicant is a member. If the applicant's work cannot be handled by other faculty members and if funds are not available for the employment of a substitute, the president will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave.

If, after careful consideration, the president feels the interests of the institution and of the faculty member will be served by the granting of the leave requested, he shall submit a recommendation through the Chancellor to the Board of Regents to this effect, together with a statement of the reasons supporting his recommendation.

The Board ordinarily will not approve a request for a leave with pay if the applicant has been employed at an institution for the period of less than three years, nor will it ordinarily approve a leave with pay for a person in an academic position who has not already completed the requirements for a master's degree.

Any faculty member who has been granted a leave of absence with pay shall be required, before beginning the leave, to sign an agreement that the full amount of compensation received while on leave will be returned should the faculty member not

return to the institution for at least one year of service after the termination of the leave.

A faculty or staff member who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the mandated across-the-board salary raises which occurred during the period of leave.

No leaves of absence will be granted to persons in the University System who are retired from active duty and who are drawing retirement benefits from the Teachers' Retirement System of Georgia or from the University System.

**ARTICLE V.**

**THE STATUTES, THEIR INTERPRETATION AND AMENDMENT**

## **ARTICLES V. THE STATUTES, THEIR INTERPRETATION AND AMENDMENT**

### **SECTION A. DISTRIBUTION OF STATUTES**

All college personnel are provided with access to a copy of these Statutes by the President, and each person is responsible for becoming acquainted with its contents. They are also provided with access to a copy of the amendments which may subsequently be made and approved.

### **SECTION B. INTERPRETING**

All questions of interpretation of these Statutes and questions concerning the nature and extent of the jurisdiction of the faculty, of the various councils and committees, and of the various administrative officers under these Statutes shall be determined by the President.

### **SECTION C. INITIATION OF AMENDMENTS**

An amendment to the Statutes may be initiated by any member of the faculty or by an *ad hoc* or standing committee. All proposed amendments must be submitted in writing to the President for study and assignment to an appropriate council, standing committee or *ad hoc* committee of the faculty for consideration. Proposed amendments are presented at one scheduled meeting for discussion and acted upon at a subsequent meeting.

### **SECTION D. AMENDMENT ADOPTION**

A favorable vote by a majority of the general faculty constitutes approval of the proposed amendment, provided a quorum of at least one more than two-thirds of the

members of the faculty is present. Amendments to the Statutes approved by a majority vote of the faculty become effective only after the approval of the President and the Board of Regents.

#### SECTION E. REGENTS' POWERS

The Board of Regents of the University System of Georgia retains the authority to modify, amend, or repeal these Statutes in any respect.