

# I. DARTON COLLEGE STATUTES

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## INTRODUCTORY STATEMENT

The Statutes of Darton College is the document that sets forth the policies that regulate the operation of the College. The statutes set forth the philosophy, purposes, 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 statutes are intended to be in accord with policies adopted by the Board of Regents of the University System of Georgia. Should discrepancies or changes develop, the policies of the Board of Regents shall prevail, and any provision in conflict therewith shall be null and void.

The current Statutes were adopted by the faculty and approved by the President, January 2, 1976 and approved by the Board of Regents, February 11, 1976. The Statutes were amended by the faculty and approved by the President, November 18, 1981; the amended Statutes were approved by the Board of Regents March 9-10, 1982, and the amended Statutes became effective September 1, 1982. The Statutes were again revised, adopted by the faculty and approved by the President, December 1, 1992; the revised Statutes were approved by the Board of Regents January 13, 1993, and became effective immediately. The current Statutes were revised, adopted by the faculty, and approved by the President October 18, 2001 and approved by the Board of Regents [date]

Other College publications provide detailed information about specific areas of operation within the College, a partial listing being the College Catalog, Student Handbook, Faculty Handbook, Facilities and Services Use Manual, Public Services and Continuing Education Faculty Manual, Part-time Faculty Manual, Classified Personnel Policy Manual, and other administrative manuals, along with the Board of Regents Policy Manual and the Core Curriculum Handbook. All these publications are available to the faculty and staff through the administrative office primarily responsible for the function concerned, or from the College Library.

## **ARTICLE I. HISTORY AND AUTHORITY**

### **SECTION A. THE UNIVERSITY SYSTEM OF GEORGIA**

The Board of Regents was formed in 1931 as a result of the passage of the Reorganization Act of 1931 by the Georgia General Assembly. Its responsibilities include the governance, control, and management of the University System of Georgia and any of the institutions in that system. The Board is comprised of 15 members, all of whom are appointed by the Governor and confirmed by the Georgia Senate. Five are chosen from the state-at-large, and one is chosen from each of the ten Congressional districts. All members serve seven-year terms of office. The chief administrative officer of the System is the Chancellor who reports to and is responsible only to the Board of Regents.

The University System is comprised of 4 research universities, 2 regional universities, 14 colleges and universities, and 14 two-year colleges. Each type of institution has distinct admission standards and varying service regions. Darton College has a fourteen county service region centered on Dougherty County.

### **SECTION B. HISTORY OF DARTON COLLEGE**

Darton College, formerly Albany Junior College, is a non-residential two-year College of the University System of Georgia. It is operated by the President, as executive head of the institution and all of its departments, with the assistance of the faculty under the jurisdiction of the Chancellor and the Board of Regents. The College was established in 1963, following a community initiative, which showed a need in the Albany area for a junior college. A local bond issue of \$1.6 million financed the purchase of the initial 100-acre site and the construction of the first five buildings on the western side of the city of Albany. As of Fiscal Year 2000, the beautifully landscaped campus includes 180 acres and ten buildings. The first 620 students started classes on the new campus September 21, 1966. Since then, more than 27,500 students have attended credit classes at Darton College. As of June 2000 the College has awarded 9,547 associate degrees and certificates.

Following the recommendations of a special study committee the Board of Regents decided, in 1987, that all junior Colleges in the System should delete the word "junior" from their names. Upon the recommendation of the President and faculty, the Board of Regents approved, on December 9, 1987, the name change from Albany Junior College to Darton College. "Darton" is a combination of old English words meaning "town by the water."

### **SECTION C. DEGREES AND CERTIFICATES**

Darton College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The College awards the Associate of Arts degree (A.A.), the Associate of Science degree (A.S.), the Associate of Applied Science degree (A.A.S.), and certificates. In addition, through the Division of Continuing Education and Economic Development, the College offers CEU's and certificates of completion in a variety of non-credit courses.

## **ARTICLE II. MISSION**

### **SECTION A. VISION STATEMENT**

Darton College will be recognized as a vibrant and exemplary teaching and learning educational community where students are nurtured and encouraged to achieve their greatest potential. With a student centered faculty and staff who embrace diversity in a friendly and inclusive learning environment, Darton will be a valued leader, resource and model for our students and our community. Darton will provide the opportunity for all students to participate in every aspect of collegiate life, including personal enrichment in athletics, fine arts, and wellness. The College will provide technologically advanced educational opportunities in response to the community's need for quality, affordable, and accessible programs, while partnering with business, industry, and other educational institutions to promote the economic and community development of our region.

The College recognizes that education is a life-long process and is committed to providing the community with non-credit educational programs and cultural activities and to the support of community public service efforts.

### **SECTION B. MISSION STATEMENT**

Darton College is a comprehensive community-oriented institution within the University System of Georgia. Its principle mission is to provide educational programs, services, and opportunities to eligible citizens of southwest Georgia. Darton College seeks to serve by:

1. RESPONDING TO LOCAL AREA NEEDS WITH A COMMITMENT TO EXCELLENCE:
  - A. Darton College will provide high quality academic programs that assure completion of core curriculum requirements and an opportunity for successful transfer into baccalaureate programs or entrance into professional occupations upon completion of two-year programs.
  - B. Consistent with our local agreements with Albany Technical College and other technical colleges, Darton College will provide pre-baccalaureate quality career preparation in select degree and certificate programs, particularly allied health, nursing, business, computer technology, and health/wellness.
  - C. Darton College will encourage student participation in and appreciation of the performing and fine arts, as well as the role of aesthetics in human experience, and the function of ethics and morals in decision making.
  - D. Darton College will expand its curriculum, programs, and activities to incorporate elements of internationalism and to foster a climate of multicultural understanding and acceptance.
  - E. Darton College will support the physical as well as intellectual development of its students by encouraging participation in intercollegiate and intramural athletics, by providing instructional wellness programs, and by providing appropriate facilities for College and community use.

2. FOSTERING AND MAINTAINING A TEACHING/LEARNING ENVIRONMENT THAT SUSTAINS INSTRUCTIONAL EXCELLENCE FOR DIVERSELY PREPARED STUDENTS:
  - A. Darton College will provide and maintain a comprehensive learning environment for students desiring the challenges and rewards of academic excellence.
  - B. Recognizing the different intellectual aptitudes and learning patterns of students, Darton College will provide learning support courses and academic support services for those who are not completely ready for college-level work.
  - C. For gifted students and those who seek the challenge of advanced classes and seminars, Darton College will offer an Honors Program.
  - D. Recognizing the unique needs of special populations, Darton College will provide support services and programs for students who may require special attention or reasonable accommodations.
  
3. PROVIDING HIGH QUALITY EDUCATIONAL PROGRAMS AND SERVICES:
  - A. Using state-of-the-art technologies, Darton College will provide both transfer and pre-baccalaureate career-specific programs, as well as select certificate programs consistent with our local agreements with technical institutes, that foster academic excellence.
  - B. In collaboration with area technical institutes, Darton College will provide general education and support services for students of those institutions who desire the associate degree.
  - C. Darton College will provide a broad range of support services for its students including, but not limited to, career planning, program and course selection advising, financial counseling, minority and disabled student advising and counseling, job placement assistance, and extracurricular activities. Services will be designed to promote educational, cultural, social, physical, personal, and professional growth.
  - D. In preparation for entrance into the contemporary social and employment environments, Darton College will educate its students in the technologies of a global information age.
  
4. MAKING A COMPREHENSIVE COMMITMENT TO THE TOTAL NEEDS OF SOUTHWEST GEORGIA:
  - A. Darton College will work collaboratively with other institutions to utilize distance learning technologies to provide lifelong learning opportunities for area residents.
  - B. Believing that all of life is a field of learning, Darton College will offer a wide range of continuing education programs, seminars, and courses designed to enhance personal and professional growth.
  - C. Darton College will share its physical facilities, faculty and staff expertise, and informational resources in support of educational, cultural, civic, and economic development.
  - D. Darton College will collaborate with other area System institutions to assure the most efficient and effective utilization of each institution's resources in responding to the needs of the service region.
  
5. SUPPORTING FACULTY DEVELOPMENT IN ORDER TO ENCOURAGE INSTRUCTIONAL EXCELLENCE, SCHOLARLY ADVANCEMENT, AND CREATIVE ACTIVITIES:

- A. Darton College will promote and support scholarly and creative activities that encourage enhanced instructional effectiveness and professional development.
- B. Darton College will promote and support faculty engagement in community service, academic research, and participation on System committees and activities.
- C. Darton College will promote and support faculty participation in international studies and activities, as well as the expansion of the College's global center.

## **ARTICLE III. THE PRESIDENT**

### **SECTION A. ELECTION**

The President shall be elected by the Board of Regents upon the recommendation of the Chancellor. The President shall hold office at the pleasure of the Board.

### **SECTION B. STATUS**

The President shall be the chief executive officer of the College, the ex-officio chair of the faculty, and presiding officer at faculty meetings. Should the college form a faculty council, senate, assembly, or any such body, the President shall chair such body and shall preside at its meetings.

### **SECTION C. POWERS AND DUTIES**

The powers and duties of the President shall be those ordinarily implied by his/her office. They include but are not limited to the following:

1. Supervise and direct the activities of the College to assure the efficiency of every division and department. He/she shall have the authority to exercise the power deemed necessary for the proper management and control of the College. However, he/she shall exercise no power that is reserved to the Board of Regents.
2. Be the official medium of communication between the faculty and the Chancellor, and between the faculty council, senate, assembly, or any such body and the Chancellor.
3. Recommend to the Board of Regents suitable persons for positions on the faculty, the salary of each, all promotions and tenure awards, and all reappointments. In case of exigency, he/she may make appointments in order that the work of the College may not be interrupted. Such appointments, however, shall be subject to confirmation by the Board.
4. Have the power to grant leaves of absence to the faculty, subject to the approval of the Board of Regents.
5. Prepare the annual budget of the College for presentation to the Board of Regents.
6. Prepare an Annual Report for the Board of Regents on the work and condition of the College.
7. Upon the recommendation of the appropriate faculty, confer all degrees and issue diplomas in evidence thereof.

8. Have the power to appoint special committees to advise him/her regarding the administrative problems of the College and to assist in the performance of his/her duties.
9. Have final approval for all actions or recommendations of the faculty and committees. The President has the authority to veto all actions of the faculty and institutional committees and to take or cause to be taken any and all such other actions as in the judgment of the President may be necessary, proper, or convenient in order to promote the efficient operation of the College.-When the president exercises the veto power, he/she shall give the group concerned a written statement of the reasons for the veto.

## **ARTICLE IV. GENERAL ORGANIZATION AND GOVERNANCE**

### **SECTION A. GENERAL**

There is a well-defined administrative organization designed to assign authority and responsibility for the planning, supervision, and implementation of the work of the College (see Faculty Handbook Section II.).

### **SECTION B. ADMINISTRATIVE OFFICERS OF THE COLLEGE**

The administrative officers of the College are the President as chief executive officer and all officers designated in the Faculty Handbook Section II. Administrative officers shall be appointed by the President with the approval of the Chancellor and Board of Regents and shall hold office at the pleasure of the President. Consistent with Board of Regents Policy, administrative officers are voting members of the Faculty Assembly.

Other administrative staff are assigned according to functional responsibility to one of the administrative officers. Administrative staff members holding academic rank and faculty status in conformity with Regents' policy are voting members of the Faculty Assembly with the privilege of serving on various College committees. The President will not hold tenure at the institution but may hold, retain, or receive academic rank.

A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office shall retain his or her academic rank and rights of tenure as an ex-officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office to which he or she has been appointed.

The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty member when he or she ceases to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership.

### **SECTION C. DIVISIONS/DEPARTMENTS**

An academic division is an academic administrative sub-unit of the College organized for the purpose of giving instruction in one or more of the broad areas of study.

The faculty of an academic division shall, subject to the direction of the faculty of the College, be responsible for the programs of study offered by the division and recommend such changes and modifications in its curriculum, as it may deem desirable. At all meetings of the division, the chairperson of the division shall be the presiding officer. Minutes of each meeting shall be forwarded to the Vice President for Academic Affairs.

An academic department is an academic administrative sub-unit of the College organized for the purpose of giving instruction in a specific discipline or program. Whenever it shall appear that academic administrative efficiency and economy of operation require it, a department may be created or deleted, upon recommendation of the President and approval of the Board of Regents.

The faculty of a department have the same rights and responsibilities as the faculty of a division.

The objectives of Division/Department Chairpersons (Heads) are:

1. to coordinate the activities of the division/department, serving as intermediary between the teaching faculty and the Vice President for Academic Affairs.
2. to strive to continually improve the instruction within the division/department through leadership and teaching.
3. to assure the accomplishment of annual Strategic Plan goals and objectives.
4. to promote and facilitate the growth of division/department programs.

#### **SECTION D. COLLEGE COMMITTEES**

##### 1. Introduction

The governance of the College has been designed to include a system of committees working with administrative officials to ensure maximum input and involvement by the entire College community in the decision-making process. Each College committee shall serve in an advisory capacity to the administrative official who is directly responsible for the area or subject of concern of the committee, unless otherwise specified. The college committees consist of the Executive Council, the Administration Committee, the Faculty Assembly, the Faculty Council, the Staff Council, the Academic Committee, the Student Activities Committee, and other standing and ad hoc committees as defined in the Faculty Handbook. The President shall be ex-officio member of all faculty and staff committees. The President appoints the committee members unless otherwise specified in the committee definition. The President may delegate that responsibility.

##### 2. Committees

- a. Executive Council - The Executive Council may consult with the President concerning any college matter.

- b. Administration Committee - The Administration Committee is intended to serve as an advisory group to the President and other administrative officials concerning policies and procedures for the general administration of the College. Matters of their concern may include personnel, finance, services, purchases, plant, public relations, and any other item related to the administration of the College.
- c. Faculty Assembly – The Faculty Assembly consists of the President, the Corps of Instruction, and the administrative officers as listed in the Faculty Handbook. The Faculty Assembly shall make, subject to the recommendation of the appropriate committee and the approval of the President of the institution, the Chancellor, and the Board of Regents, statutes, rules, and regulations for its governance and for that of the students. They shall provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards.
- d. Faculty Council – The Faculty Council is elected to serve in an advisory capacity to the President and the Vice President for Academic Affairs. The purpose of the committee is to discuss faculty institutional concerns and recommend agenda items for upcoming Faculty Assembly meetings.
- e. Staff Council – The Staff Council is elected to serve in an advisory capacity to the President and Vice President for Business and Finance. The purpose of the committee is to discuss staff institutional concerns and recommend agenda items for upcoming Staff meetings.
- f. Academic Committee - The Academic Committee is intended to have overview of all instructional offerings of the College. All important matters of academic policy come before this body for review and recommended action. It is to serve as an advisory committee to the Vice President for Academic Affairs and the President.
- g. Student Activities Committee - The Student Activities Committee will be concerned with the development of the cultural, social, moral, intellectual and physical condition of students. It should also deal with student behavior and general welfare. It shall be advisory to the Vice President for Student Services.
- h. Other Committees - Other College committees may be established by the Faculty Assembly, through the President, and may be for both academic and administrative purposes. The duties of each committee shall be specified along with its designation. Upon creation of a committee by the Faculty Assembly, the President shall appoint no less than three members to the committee; such membership to include at least one representative from the area concerned. The term of office of all members of committees shall not exceed one year; however, committee

members are subject to reappointment to the same committee if the President deems it advisable. (See Section IX of the Handbook for current committees and membership.)

## **SECTION E. DECISION MAKING AND POLICY FORMULATION**

New proposals for college policy may be initiated by faculty, staff, students or administrators. Proposals pertaining to academic concerns are referred to the Academic Committee for consideration. Proposals pertaining to student organization, including athletics, are referred to the Student Activities Committee for consideration. Proposals concerning non-academic or general college procedures are generally referred by the administrative official with whom the general responsibility resides to one of the College committees for further study and recommendation.

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

After a committee acts on a policy proposal, its recommendation is submitted to the President for disposition or action. The President may refer a policy proposal to the Faculty Assembly or the Chancellor for action. Policy pertaining to internal operations of the College becomes effective upon approval by the President.

To become official, recommendations dealing with budget and finances or new academic programs require the President's recommendation, the Chancellor's endorsement, and the approval of the Board of Regents.

## **SECTION F. STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association shall officially represent the student body of Darton College and shall have the purpose of promoting communication and facilitating understanding among students, faculty, and administrators.

Official recommendations by students regarding the policies, rules, and regulations of the College shall be made to the Vice President for Student Services either directly or through the Student Government Association. The recommendations will then be forwarded to the President for final action.

Student government shall be conducted in accordance with the constitution and bylaws of the Student Government Association.

## **SECTION G. FACILITIES AND SERVICES USE**

### **1. State Property**

College facilities are State property and their use shall be in accordance with Regents' Policies.

### **2. Facilities Defined**

For purposes of this section, the facilities of Darton College shall mean any and all portions of all buildings and structures, land and equipment, open space, air rights above such spaces, and campus utilities, walks, streets, and recreation areas which are considered to be part of the campus of Darton College.

3. In Political Campaigns

The President may authorize the use of College facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the President. The use of College materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.

4. For Personal Use

Personal property owned by the College shall be used only for College purposes. No employee of the College shall permit such property to be removed from the campus for use on either a rental or loan basis for personal use.

5. Outside Parties

When an outside party requests permission to use a College facility for an event which is not contrary to the mission of the College but which holds a potential for harm to the participants as a result of which a liability could be incurred, the President shall require the completion of a license agreement including a properly executed indemnification and liability insurance agreement (an approved form of License Agreement may be secured from the Chancellor's Office). Property to which title is held by the Building Authority of the State of Georgia and which is leased to the University System cannot be subleased or rented. It is permissible to license an outside party to use it for a purpose consistent with the mission of the College in return for out-of-pocket costs for utilities and custodial services.

6. Priority for Use

There exists the basic requisite that any and all uses of facilities be relevant to educational purposes.

Therefore, the use of College facilities for college scheduled academic, athletic, continuing education, other approved college activities and public service programs shall take precedence over all other uses and will not be displaced without the expressed approval of the President or the President's designee.

## **ARTICLE V. THE FACULTY**

### **SECTION A. FACULTY STATUS**

#### 1. Faculty Assembly Membership

Consistent with Board of Regents Policy, the Faculty Assembly of Darton College consists of the President, the Corps of Instruction, and the administrative officers as listed in the Faculty Handbook.

#### 2. Corps of Instruction

Full-time professors, associate professors, assistant professors, instructors, and teaching personnel with such other titles as may be approved by the Board of Regents shall be the Corps of Instruction. Duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the Corps of Instruction.

### **SECTION B. FACULTY ASSEMBLY MEETINGS**

Each Faculty Assembly shall meet at least once each academic term and at such other times as may be necessary or desirable. If the College should form a council, senate, assembly, or other such body, the Faculty Assembly shall meet at least twice a year. A quorum for Faculty Assembly meetings shall be two-thirds of the faculty as defined in Article V, Section A, number 1. A simple majority of the quorum is required for the conduct of regular business; however, a two-thirds vote of the quorum is required to recommend changes to the Statutes. Each Faculty Assembly shall appoint a secretary who shall keep a record of proceedings. Faculty Assembly meetings will be chaired by the President or the President's designee.

### **SECTION C. FACULTY RULES AND REGULATIONS**

The Faculty Assembly, or the council, senate, assembly, or such other comparable body, shall make, subject to the recommendation of the appropriate committee and the approval of the President of the institution, the Chancellor and the Board, statutes, rules, and regulations for its governance and for that of the students. They shall provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules, and regulations made by the Faculty Assembly shall be filed with the Chancellor. The Faculty Assembly shall also have primary responsibility for those aspects of student life that relate to the educational process, subject to the approval of the President of the institution, the Chancellor, and the Board.

## **SECTION D. ACADEMIC FREEDOM**

The faculty and administration of Darton College are dedicated to creating and maintaining an environment in which the search for truth and a spirit of free inquiry are its essence. In order to achieve and to preserve an environment of the sort to which the College aspires, each individual within the College community must observe principles that are basic to a democratic society.

Faculty members at Darton College shall be free to present and discuss their subjects in the classroom as they understand them to be the truth. They shall be free to pursue the truth through research and to publish their findings, subject to the satisfactory performance of their other duties as faculty members. However, members of the faculty shall be responsible for familiarizing themselves with and upholding the policies, rules, and regulations of the College and the Board of Regents of the University System of Georgia.

## **SECTION E. FACULTY GRIEVANCE PROCEDURES**

Any question of infringement upon the rights of individuals in the application of the College's statutes, policies, rules, and regulations shall be dealt with as outlined in the Faculty Handbook. Consistent with Board of Regents Policy, issues of annual evaluation, tenure, salary, and promotion are not subject to Grievance, unless the issue of discrimination is involved. These issues are covered under the Appeals Process.

There shall be a standing Faculty Grievance Committee to which all members of the faculty shall have access. The Faculty Grievance Committee shall have the authority to conduct inquiries into faculty grievances, to attempt the resolution of those grievances by mediation, and to present to the President its recommendations for appropriate responses to the grievances it has considered.

Grievances involving promotion, salary, non-renewal of contracts or denial of tenure shall be appropriate for the consideration of the Grievance Committee only if the aggrieved faculty member reasonably alleges discrimination on the basis of sex, race, religion, national origin, handicap, age, color or creed.

The composition of the Grievance Committee and its operating procedures shall be developed by the Faculty Assembly Committee and approved by the President.

## **SECTION F. FACULTY APPEALS PROCESS**

A formal written appeal should be submitted to the individual's immediate supervisor. The appeal should include a clear explanation of the reason(s) why the decision or action being appealed was not fair or accurate along with appropriate documentation. Any remedy being sought should be specified. The supervisor will study the written appeal and supporting documentation and, if he/she deems it appropriate, will solicit additional information. Within 10 working days of receipt of the written appeal, the immediate

supervisor should respond in writing with a decision.

Within 10 working days of receipt of that decision, if the faculty member is not satisfied with that decision, he/she may make formal written appeal to the Vice President for Academic Affairs. The appeal should include a clear explanation of the reason(s) why the decision or action being appealed was not fair or accurate along with appropriate documentation. Any remedy being sought should be specified. The VPAA will study the written appeal and supporting documentation and, if he/she deems it appropriate, will solicit additional information. Within 10 working days of receipt of the written appeal, the VPAA should respond in writing with a decision.

Within 10 working days of receipt of that decision, if the faculty member is not satisfied with that decision, he/she may make formal written appeal to the President. The appeal should include a clear explanation of the reason(s) why the decision or action being appealed was not fair or accurate along with appropriate documentation. Any remedy being sought should be specified. The President will study the written appeal and supporting documentation and, if he/she deems it appropriate, will solicit additional information. Within 10 working days of receipt of the written appeal, the President should respond in writing with a decision.

If the faculty member is not satisfied with the President's decision, the decision may be appealed to the Board of Regents.

## **SECTION G. FACULTY TEACHING LOAD**

The normal teaching load of faculty members of the University System of Georgia ordinarily shall be fifteen (15) credit hours per semester or its equivalent. Evening, Saturday, distance learning, and -off-campus classes shall be a part of the normal teaching load of a faculty member.

Research, advising, and committee work ordinarily shall constitute a part of a faculty member's normal workload. When the workload of committee assignments or research is uncommonly high, a compensating reduction in teaching load may be granted upon recommendation of the division/department chairperson and the approval of the Vice President for Academic Affairs.

## **SECTION H. INSTITUTIONAL EFFECTIVENESS**

Each institution will have a strategic planning process which results in a strategic plan by which institutional processes are defined and achieved. The faculty and staff of each institution will be involved in developing the planning process and will be included in the structure by which the plan is implemented.

Each institution will have a formal process by which systematic assessment of institutional effectiveness is conducted and the results of assessment are used to achieve institutional improvement. The faculty and staff of each institution will be involved in developing the assessment processes and will be included in the structure by which those processes are implemented.

## **SECTION I. OUTSIDE ACTIVITIES**

An employee of the University System of Georgia should avoid actual or apparent conflict of interests between his or her college or university obligations and his or her outside activities.

## **SECTION J. OCCUPATIONAL ACTIVITIES**

An employee of the University System shall not engage in any occupation, pursuit, or endeavor that will interfere with the regular and punctual discharge of official duties.

All full-time faculty, administrators, and other professional staff members employed by a unit of the University System are expected to give full professional effort to their assignments of teaching, research, and service.

Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state or nation; or (3) is consistent with the objectives of the institution.

For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the President or the President's designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

## **SECTION K. CONSULTING**

Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

Each unit of the University System shall adopt guidelines governing consulting activities of faculty members, which shall include the following:

1. A plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or material consistent with rates charged outside groups or persons.
2. A procedure for obtaining prior approval of the President or the President's designee.
3. A procedure for defining and prohibiting conflicts of interest.

## **SECTION L. APPOINTMENT, PROMOTION, AND TENURE**

The College follows the Policies of the Board of Regents on all matters and specifically the following faculty personnel matters: appointment, renewal and non-renewal of appointment, removal before end of contract, tenure regulations, employment contract forms, and the procedure for appeals to the Board of Regents.

All appointments, promotions, and tenure 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 ordinarily originate with the Vice President for Academic Affairs in consultation with the Division/Department Chairperson and, for tenure recommendations, the Tenure Review Committee. Promotions and tenure within the University System do not come automatically and at all times must be based upon merit properly documented by the President.

Faculty members may consult the Faculty Handbook and will be furnished a copy of the above materials from Regents' Policies upon request. Also the complete copy of the Board of Regents Policy Manual is accessible to any faculty member from any administrative officer, the Board of Regents' Web site, or the College Library.

## **ARTICLE VI. DISTRIBUTION, JURISDICTION, AND AMENDMENT OF STATUTES**

### **SECTION A. DISTRIBUTION**

Copies of the Statutes of Darton College will be made available to all college faculty and staff by the President. Each person is responsible for familiarizing himself/herself with the Statutes. Each approved amendment or revision of the Statutes will also be given to every faculty and staff member.

### **SECTION B. JURISDICTION**

All regulations heretofore adopted that are inconsistent with these Statutes are hereby repealed by the adoption of these Statutes.

In addition to the powers and duties conferred in these Statutes, the various persons, officers, faculty, and committees shall exercise the powers enjoyed and be subject to the duties imposed by usage, custom, and ordinary practice insofar as they are consistent with the positive legislation herein contained and the policies of the Board of Regents.

All questions of interpretation of these Statutes and questions of the nature and extent of the jurisdiction of the faculty and of the various administrative officers under these Statutes shall be determined by the President. The President shall settle all questions of conflict of jurisdiction that may arise between any of the legislative bodies of the College or between them and the administrative officers or the various committees.

Any person in the University System for whom no other appeal is provided and who is aggrieved by a final decision of the President of an institution, may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days following the decision of the President. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board or a committee of the Board or a Hearing Officer appointed by the Board, shall investigate the matter thoroughly and report its findings and recommendations to the Board. The Board shall render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing that may be held thereon. The decision of the Board shall be final and binding for all purposes.

### **SECTION C. AMENDMENT**

Amendments to the Statutes may be initiated by any member of the College faculty or by any committee of the College. Proposed amendments shall be presented in writing to the President and referred by him/her to an appropriate committee of the College for study and recommendation. An amendment so recommended shall be presented to the Faculty Assembly in writing for consideration not later than ten

(10) days prior to the next faculty meeting. The proposed amendment shall be effective if ratified at the faculty meeting by a favorable vote of two-thirds majority of the Faculty Assembly members present, provided a quorum is present at the time of voting and upon approval of the President, the Chancellor, and the Board of Regents.

The Board of Regents retains the power to modify, amend, or repeal these Statutes in any respect. Subsequent actions by the Board of Regents requiring changes in these Statutes shall automatically be incorporated therein, and appropriate corrections will be made and distributed by the Office of the President.