

# GORDON STATE HIGHLANDERS



## COLLEGE STATUTES

## CONTENTS

CHAPTER 1. PURPOSE .....	3
CHAPTER 2. ADMINISTRATIVE ORGANIZATION .....	5
CHAPTER 3. SHARED GOVERNANCE MODEL .....	7
CHAPTER 4. THE FORMAL GRIEVANCE PROCESS .....	15
CHAPTER 5. INTELLECTUAL PROPERTY .....	18
CHAPTER 6. AMENDING THE STATUTES .....	19
APPENDICES .....	20

## CHAPTER 1. PURPOSE

The purpose of these Statutes shall be to:

1. Make statutes, rules, and regulations for the governance of the college and for that of the students;
2. Provide such committees as may be required;
3. Prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and,
4. Make such regulations as may be necessary or proper for the maintenance of high educational standards.

A copy of an institution's statutes, rules and regulations made by the Faculty shall be filed with the Chancellor. The Faculty shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the Gordon State College President (*Board of Regents Policy Manual §3.2.4*).

### **Supremacy**

At all times, the Board of Regents retains the authority to modify, amend, or change 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 shall be made and distributed by the Gordon State College President.

### **1.1 Academic Freedom**

As a public institution of higher education, Gordon State College is committed to protecting the academic freedom rights of faculty and students in teaching, research, publishing, institutional service, and other academic activities. Faculty and students are free to share ideas and opinions, even those that some may find offensive, without fear of suppression, discipline, or reprisal.

While narrow restrictions to freedom of speech will apply for expression that violates the law or USG or institutional policies, freedom of expression protections are broad. Any necessary limitations will be enforced by USG or institutional administration. Individual members of the USG community shall not attempt to prevent or otherwise interfere with the free expression of others, no matter how objectionable they may find the expressed ideas or opinions.

Gordon State College students should be free from faculty or institutional coercion to make personal political or social choices, and be evaluated based on their academic performance, not factors that are irrelevant to that performance such as their personal beliefs.

Similarly, Gordon State College faculty have the right to be unburdened by irrelevant factors such as ideological tests, affirmations, oaths, and diversity statements, and should instead be hired and evaluated based on relevant factors such as their achievements in teaching, service, professional development, and student success.

Gordon State College faculty have the right to develop course curricula appropriate to their respective disciplines. Academic freedom extends to classroom materials and discussions that are germane to the

subject matter being taught, researched, written about, or presented. However, faculty members must be careful not to introduce into their teaching controversial matters that have no relation to their subject.

Gordon State College faculty have the right to research and publish ideas and opinions, even those that some may find offensive, subject only to restrictions prescribed by professional ethics.

Gordon State College faculty have the right to criticize and seek alteration of both academic and nonacademic college policies, whether or not those policies affect them directly.

Finally, Gordon State College faculty hold a special position in the community that carries both privileges and obligations. Because faculty are scholars and educators, the public may judge their profession and their institutions by their utterances. Therefore, faculty should always strive to be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort when they are expressing their personal opinions to indicate that they are speaking for themselves as private citizens rather than on behalf of their institutions.

## CHAPTER 2. ADMINISTRATIVE ORGANIZATION

### 2.1 University System of Georgia

#### 2.1.1 Board of Regents

The Board of Regents of the University System of Georgia was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The Governor appoints members of the Board to a seven-year term and Regents may be reappointed to subsequent terms by a sitting governor. Regents donate their time and expertise to serve the state through their governance of the University System of Georgia – the position is a voluntary one without financial remuneration (<http://www.usg.edu/regents>).

#### 2.1.2 Chancellor

The Chancellor is elected by the Board of Regents and serves as its chief executive officer and the chief administrative officer of the University System of Georgia. The Chancellor provides leadership in higher education and stewardship of state and University System resources.

### 2.2 Gordon State College Administration

#### 2.2.1 The President

As stated in the Board of Regents Policy Manual, Chapter 2.7 Organization Structure and Changes,

Presidents are authorized to develop the organizational structure required to effectively manage their institution. Changes involving the addition, deletion, or substantive name change of a unit reporting directly to the President shall be submitted to the Chancellor for review and approval prior to the change.

#### 2.2.1 The President's Cabinet

The President's Cabinet is composed of the Provost, Vice Presidents, and Executive Directors who are senior leadership of the College and report directly to the President. The Cabinet meets on a regular basis and addresses issues that affect the entire College and are individually and collectively accountable for implementing policy, procedures, and the strategic plan ensuring the decisions reached are effectively implemented.

Each Vice President or Provost performs their duties in accordance with their job description housed in the Office of Human Resources.

#### 2.2.2 Additional Cabinet Members

Other administrators attend meetings with the President's Cabinet to address issues related to their area.

Each administrator performs their duties in accordance with their job description housed in the Office of Human Resources.

#### 2.2.3 Other Academic Officers

Deans of each respective School or Library are responsible for directing the operations of their School or the Library.2.2.4 Vice President for Finance and Administration

## 2.3 Corps of Instruction

As stated in the Board of Regents Policy Manual 3.2, Faculties:

In all University System of Georgia (USG) institutions, the faculty will consist of the Corps of Instruction and the administrative officers.

“Full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, principal lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding part-time and adjunct appointments or other honorary titles shall not be considered to be members of the faculty.” (Board of Regents Policy Manual 3.2.1.1).

BOR Policy Manual 3.2.1.2 states:

Faculty status of full-time administrative officers will necessarily vary with the size and complexity of the institution. Administrative officers shall be appointed by the President of the institution and shall hold office at the pleasure of the President.

To ensure accountability and effective academic management, the President shall consult with the USG chief academic officer on significant personnel actions involving the institution’s chief academic officer to include appointment, qualifications for the position, and termination.

A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office, other than President, shall retain the responsibilities and privileges of faculty membership, 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.

“In addition to the Corps of Instruction, the faculty will consist of the President of the institution and other full-time administrative officers as the institution may designate as having ex officio faculty status.” (Board of Regents Policy Manual 3.2.1.3)

## CHAPTER 3. SHARED GOVERNANCE MODEL

Shared governance at Gordon State College operates within the framework outlined below, and it recognizes that all faculty, staff (inclusive of administrators), and students that compose the college community deserve respect. Moreover, the college believes in transparency as a guiding principle for the building of trust among all constituents. Within this framework, input is provided to the President of the institution through a Faculty Senate, a Staff Council, a Student Government Association, and college-wide committees.

As stipulated by sections 2.6.1 and 2.6.2 of the Board of Regents' Policy Manual, "The President of each University System of Georgia (USG) institution shall be the executive head of the institution and all its departments and shall exercise supervision and direction to promote the efficient operation of the institution. The President is responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board of Regents and the Chancellor."

Moreover, "The President shall be the ex-officio chair of the faculty and a member of all faculties and other academic bodies within the institution. The President may preside at faculty meetings. The President may call meetings of any council, senate, assembly, committee, or governance body at his or her institution at any time, may chair the governance body, and may preside at the meetings. The President shall decide all questions of jurisdiction, not otherwise defined by the Chancellor, of the several councils, faculties, and officers. The President may veto any act of any council, faculty, or committee of his or her institution but in doing so, shall transmit to the proper officer a written statement of the reason for such veto. A copy of each veto statement shall be transmitted to the Chancellor. The President shall be the official medium of communication between the faculty and the Chancellor and between the council, senate, assembly, committee, or governance body and the Chancellor."

The purpose of the Faculty Senate shall be to provide a systematic means of recommending policy and any changes in policy, except those mandated by the Board of Regents, to the president of the college and to the faculty. The Faculty Senate shall serve as the mechanism for shared governance at the college and shall be responsible for approving and amending the Gordon State College Statutes.

As stipulated by section 3.2.3 of the Board of Regents' Policy Manual, the Faculty Senate "shall, subject to the approval of the president of the institution:

1. Make statutes, rules, and regulations for its governance;
2. Provide committees as may be required;
3. Make statutes, rules, and regulations for students regarding admission, suspension, expulsion, classes, courses of study, the learning environment, and requirements for graduation; and,
4. Make regulations necessary or proper for the maintenance of high educational standards.

A copy of each institution's statutes, rules, and regulations made by the faculty shall be filed with the Chancellor." Moreover, "The faculty shall 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."

As the staff and students of Gordon State College also have vital knowledge and expertise relevant to maintaining an effective institution, elected representatives from the Staff Council and Student Government Association will also serve on Standing Committees of the College where that expertise may be of benefit and is appropriate as stipulated in the college statutes.

- 3.1 Faculty Senate
- 3.2. Standing Committees of the College
- 3.3 The Staff Council
- 3.4 The Student Government Association

### 3.1 Faculty Senate

#### 3.1.1 Purpose

The purpose of the Faculty Senate shall be to provide a systematic means of recommending policy and any changes in policy, except those mandated by the Board of Regents, to the President of the College and to the Faculty. The Faculty Senate shall serve as the mechanism for shared governance at the College and shall be responsible for approving and amending the Gordon State College Statutes. The *Bylaws of the Faculty Senate* contain a fuller description of its responsibilities and organization (see Appendix A).

#### 3.1.2 Standing Committees of the Faculty Senate

All members of the Faculty Senate standing committees, other than permanent and ex-officio members shall be elected by the Faculty. Standing committees may, upon approval of the Faculty and the Gordon State College President, change the number and composition of their membership. Notwithstanding the requirements levied on schools or academic units to supply a stipulated number of Faculty representatives (as listed for each committee below) schools and academic units with ten or fewer assigned Faculty positions will be free to determine which committees they will send representatives to and whether or not they will send a full or reduced number of representatives.

#### Committees

1. Academic Judicial Committee
2. Academic Planning and Budget Committee
3. Academic Policy Committee
4. Admissions, Advisement, Registration, Retention Committee
5. Academic Assessment Committee
6. Faculty Development Committee
7. Faculty Welfare Committee
8. General Education Committee
9. Gordon State College Statutes Committee
10. Instructional Technology and eLearning Committee
11. Collaborative Learning Center and Library Committee

The Gordon State College Faculty Senate Bylaws describe additional responsibilities of the Faculty Senate. The Faculty Senate shall create committees necessary to carry out its functions, all of which are described in the Faculty Senate Bylaws (see Appendix A).

### 3.2 Standing Committees of the College

The following shall apply to all Standing Committees of the College:

- A. **Membership.** Upon establishment, the President will define, in the spirit of shared governance, the Membership structure of the committee. An Academic Unit is defined hereafter in these statutes as one of the following academic disciplines comprised of the full-time, 10-month contract and/or ranked faculty within: 1. History and Political Science; 2. Nursing and Health Sciences; 3. Natural Sciences; 4. Education; 5. Business and Public Service; 6. Humanities; 7. Fine and Performing Arts; 8. Mathematics, Computer Science, and Engineering; 9. Library. Any alterations to this list are subject to Faculty Senate and Faculty Assembly approval. If one Faculty member is to be elected from each School, then each Academic Unit may elect a Faculty member to be included in a slate of nominees for the School. At the first meeting of the School Faculty at the beginning of the Academic Year, a Faculty representative shall be elected from the slate of nominees for each Standing

Committee of the College. The Dean of the School will notify the Office of the President of the elected Faculty for each Committee.

- B. **Appointments.** Elected committee members will serve one-year terms, unless otherwise stated in the Committee description in the *Statutes of the College*.
- C. **Initial Meeting.** The first meeting of each Committee of the College shall be convened within six weeks of the fall semester, or upon creation. The President or the President's designee shall call the first meeting, notifying the Committee membership at least seven days prior to the meeting. At this first meeting, the Committee's Purpose and Duties will be reviewed and officers elected.
- D. **Officers.** Each Standing Committee of the College will elect officers. Officers shall include a Committee Chair and a Committee Recorder. Other officers may be elected as deemed necessary.
  - a. The **Committee Chair** shall schedule a meeting room, collect agenda items, announce all scheduled meetings, furnish members with a Meeting Agenda, and preside over all meetings. The Chair will make meeting announcements to the entire Faculty and relevant Administration no less than seven (7) days prior to the meeting. A Meeting Agenda must be delivered to Faculty and Administration no less than three (3) days prior to the meeting.
  - b. The **Committee Recorder** shall keep Minutes of committee meetings and maintain a record of attendance to include committee members present and absent. The Committee Recorder will deliver copies of the Committee Minutes to all Faculty and relevant Administration within ten (10) working days of each committee meeting. The Recorder will also transmit signed Approved Minutes to the Office of the President for archival.
- E. **Resignation.** Any elected Committee member who is unable or unwilling to perform expected or requested duties shall submit a written resignation to the Chair of the Committee. The Resignation will be announced at the next meeting and included in the Committee Minutes as a matter of record. The office, Academic Unit or School to which the resigning member belonged shall elect a replacement within two weeks of notification. The newly elected Member will receive notifications and serve as voting member of the Committee at the next regularly scheduled meeting.
- F. **Meetings.** Committees of the College shall convene in open session in space adequate for potential guests, with the exception of Faculty Grievance Committee, Promotion and Tenure Committee, Post Tenure Review Committee, and Post Tenure Review Appeal Committee.
- G. **Tasks.** Each committee shall establish and review policies and the administration of policies in its area of responsibility and offer recommendations for quality enhancement. Recommendations shall be submitted to the President of Gordon State College or their designee.
- H. **Quorum.** A quorum shall exist when more than 50 percent of the active members are present.

- I. **Agenda and Minutes.** Meeting agenda shall be distributed to the full faculty and relevant Administration at least three (3) days before the meeting. The agenda will be included on a meeting announcement transmitted by the Chair and shall include the meeting time, date, and place. Meeting Minutes shall be recorded and saved as Unapproved Minutes until the next meeting. Unapproved Minutes shall be delivered to the full Faculty and relevant Administration within ten (10) days of the Meeting. When the Committee approves Minutes at the next meeting, a copy of the Approved Minutes, signed by the Recorder, shall be delivered to the Office of the President for archival.
- J. **Year-End Reports.** A report of the Committee's activities will be composed by the Chair and Recorder and delivered to the Office of the President by the final day of each Spring Semester. The Year-End Report will include a list of Committee members, attendance record, all items placed on the Committee's agenda and disposition of the item. The Year-End Report should be signed by the Chair before delivery to the Office of the President.

### 3.2.1 Faculty Grievance Committee

**Purpose:** The purpose of the Faculty Grievance Committee shall be to resolve grievances by Faculty according to the College's grievance policy. This policy is intended to provide an avenue for resolution of conflicts at the lowest possible level. Attempted resolution may be addressed through the formal grievance/disciplinary review process, if applicable.

**Duties:** The duties of the committee are (1) to elect a Chair at the beginning of each new academic year; (2) to become familiar with the grievance policy (Chapter 3, Section D) of the *Gordon State College Statutes*; (3) to further educate its membership with materials and offerings from the Consortium for Negotiation and Conflict Resolution; (4) to become familiar with the Board of Regents' Initiative and Policy Direction on Conflict Resolution; and (5) to serve on grievance panels when called as detailed in the grievance policy of the *Gordon State College Statutes*.

**Membership:**

1. The committee shall be composed of members with at least one year of continuous service to the College, one from each of the academic units, excluding academic unit Chairs.
2. Each member will serve for three years except in the first two years of the new policy so that the membership can be staggered allowing for a third of the membership to be renewed each year.
3. At the beginning of each academic year, academic units will elect new members for a three-year term to replace representatives who have rotated out of the grievance committee.

The procedures of the Grievance Committee are laid out in Chapter 4 of the Gordon State College Statutes.

### 3.2.2 Human Subjects Review Committee

**Purpose:** The Human Subjects Review Committee shall review research proposals that involve the use of human subjects affiliated with Gordon State College. This review will ensure that the research is conducted along ethical guidelines that reflect professional and community standards.

**Duties:** To serve in an advisory capacity to the President. To develop, implement, recommend, and maintain policies for the evaluation of research proposals as stated under the purpose of this committee.

**Membership:**

1. Four At-Large Faculty with at least one year of service at Gordon State College. At-large Faculty members are elected by each school nominating two Faculty members at the beginning of the academic year and the full Faculty will elect four members from the pool of nominees.
2. Director of Institutional Research and Effectiveness
3. Student (one) Elected by SGA

**3.2.3 Intellectual Property Committee**

**Purpose:** The purpose of the Intellectual Property Committee shall be to make recommendations to the President regarding the disposition and ownership of intellectual property developed at the college in accordance with applicable Board of Regents policy.

**Duties:** The Intellectual Property committee of each institution shall recommend to the president or his/her designee the rights and equities in intellectual property created by faculty, staff, or students of the institution. Each institution's policies shall provide for an appeal procedure within the institution in the event of a disagreement as to the ownership and use of such materials.

**Membership:** The Gordon State College President shall appoint an institutional Intellectual Property Committee, consisting of no fewer than three or more than nine members, one of whom shall be designated by the President to serve as Chair. In each case, the committee shall include a representative of the Office of Business Affairs. The committee shall meet as necessary, and shall act in an advisory capacity to the President or his/her designee. Policies pertaining to intellectual property are contained in the Gordon State College Statutes, Chapter 5.

**3.2.4 Institution Animal Care & Use Committee ("IACUC")**

**Purpose:** This committee will serve to review any research proposals or other activities including educational that involve the use of non-human vertebrate animals.

**Duties:** The IACUC will ensure that research procedures and protocols follow Federal guidelines for animal care, including but not limited to the inspection of animal holding facilities and on-site visitations for field based work. In accordance with the Animal Welfare Act (PL-89-545 and its subsequent amendments) every institution that uses vertebrates in research, testing and/or education must have an Institutional Animal Care and Use Committee in place to oversee the use of these animals.

**Membership:**

1. Three members from the discipline of Biological Sciences (from which the Chair of the committee will be selected)
2. At least one of these members must be scientist experienced in research involving animals.
3. Two members selected from the other academic units

**Length of Service for Above Members:** Three years

4. One Student Member

5. One Member from the Barnesville Community. This Member must not be affiliated in any way with Gordon State College and not a member of the immediate family of a person affiliated with

Gordon State College, who represents the general community interests in the proper care and treatment of animals; and is not a laboratory animal user.

6. One Veterinarian. This member may be a Faculty member of the discipline of Biology if he or she holds a DVM and current license to practice in the state of Georgia. However, he or she may not count towards the three members from the discipline of Biology on the committee.

**Length of Service for Student, Community, and Veterinarian Members:** One year but may be extended

**Length of Service for Student, Community, and Veterinarian Members:** One year but may be extended

### 3.2.5 Post Tenure Review Committee

**Purpose:** The Post Tenure Review Committee shall review Faculty members subject to established post tenure review policies.

**Duties:** The duties of the committee are to oversee Gordon State College's obligation to conduct Post-Tenure Reviews and to render the committee's findings to the appropriate individuals as specified by the *Faculty Handbook*.

**Membership:** Board of Regents policy directs that no fewer than three tenured Faculty peers constitute the committee. At Gordon State College, the committee shall have one tenured Faculty member elected from each academic unit and may have a representative from the Faculty at large. Administrators (including deans and academic unit heads) and potential reviewees for the year shall not serve on the committee. Committee members shall serve for one year. The committee members shall elect a Chair. If there are too few Faculty of the appropriate academic units to serve on the review committee, then tenured Faculty member(s) from another academic unit (even the reviewee's) may serve, provided that they are voted in by the Faculty at its meeting at the beginning of the fall semester. Policies pertaining to post tenure review are contained in the *Faculty Handbook*.

### 3.2.6 Post Tenure Review Appeal Committee

**Purpose:** The Post Tenure Review Appeal Committee shall review post tenure review appeals subject to established post tenure review appeal policies.

**Duties:** The duties of the committee are to review appeals and render the committee's findings to the appropriate individuals as specified by the *Faculty Handbook*

**Membership:** The Post Tenure Review Appeal Committee will consist of tenured Faculty members. One tenured Faculty member will be elected from each school. Faculty may not simultaneously serve on the post tenure review committee and the post tenure appeal committee. Administrators (including deans and academic unit heads) and potential reviewees for the year shall not serve on the appeal committee. Appeal committee members shall serve for one year. The committee members shall elect a Chair. Policies pertaining to post tenure review appeal are contained in the *Faculty Handbook*.

### 3.2.7 Promotion and Tenure Committees

**Purpose:** Academic Unit Promotion and Tenure Committees shall make recommendations regarding faculty promotion and tenure. The college-wide Promotion and Tenure Chairs Committee shall examine all recommendations regarding faculty promotion and tenure for consistency among academic units.

**Duties:** The duties of the Academic Unit Promotion and Tenure Committees are to make recommendations on promotion in rank of faculty and/or tenure and forward such recommendations to the appropriate individuals as specified by the *Faculty Handbook*. The Promotion and Tenure Chairs Committee shall examine all recommendations regarding faculty promotion and tenure for consistency among academic units specifically with regard to teaching and service. The committee may refer a candidate file back to its originating academic unit for reconsideration as specified by the *Faculty Handbook*.

**Membership:**

1. Academic Unit Promotion and Tenure Committees will include all tenured faculty members within each academic unit and be established at the beginning of every academic year. Each committee will elect one tenured faculty member not under review for the academic year to serve as chair of the committee. If a minimum of three tenured faculty members are not available to serve on the committee, the committee chair will invite a tenured faculty member from the relevant school to serve on the committee. If this is not possible, an invitation will be made to a tenured faculty member from the college.
2. The Academic Unit Promotion and Tenure Committee for Library faculty will include all Associate and Full Professors within the academic unit to be established at the beginning of every academic year. The committee will elect one faculty member not under review for that academic year to serve as chair of the committee. The Library faculty may invite a reviewer of appropriate rank and credentials from an outside college to serve on the committee if necessary.
3. The Promotion and Tenure Chairs Committee will include all Chairs of the Academic Unit Promotion and Tenure Committees. Policies pertaining to promotion and tenure are contained in the *Faculty Handbook*.

### 3.2.8 Strategic Planning and Budget Committee

**Purpose:** The Strategic Planning and Budget Committee shall be an active partner with the administrative division of the college for the purpose of shaping the annual budget of the college as well as planning physical or non-academic program changes for the college and the integration of plans with accreditation agencies.

**Duties:** The Strategic Planning and Budget committee shall be an active partner with the administrative division of the college in shaping the annual budget of the college. The committee shall also be an active partner with the administrative division of the college in the development of the institutional strategic plan and master plan as well as physical planning, including guidelines, criteria, and procedures.

**Membership:**

1. Gordon State College President
2. Vice President for Finance and Administration
3. Three appointees of the Gordon State College President
4. Chair of the Faculty Senate
5. Two Faculty Senators elected by the Faculty Senate
6. Two Faculty member elected at large from each School
7. One Faculty member elected at large from the Library
8. Two Staff members elected by the Staff Council
9. Two Gordon State College Students elected by the Student Government Association

### 3.3 The Staff Council

The purpose of the Staff Council is to

1. Provide a voice to the administration of the college, particularly the President, in decision-making processes of the college that have a direct impact on non-Faculty employees.
2. Provide the means necessary for non-Faculty employee recognition for exemplary service and length of service to the University System as well as to Gordon State College; allowing for staff training and development.
3. Pursue fair and impartial treatment of all staff, regardless of position, including equitable work conditions and standards.
4. Support and enhance the overall mission of the college.

The *Staff Council Bylaws* describe additional responsibilities of the Staff Council. The Staff Council shall create committees necessary to carry out its functions, all of which are described in the *Staff Council Bylaws* (see Appendix C).

### 3.4 The Student Government Association

The Student Government Association, based on the authority granted by the college administration, shall strive to:

1. Provide for communications between the students of Gordon State College and the college administration and Faculty.
2. Promote student government through:
  - a. The sharing of ideas and information.
  - b. Assisting college officials through delegated authority.
  - c. Implementing campus life and student activity programs.
  - d. To promote student involvement among the student body and Student Government Association of Gordon State College.
3. Promote and serve as official agent of the student body of Gordon State College in the presentation of their opinion on matters affecting student welfare.
4. Promote loyalty to Gordon State College standards of integrity and conduct, as defined in the Gordon State College *Academic Catalog*.

The *Student Government Association Constitution* describes additional responsibilities of the Student Government Association. The Student Government Association shall create committees necessary to carry out its functions, all of which are described in the *Student Government Association Constitution*. The Student Government Association also designates members to serve on selected Faculty Senate Committees, all of which are listed in the *Faculty Senate Bylaws* and the *Student Government Association Constitution*.

## CHAPTER 4. THE FORMAL GRIEVANCE PROCESS

### 4.1 Initiating the Process.

At any time during the formal procedure, the parties can decide to return to mediation.

The formal grievance procedure shall begin with the grievant making known in writing his/her grievance to his/her immediate supervisor within ten (10) days of a conflict. A grievant who feels a grievance is not satisfactorily resolved at this level shall have the right to appeal, in writing, to the supervisor's superiors, one level at a time but not including the President, allowing a reasonable period of time (at each level this time period shall be seven (7) working days during which the appropriate supervisor is actually on campus) for action at each level.

All supervisory responses shall be in writing. Grievances that are not satisfactorily resolved after appeal by the complainant to each supervisory level may be taken to the Chair of the Grievance Committee in writing.

Within seven (7) working days, the Chair of the Grievance Committee will select five members to form a Grievance Review Panel. The Panel will elect a Chair within seven (7) working days.

The responsibilities of the Grievance Review Panel Chair are as follows:

1. To make arrangements for the review;
2. To meet with the grievant and the person named in the grievance to discuss the conditions under which the review shall be conducted;
3. To preside over the review;
4. To insure that the procedures for the review are followed precisely;
5. To write the report on the Faculty panel's findings;
6. To deliver the finished report within seven (7) working days to the President and parties of the grievance.
7. To secure evidence presented at the hearing.

### 4.2 Making Arrangements for the Review:

The chair of the Review Panel Chair shall secure a room at the earliest date. Each Panel member, participant, or witness shall have ten (10) working days' notice of the date and time of the review.

### 4.3 Establishing Conditions:

The Chair shall determine the acceptability and availability of witnesses, pertinent written documents, and any additional pertinent information. The Chair shall establish the length and method of presentation. The Chair shall determine if there is a conflict of interest with any of the panel members based on documented evidence. If so, the panel member will be recused and replaced by another member of the Grievance Committee chosen by its Chair.

All participants in the review shall be cautioned that the review is confidential and to avoid discussing the grievance outside the review process except with their advisers.

The Chair will assure that a sound recording of the hearing is made and retained for use in the event an appeal is filed (In the event a written transcript is needed, the requesting party is responsible for all costs incurred).



**4.4 Presiding at the Review:**

The guiding principle at the review is that any involved party shall have fair opportunity to be heard and is entitled to an adviser. The role of the adviser is to advise participants. The adviser shall not take an active role in the review. The Chair shall ensure that the review is conducted in an orderly and impartial manner and insist that procedural determination of the panel be followed precisely.

The Chair shall convene the panel, conduct and preside over the hearing, rule on motions of the parties, assist panel members, and facilitate the procedures of the panel.

**4.5 Review Procedure:**

The Chair may grant postponements (only if to proceed immediately would be unfair) and allow individuals to be questioned by the either party in the grievance. The Chair will also designate a member of the panel to be in charge of audio recording the review.

In the first segment of the review, the grievant shall present his/her information. In the second segment of the review, the person(s) named in the grievance shall present his/her/their information. The remainder of the session shall be used by the panel to question the participants. Those present at the review shall be cautioned to avoid discussing the information outside the review process. If the review involves allegation of discrimination, the College's Equal Employment Opportunity Commission (EEOC) officer shall attend.

**4.6 Report of the Panel:**

The written report of the panel shall be based entirely on information presented at the review. The Chair of the panel has the responsibility of reporting the conclusions and the recommendations (if any), but he or she may delegate the responsibility. All conclusions and recommendations shall be determined by majority vote of the panel.

The report shall be delivered to the President within seven (7) working days of determination of conclusions and recommendations made by the panel.

**4.7 Delivery of the Report:**

After fairly considering the statements of all interested individuals and taking other submitted findings into account, the Chair shall deliver the panel's written report to the President and to the participants. The President shall take the panel's report into account in making a final decision, which he/she shall render within seven (7) working days. The grievant should also be advised by the President in writing of his/her right to appeal to the Board of Regents for review of the President's final decision. The Chair shall deliver to the grievant the panel's report. Each member of the panel and the person named in the grievance shall receive a copy of the report.

**4.8 To Secure Evidence Presented at the Hearing:**

At the conclusion of the panel's duties, the Panel Chair will deliver all evidence to the Chair of the Grievance Committee. The Chair of the Grievance Committee shall retain this evidence in a secure fashion for three (3) years from the date of the review panel's written recommendation, after which the Chair will destroy all the evidence.

## CHAPTER 5. INTELLECTUAL PROPERTY

### 5.1 Overview

In all cases, Gordon State College is subject to the policies of the University System of Georgia and its Board of Regents with regard to intellectual property.

Gordon State College is dedicated to teaching, research, and the extension of knowledge to the public. Two of its major objectives are the production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication of scholarly works, and the development of computer software. Such activities (1) contribute to the professional development of the Faculty, staff or students involved, (2) enhance the reputation of Gordon State College and the University System of Georgia, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large.

In general, patentable and copyrightable materials that are solely the product of an employee's work and that do not involve the use of more than incidental institutional resources remain entirely under the control of the employee. Patentable and copyrightable materials developed as part of an employee's regular duties and involving the use of significant institutional resources fall within the purview of the Intellectual Property Committee.

Intellectual property subject to this policy generally falls into three categories:

#### 5.1.1. Sponsor-Supported Efforts

The grant or contract between the sponsor and Gordon State College, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor may specify that the materials be placed in the public domain, may claim reproduction, license-free use, or other rights, or may assign all rights to Gordon State College. In those cases where royalty income is realized by Gordon State College, the inventor or creator may appropriately share in the royalty income. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to sponsor and Gordon State College regulations.

#### 5.1.2. Institution-Assigned Efforts

Ownership of Intellectual Property developed as a result of assigned institutional effort shall reside with Gordon State College; however, sharing of royalty income with the inventor or creator is authorized as an incentive to encourage further development of Intellectual Property. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to Gordon State College regulations.

#### 5.1.3. Institution-Assisted Individual Effort

Ownership of Intellectual Property developed by Faculty, staff or students of the institution where Gordon State College provides support of their efforts or use of Gordon State College resources in more than a purely incidental way (unless such resources are available without charge to the public) shall be shared by the inventor or creator and the institution. Gordon State College shall not construe the provision of office space, use of email accounts, access to library resources, or office computers as constituting more than incidental institutional resources. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to Gordon State College regulation.

## 5.2 Institutional Procedures

Faculty, staff, and students shall promptly report to the Provost and Vice President of Academic Affairs in writing any intellectual property invented or created by them, which is reasonably likely to fall within the domain of this policy.

The President shall then appoint an institutional Intellectual Property committee, consisting of no fewer than three or more than nine members, one of whom shall be designated by the President to serve as Chair. In each case, the committee shall include a representative of the Office of Business Affairs. The committee shall meet as necessary, and shall act in an advisory capacity to the President or his/her designee.

The purpose of the Intellectual Property committee shall be to recommend to the President or his or her designee the rights and equities in intellectual property created by Faculty, staff, or students of the institution and subject to this policy.

# CHAPTER 6. AMENDING THE STATUTES

## 6.1 Path to Amending the Statutes.

Amendments to these Statutes may be proposed by:

1. any member of the Faculty Senate
2. the President's Cabinet
3. a standing committee
4. an Ad Hoc Committee
5. the Executive Board of the Faculty Senate
6. five sponsoring faculty members
7. Staff Council Executive Committee (restricted to college statutes §3.3 "Staff Council"; college statutes Appendix C "Staff Council Bylaws"; and college statutes of a Standing Committee of the College of which a Staff person is a member)
8. Student Government Association Executive Cabinet (restricted to college statutes of a Standing Committee of the College of which a Student is a member)

All proposed amendments must be submitted in writing (see Appendices) to the President who shall assign the proposed amendment to the President's Cabinet or to the Faculty Senate within 10 working days. A proposed amendment pertaining to administrative matters of the College shall be forwarded to the President's Cabinet. A proposed amendment pertaining to academic matters shall be forwarded to the Statutes Committee of the Faculty Senate who shall, if necessary, forward it to the appropriate Standing Committee. If approved by the Statutes Committee, the proposed amendment shall be presented to the Faculty Senate for approval.

## 6.2 Statute Committee Procedures

In order to assure full consideration of the proposed amendments, the Statutes Committee must: a) fully discuss any proposed amendment to the Gordon State College Statutes, giving each member the time and opportunity to debate the proposed amendments and b) vote to pass the amendment on to the Faculty Senate by a simple majority, subject to the quorum rule. If a simple majority is not attained, the proposed amendment can be returned to the originating Faculty Senate committee or committee of the College, or sponsoring Faculty members for revision and possible resubmission.

### **6.3 Faculty Senate Procedures**

In order to assure full consideration of the proposed amendments, the Faculty Senate must: a) at its next meeting have a first reading of the proposed amendment to the Faculty Senate. In this initial reading, no Faculty Senator or visitor to the Senate meeting may ask questions or discuss the proposed amendment. The second reading of the proposed amendment shall occur at the next scheduled Faculty Senate meeting, where it may be discussed prior to a vote. The Faculty Senate Chair (or meeting moderator) must allow each member and visitors the time and opportunity to debate the proposed amendments. The Faculty Senate must vote and pass the proposed amendment by a 2/3 majority of those Senators present, subject to the quorum rule. If a 2/3 majority is not attained, the amendment fails and may be returned to the Statutes Committee for further revisions and possible resubmission.

### **6.4 Full Faculty Meeting Procedures**

In order to assure adequate consideration of the proposed amendment, the amendment will be presented at the next scheduled or called Faculty meeting where the Faculty may review and debate the proposed amendment to the Gordon State College Statutes. The moderator of the Faculty meeting must allow each member the time and opportunity to debate the amendment. An amendment must attain a 2/3 majority vote of the Faculty present, subject to the quorum rule, to pass. If a 2/3 majority is not attained, the amendment fails.

### **6.5 Presidential Approval**

Changes to the *Gordon State College Statutes* will go into effect when approved by the President of Gordon College.

## **APPENDICES**

[APPENDIX A -- Gordon State College Faculty Senate Bylaws](#)

[APPENDIX B -- Gordon State College Faculty Handbook](#)

[APPENDIX C -- Staff Council Bylaws](#)

[APPENDIX D -- Form – Adding a Gordon State College Statute](#)

[APPENDIX E -- Form – Amend a Gordon State College Statute](#)

[APPENDIX F -- Form – Eliminate a Gordon State College Statute](#)