

**STATUTES
OF
North Georgia College & State University
Dahlonega, Georgia**

These Statutes are subject to present policies and bylaws of the Board of Regents of the University System of Georgia and amendments thereto. Adopted by the Faculty on May 20, 1996.

North Georgia College & State University

Mission Statement

North Georgia College & State University develops and educates leaders through strong liberal arts, pre-professional, professional, and graduate programs. North Georgia College & State University is proud to be designated by the Board of Regents of the University System of Georgia and by the Georgia General Assembly as the Military College of Georgia and distinguished as a leadership institution of Georgia.

North Georgia College & State University provides an environment of academic excellence that develops leaders who respect all people, maintain high ethical standards, continue intellectual and personal growth, and serve the community, the state, the nation, and the world.

This mission is founded upon the following core values:

- **Courage** – demonstrating the individual and institutional character required to translate thought into action under adverse or challenging conditions,
- **Integrity** –cultivating in ourselves and in others the willingness and steadfastness to act honestly and ethically,
- **Loyalty** – being faithful to the mission of the university,
- **Respect** – acknowledging the dignity and worth of all beings and preserving the richness of our cultures and ecology,
- **Service** – giving of oneself to enhance the life and richness of the university and all of its members, as well as the larger community,
- **Truth** – searching for and honoring truth as it relates to academics, individuals, self, and society, and
- **Wisdom** – making sound decisions in complex or ambiguous situations based on accumulated knowledge and experiences.

Statutes Approved by the Faculty January 11, 1996

Amendments Approved by the Faculty May 20, 1996

(Revised March 4, 1997)

(Amended by full faculty vote May 7, 1997)

(Amended October 15, 1997, November 21, 1997)

Amendments Approved by the NGCSU Faculty January, 1999

Amendments Approved by the NGCSU Faculty October 11, 2001

*Approved by the USG Board of Regents, February 1, 2005

ARTICLE I. THE UNIVERSITY

Section 1. North Georgia College & State University is a liberal arts educational institution offering undergraduate and graduate programs and is designated as a senior military university by the Department of the Army. The University is a senior unit of the University System of Georgia, subject to the general jurisdiction of the Board of Regents and the Chancellor of the University System of Georgia.

Section 2. North Georgia College & State University is an Equal Opportunity/Affirmative Action employer. The President's written reaffirmation of the University's equal opportunity and affirmative action policies shall be posted on appropriate bulletin boards throughout the campus. The North Georgia College & State University Equal Opportunity and Affirmative Action Plan shall be available in the office of the Director of Human Resources.

It shall be the policy of North Georgia College & State University to provide equal opportunity for all employees and applicants in all terms and conditions of employment. All personnel actions shall be administered without regard to race, religion, color, sex, national origin, age, or disability, as required by federal and state laws. Also, North Georgia College & State University will provide reasonable accommodations for disabled employees. Furthermore, the University will provide equal opportunity and reasonable accommodations for all students and applicants for admission.

All supervisors are accountable for observation of the policy of equal opportunity and its application to all relevant decisions.

ARTICLE II. THE PRESIDENT

Section 1. Procedures and regulations pertaining to the election, resignation, and dismissal of the President are as specified in the Policies of the Board of Regents of the University System of Georgia.

Section 2. The powers, duties, and responsibilities of the President are set forth in the Policies of the Board of Regents of the University System and shall be as follows:

- a. to be the chief executive officer of the University and to exercise such supervision and direction as will promote the efficiency of the University and its departments;
- b. to be the official medium for the communication to the Chancellor of all matters concerning the University, its faculty, and its students;
- c. to recommend annually to the Board of Regents, through the Chancellor, the appointment or reappointment of the faculty and other employees of the University, including their salaries, promotions, and removal. In cases of exigency, the President may make such appointments as are necessary for the continued operation of the University, but such appointments shall be subject to confirmation by the Board of Regents;
- d. to prepare, with the assistance of the heads of departments and appropriate administrative officers, the annual budget of the University for presentation to the Board of Regents;
- e. to prepare an annual report for the Board of Regents on the condition and needs of the University;
- f. to have veto over all decisions of the University faculty, administrative officers, and student organizations;
- g. to confer, on the recommendation of the University faculty, all degrees and to issue diplomas in evidence thereof;
- h. to have the power to appoint special or standing committees to advise regarding matters pertaining to the University;
- i. to be the ex-officio chairman of the faculty and to preside at meetings of the faculty; and
- j. to serve as Chair of the Faculty Senate.

Section 3. In the temporary absence of the President, the functions of this office shall be exercised by the Vice President for Academic Affairs.

ARTICLE III. THE ADMINISTRATIVE OFFICERS

Section 1. All administrative officers of the University shall be appointed by the President with the approval of the Board of Regents and shall serve at the pleasure of the President. The administrative officers are the Vice President for Academic Affairs, the Vice President for Business and Finance, the Vice President for Institutional Advancement, the Vice President for Student Affairs and Dean of Students, the Chief Information Officer, and the Director of Athletics. The appointment of other personnel with administrative responsibilities shall be approved by the President

Section 2. A faculty member who has academic rank and rights of tenure in the corps of instruction and who accepts appointment to administrative rank shall retain 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 appointed.

ARTICLE IV. THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Section 1. The Vice President for Academic Affairs shall be the chief academic officer of the University, responsible to the President for coordinating the institution's educational programs, research activities, and service projects; for supervising the work of academic deans and directors; for enhancing the quality of instruction, research, and service; and for maintaining an appropriate educational environment. The Vice President for Academic Affairs shall be a member of the faculty. The Vice President for Academic Affairs shall report to the President and shall hold office at the pleasure of the President.

Section 2. The powers and duties of the Vice President for Academic Affairs shall be as follows:

- a. to provide leadership for the schools and divisions in the development of appropriate academic goals. In doing this, the Vice President for Academic Affairs may from time to time make written recommendations to the deans, directors, and heads of units, sending copies thereof to the President;
- b. to assist the President in apportioning the funds of the University and to exercise general control over all funds allocated to units under the jurisdiction of the Vice President for Academic Affairs;
- c. to call meetings of the faculty at such times as the Vice President for Academic Affairs or the President may deem necessary. The Vice President for Academic Affairs shall assist in the formulation and presentation of policies to the faculty for its consideration; the foregoing clause shall not be interpreted to abridge the right of the President or any member of the faculty to present any matter to the faculty;
- d. to be responsible, through the deans of the schools and other academic administrative officers, for ensuring that all faculty members are assigned appropriate workloads and maintain a satisfactory quality of work;
- e. to be responsible for the assignment and efficient utilization of classrooms, laboratories, special purpose rooms and facilities, faculty offices, and instructional and research equipment;
- f. to study ways and means by which the quality of instruction in the University may be improved and to make recommendations for improvement to the President and to the faculties of schools, divisions, and departments;
- g. to recommend to the President the appointment of any assistants necessary to discharge these duties properly and to exercise general supervision over the areas assigned to each assistant;

- h. to be responsible for the direction, coordination, and supervision of off-campus, continuing education, and evening programs of the University;
- i. to be responsible for the direction, coordination, and supervision of programs that utilize distance education facilities; and
- j. to perform any additional duties that may be assigned by the President.

**ARTICLE V. THE ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND
DIRECTOR OF ENROLLMENT MANAGEMENT SERVICES**

1. **Section 1.** The Associate Vice President for Academic Affairs and Director of Enrollment Management Services shall be a member of the faculty and shall be directly responsible to the Vice President for Academic Affairs.

2. **Section 2.** The specific powers and duties of the Associate Vice President for Academic Affairs and Director of Enrollment Management Services shall be as follows:

- a. to supervise the work of the Director of Admissions, Director of Financial Aid, and the Registrar;
- b. to serve as chair of the Academic Integrity Council;
- c. to coordinate the maintenance and updating of the undergraduate bulletin;
- d. to represent the Office of Academic Affairs on the Minority Achievement Program Committee and the Residence Status Appeal Committee;
- e. to coordinate the updating of all academic audit requirement files;
- f. to serve as liaison between the Office of Academic Affairs and the Academic Advisement Committee;
- g. to serve as liaison between the Office of Academic Affairs and the Honors Program;
- h. to serve as liaison between the Office of Academic Affairs and the Institutional Review Board;
- i. to serve as faculty representative for selected fellowship and scholarship programs for faculty and students;
- j. to assist the Vice President for Academic Affairs in developing and implementing a comprehensive program of faculty development; in working with the Office of Student Affairs to enhance student success and retention; in facilitating the development and coordination of the academic programs, policies and procedures designed to promote goals of the University; in working with academic department heads in preparing the annual budget; in working with faculty on undergraduate curriculum and program development; and in handling routine paperwork routed to the Office of Academic Affairs; and
- k. to perform any additional duties that may be assigned by the Vice President for Academic Affairs.

ARTICLE VI. ACADEMIC DEANS

Section 1. Each school within the University shall have an academic dean to serve as its administrative officer. Each dean shall be appointed by the President after consultation with the Vice President for Academic Affairs and upon approval by the Chancellor and the Board of Regents. Deans shall hold office at the pleasure of the President. Each dean shall be a person of professorial rank, a member of the general faculty, and a member of the graduate faculty.

Section 2. *Academic Deans.* Under the direction of the Vice President for Academic Affairs, the powers and duties of the academic deans shall be as follows:

- a. to facilitate the development of the University and coordinate the programs, policies, and procedures designed to promote the goals of the University;
- b. to strive to fulfill the educational needs of students and to promote enhancement of instructional quality, research, and service in all areas under the school's jurisdiction;
- c. to recommend to the Vice President for Academic Affairs an annual budget for the school and its respective units;
- d. to represent the school in all official communications;
- e. to recommend to the Vice President for Academic Affairs all faculty appointments to the school, including department heads and such associates or assistants as may be necessary to discharge efficiently the duties of the office of the dean;
- f. to make recommendations to the Vice President for Academic Affairs concerning promotion, tenure, and salary increases for the school's faculty;
- g. to exercise general supervision over the school's curricula and over the academic work of students seeking degrees granted by the school;
- h. to preside at all regular and special meetings of the faculty of the school;
- i. to prepare and submit to the Vice President for Academic Affairs an annual report for the school on or about July 1 of each year;
- j. to present to the Faculty Senate, appropriate administrator, or appropriate committee chairperson those actions of the school's faculty that require either confirmation or approval before becoming effective; and
- k. to perform any additional duties that may be assigned by the Vice President for Academic Affairs.

ARTICLE VII. THE DIRECTOR OF GRADUATE STUDIES AND EXTERNAL PROGRAMS

Section 1. The Director of Graduate Studies and External Programs is appointed by the President, after consultation with the Vice President for Academic Affairs and upon approval by the Board of Regents. The Director holds office at the pleasure of the President. He/she is a person of professional rank, is a member of the general faculty, and holds graduate faculty standing within the school of her/his academic appointment.

Section 2. Under the direction of the Vice President for Academic Affairs, the powers and duties of the Director of Graduate Studies and External Programs shall be as follows:

- a. to supervise the Graduate Admissions Counselor;
- b. to strive to fulfill the educational needs of graduate and external program students, and to promote enhancement of instructional quality, research, and service in all graduate and external programs;
- c. to direct and coordinate all educational programs at the graduate level throughout the university with the assistance of the Vice President for Academic Affairs, the deans, the department heads, the graduate program coordinators, and the Graduate Council;
- d. to work with department heads and deans to explore, develop and implement new or modified external credit programs;
- e. to facilitate the development of and coordination of programs, policies, and procedures of external credit programs designed to promote the goals of the University;
- f. to review and oversee the revision of graduate admissions policies and graduate degree requirements and to enforce the same;
- g. to recommend to the Vice President for Academic Affairs an annual budget for the Office of Graduate Studies and External Programs;
- h. to prepare and submit to the Vice President for Academic Affairs an annual report for the Office of Graduate Studies and External Programs;
- i. to represent the Office of Graduate Studies and External Programs in all official communications;
- j. to oversee policies and procedures for graduate faculty status;
- k. to oversee the revision of the Graduate Bulletin;
- l. to chair the Graduate Council and to convene the Graduate Appeals Committee;

- m. to present to the Faculty Senate, to the Academic Activities Committee, to appropriate administrators, and to appropriate committee chairs those actions of the Graduate Council that require either confirmation or approval before taking effect;
- n. to perform any additional duties that may be assigned by the Vice President for Academic Affairs.

ARTICLE VIII. ACADEMIC DEPARTMENT HEADS

Section 1. Each school shall be organized into academic departments to which members of the teaching faculty shall be assigned. An academic department shall embrace one or more of the well-recognized fields of study and shall be an administrative unit existing for the purpose of providing instruction, research, and service. A faculty member shall serve as head of each department. Each department head shall be appointed by the President and approved by the Board of Regents, shall hold office at the pleasure of the President, and shall report directly to a dean. Department head appointments shall be made after consultation with the faculty of the particular department, the dean of the school, and the Vice President for Academic Affairs.

Section 2. Under the direction of a dean, the powers and duties of each department head shall be as follows:

- a. to provide general direction of the work of the department; be responsible for the formation, in consultation with the departmental faculty, of departmental policies; and execute departmental, institutional, and system-wide policies relating to the department;
- b. to encourage the development of programs, policies, and procedures designed to promote the goals of the University and enhance the quality of instruction, research, and service within the department;
- c. to serve as the representative of the department in all official communications with the dean, the Vice President for Academic Affairs, the President, officers of the administration, and students regarding the instructional program and departmental policies;
- d. to be responsible for faculty teaching schedules and assignments, academic advisement of students, and the preparation of catalog or bulletin materials;
- e. to assume primary responsibility for identifying and maintaining the instructional staff of the department and to recommend faculty appointments, promotion, tenure, salary increases, and dismissal;
- f. to prepare and recommend to the dean or director an annual budget for the department and be responsible for the expenditure of funds allocated to the department;
- g. to prepare and submit departmental reports as requested by the dean; and
- h. to perform any additional duties that may be assigned by the dean.

ARTICLE IX.
THE DIRECTOR OF THE DIVISION OF ACADEMIC SUPPORT PROGRAMS

Section 1. The Director of the Division of Academic Support Programs shall be appointed by the President, and shall report directly to the Vice President for Academic Affairs.

Section 2. The general duties, functions, and responsibilities of the Director of the Division of Academic Support Programs shall be as follows:

- a. to formulate and execute division policies and procedures in accordance with the regulations of the University System of Georgia and North Georgia College & State University and to provide general direction to the work of the division, which shall include
 1. the Department of Learning Support,
 2. the Academic Advisement Center,
 3. the Office of Student Disability Resources,
 4. the Minority Achievement Program and Multicultural Services,
 5. the First-Year University Experience program,
 6. the Office of Testing, and
 7. International/ESOL Services;
- b. to recommend to the Vice President for Academic Affairs an annual budget for the Division of Academic Support Programs;
- c. to supervise and evaluate the work of any faculty and staff assigned to the division;
- d. to be the representative of the division in all official communications with the President, Vice President for Academic Affairs, and other officers of the University, as well as in all communications with the students being served by the division;
- e. to formulate an annual strategic plan and assessment process for the division; and
- f. to perform any additional duties that may be assigned by the President or the Vice President for Academic Affairs.

ARTICLE X. THE REGISTRAR

Section 1. The Registrar shall be a member of the faculty.

Section 2. The Office of the Registrar shall be under the jurisdiction of the Associate Vice President for Academic Affairs of the University. One of the primary functions of the office shall be to keep academic records and to supply information that will be helpful to the administrative officers and faculty.

Section 3. The specific powers and duties of the Registrar shall be as follows:

- a. to preserve the credentials of those students who are admitted to the University;
- b. to be responsible for the registration of all students with the assistance of faculty advisors;
- c. to maintain official records showing the time, place of meeting, and enrollment of each class being held in the University;
- d. to have charge of all academic records of the University, which shall be made available to the faculty and other officers of the University on proper request;
- e. to make periodic reports to the students (and their parents when duly authorized) on the work of the students and to furnish transcripts of students' records to those who are entitled to receive them;
- f. to certify completion of degree requirements for all degree candidates, complete diploma orders, and prepare commencement programs for all graduation ceremonies;
- g. to maintain a current record of the class schedule of each student;
- h. to compile and keep in available form such information and statistics as must be furnished to the Chancellor of the University System, to the United States Office of Education, or to other governmental and accrediting agencies;
- i. to organize, interpret, and publish the data compiled by this office for use by the authorized officers and faculty of the University;
- j. to approve all Plans of Study;
- k. to process all requests for and issue official copies of student transcripts upon student authorization;
- l. to process student enrollment verification for insurance, student loan, and other such purposes;

- m. to evaluate records of all transfer students applying to the University; and
- n. to perform any additional duties that may be assigned by the President or the Office of Academic Affairs.

ARTICLE XI. THE DIRECTOR OF ADMISSIONS AND RECRUITING

Section 1. The Director of Admissions and Recruiting shall be chair of the Admissions Committee and a member of the faculty.

Section 2. The Office of the Director of Admissions shall be under the jurisdiction of the Associate Vice President for Academic Affairs.

Section 3. The specific powers and duties of the Director of Admissions and Recruiting shall be as follows:

- a. to determine the eligibility of students applying for undergraduate admission to the University and to determine the appropriate levels of standing when applicable;
- b. to be responsible for receiving, processing, and approving/rejecting all applications for undergraduate admission to the University;
- c. to supervise the operation of the Recruiting Office through the Assistant Director of Admissions and to supervise the Office of Cadet Recruitment; and
- d. to perform any additional duties that may be assigned by the President or the Office of Academic Affairs.

ARTICLE XII. THE VICE PRESIDENT FOR BUSINESS AND FINANCE

Section 1. The Vice President for Business and Finance shall serve as the chief financial officer for the University and shall be responsible to the President for all fiscal matters. The Vice President for Business and Finance shall be a member of the faculty. The Vice President for Business and Finance shall report to the President and shall hold office at the pleasure of the President.

Section 2. The powers and duties of the Vice President for Business and Finance shall be as follows:

- a. to have charge of the financial and business administration of the University and to have custody and control of all its real property, funds, and securities;
- b. to secure adequate insurance against loss for all University property; to maintain inventories of all University property; and to approve the disposal or transfer of any University property;
- c. to assist the President in the preparation of the budgets of the University and in the control of budget operations;
- d. to exercise general supervision over all accounts of the University which have to do with receipts and disbursements, and to keep the accounts in such manner and render such statements as may be required;
- e. to examine all University contracts before the execution thereof;
- f. to review, subject to the jurisdiction of the President, the employment of all non-academic employees necessary to the welfare of the University;
- g. to represent the University in such business conferences as the President may designate;
- h. to recommend to the President the appointment of any assistants necessary to discharge these duties properly and to exercise general supervision over the areas assigned to each assistant;
- i. to place University funds and securities in a bank or banks that may be approved as a safe depository by the Board of Regents;
- j. to write rules and regulations for the operation and procedures of the Business Office and various auxiliary enterprises and to inform the faculty and students of these regulations;
- k. to examine all accounts, claims, and demands against the University, and to pay all items after they are found to be correct, provided funds are available;

- l. to approve all purchase requisitions, indicating thereby that the proposed purchase is properly covered by an allocation of funds approved by the Board of Regents; to audit the accounts of all expenditures and to insure that they are charged to and covered by proper allocations and that they are used for the purpose designated by the person responsible for and duly authorized to make such expenditures;
- m. to maintain adequate records of all deeds, contracts, leases, and other legal instruments and doctrines affecting the institution;
- n. to handle all matters related to human resources management and payroll;
- o. to be responsible for the coordination and supervision of all non-academic and auxiliary departments with the exception of Student Affairs, Registrar, Admissions, Financial Aid, and Information & Instructional Technology; and
- p. to perform any additional duties that may be assigned by the President.

Section 3. On request of the President and without any liability on the part of the Board of Regents, the Vice President for Business and Finance may permit an assistant to act as treasurer of student organizations and other organizations affiliated with the University. In all cases the accounts of these organizations shall be kept separate from the University accounts.

ARTICLE XIII. THE ASSOCIATE VICE PRESIDENT FOR BUSINESS AND FINANCE AND DIRECTOR OF AUXILLARY SERVICES

Section 1. The Associate Vice President for Business and Finance and Director of Auxiliary Services shall be a member of the faculty and shall be directly responsible to the Vice President for Business and Finance.

Section 2. The specific powers and duties of the Associate Vice President for Business and Finance and Director of Auxiliary Services shall be as follows:

- a. to be responsible for all of the functions within the auxiliary services area which includes the Bookstore, Food Service, Print Services, Faculty Housing, Transportation, Parking, and Vending;
- b. to supervise the department managers within Auxiliary Services;
- c. to prepare and monitor the budget for all Auxiliary Services departments;
- d. to monitor and supervise the food service contract and all vending contractors;
- e. to develop strategic plans for Auxiliary Services functions;
- f. to manage and direct the functions of Physical Plant;
- g. to manage and direct the functions of Public Safety;
- h. to prepare work specifications for projects that must be contracted to outside sources;
- i. to monitor and supervise the work and approve final disposition of all contracts within the Auxiliary Services area;
- j. to plan for upgrades and improvements in equipment and functioning in all Auxiliary Services area;
- k. to maintain all parking lots and plans for future requirements;
- l. to plan for and maintain a Repair and Replacement (R & R) account for maintenance of all Auxiliary functions;
- m. to serve as the project officer for the development and construction of new facilities on campus;
- n. to perform other duties as requested by the Vice President for Business and Finance.

ARTICLE XIV. THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Section 1. The Vice President for Institutional Advancement shall be appointed by the President and shall be responsible to the President for the supervision of external constituency programs to include Alumni Affairs, Development, and University Relations. The Vice President for Institutional Advancement shall be a member of the faculty. The Vice President for Institutional Advancement shall report to the President and shall hold office at the pleasure of the President.

Section 2. The powers and duties of the Vice President for Institutional Advancement shall be as follows:

- a. to provide leadership, direction, and supervision of external constituency programs to include Alumni Affairs, Development, and University Relations;
- b. to advise the President on all advancement-related issues;
- c. to recommend and supervise implementation of policies for all mass communications that affect the image of the institution;
- d. to recommend policies for and coordinate all non-research-related solicitations for financial assistance in the name of the University and related organizations;
- e. to assist in the identification and prioritization of needs that exceed institution resources;
- f. to develop potential sources of fulfillment, and coordinate, prepare, and oversee the solicitation of major gifts, corporate grant proposals, and capital campaigns;
- g. to serve as the executive director of the NGCSU Foundation;
- h. to perform any additional duties that may be assigned by the President.

ARTICLE XV. THE VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS

Section 1. The Vice President for Student Affairs and Dean of Students shall serve as the chief student affairs officer for the University and shall be responsible to the President for all non-academic student activities. The Vice President for Student Affairs and Dean of Students shall be a member of the faculty. The Vice President for Student Affairs and Dean of Students shall report to the President and shall hold office at the pleasure of the President.

Section 2. The powers and duties of the Vice President for Student Affairs and Dean of Students shall be as follows:

- a. to assist, advise, and report to the President on all matters pertaining to out-of-classroom student life including orientation, activities, discipline, health services, housing, counseling, student development, career services, and interaction with the Commandant's office;
- b. to recommend to the President the appointment of those staff members necessary to discharge the duties of this office properly and to exercise general supervision over the areas assigned to each staff member;
- c. to meet regularly with the Student Government Association in a consulting capacity and to receive proposals from the Student Government Association for action;
- d. to be responsible for the planning, coordination, and execution of the student orientation program;
- e. to review all disciplinary cases referred to the Office of Student Affairs and to determine which cases will be brought before the Discipline Committee. In cases referred to the Discipline Committee, the Vice President for Student Affairs and Dean of Students or a designated representative shall represent the University and shall gather and present evidence pertaining to each case;
- f. to be available for consultations and conferences with students, their parents or guardians, and instructors;
- g. to compile and have on file such reports and records as may be needed for the work of the Office of Student Affairs;
- h. to be responsible for the administration of discipline for all students and to revise and disseminate annually a code of conduct for the students (in accordance with approved regulations and policies of the University);
- i. to prepare and distribute annually a student handbook; and
- j. to perform any additional duties that may be assigned by the President.

ARTICLE XVI. THE ASSOCIATE DEAN OF STUDENTS

Section 1. The Associate Dean of Students shall be directly responsible to the Vice President for Student Affairs for all matters pertaining to civilian housing and residence life, sorority and Panhellenic concerns, and other non-academic concerns as directed by the Vice President for Student Affairs. The Associate Dean of Students shall act on behalf of the Vice President for Student Affairs in his or her absence and shall be a member of the faculty.

Section 2. The powers and duties of the Associate Dean of Students shall be as follows:

- a. to supervise Residence Life, Career Services, Counseling and Student Development, Health Services, and Panhellenic activities;
- b. to handle all lower levels of discipline and make referrals to the Discipline Committee when necessary;
- c. to assist in the planning, execution and evaluation of New Student Orientation, including the selection and training of orientation leaders;
- d. to be available for conferences and consultations with students, their parents or guardians, and instructors;
- e. to serve on committees, standing and ad hoc, as appointed by the President or Vice President for Student Affairs;
- f. to serve as a consultant for student leaders, including serving as an associate advisor to the Student Government Association and advisor to the Panhellenic Council;
- g. to maintain all records and reports as may be needed to administer this office;
- h. to serve as a member of the Student Affairs crisis intervention team and consult with the Director of Student Development, Health Services, Public Safety, and family members of students in the event of an emergency; and
- i. to perform any additional duties that may be assigned by the Vice President for Student Affairs.

ARTICLE XVII. COMMANDANT OF CADETS

Section 1. The Commandant of Cadets shall be responsible for the military program at North Georgia College & State University. The duties of the Commandant of Cadets shall be as follows:

- a. to be responsible to the President and the Vice President for Student Affairs for the administration of the Corps of Cadets and the overall military program in accordance with the policies, rules, regulations, and traditions of the University;
- b. to be responsible to the Vice President for Student Affairs and Dean of Students for administering the Corps of Cadets in a manner consistent with the policies, rules, and procedures established for all students.

Section 2. The Commandant shall appoint an Assistant Commandant, approved by the President, to supervise the daily administrative functions of the Office of the Commandant.

ARTICLE XVIII. PROFESSOR OF MILITARY SCIENCE

Section 1. The Professor of Military Science shall be the senior Army officer assigned to the University by the Department of the Army, following acceptance of this nomination by the President, and shall be responsible for the formal military education program and all functions related to commissioning in the military.

Section 2. The duties and responsibilities of the Professor of Military Science shall be as follows:

- a. to be responsible for advising the University President, Faculty Senate, and other appropriate institutional representatives of the provisions of law and Army regulations affecting the conduct of the ROTC program, classification as a Military University, and proper methods of requisitioning, storing, issuing, protecting, and maintaining United States Army property;
- b. to perform those academic and administrative functions ordinarily specified and implied for all academic department heads;
- c. to be responsible to the appropriate Dean and Vice President for Academic Affairs for academic matters pertaining to the ROTC program of instruction;
- d. to be responsible for supervision and leadership of the ROTC staff; and
- e. to serve, along with his or her staff, as a structured volunteer in support of cadet activities including training, academic assistance, recruiting, retention, and social events.

ARTICLE XIX. THE DIRECTOR OF ATHLETICS

Section 1. The Director of Athletics shall be appointed by the President with the approval of the Board of Regents. The Director of Athletics shall report to the President, and shall hold office at the pleasure of the President.

Section 2. The duties and responsibilities of the Director of Athletics shall be as follows:

- a. to maintain a program in which the athletes and their fans are seen as representatives of the University, with high regard for sportsmanship and academic achievement consistent with the mission of the University;
- b. to uphold the institutional regulations on athletics and maintain a strong partnership with the faculty committee on athletics;
- c. to establish rapport with the internal and external constituencies of the University;
- d. to uphold the guidelines of the NAIA (or NCAA) and member conference as they relate to eligibility, reports, etc;
- e. to build consensus and enthusiasm for a vision of athletics supported by the entire University and its community;
- f. to effectively work with media sources in the area relative to the athletic program;
- g. to manage, plan and develop athletic facilities appropriate to the mission of the University;
- h. to provide full opportunity for all students to participate in intercollegiate athletics;
- i. to plan and develop programs to generate funds from external sources;
- j. to perform any additional duties that may be assigned by the President.

ARTICLE XX. THE CHIEF INFORMATION OFFICER

Section 1. The Chief Information Officer (CIO) shall be appointed by the President with the approval of the Board of Regents and shall be responsible to the President for all administrative and academic computing services. The CIO shall report to the President and shall hold office at the pleasure of the President.

Section 2. The duties and responsibilities of the CIO shall be as follows:

- a. to provide administrative and academic data computing services including system design, programming, data security and backup, and communications support;
- b. to supervise student computer facilities;
- c. to represent North Georgia College & State University as campus coordinator of the University System of Georgia Computer Network;
- d. to serve as coordinator of Institutional Data Collection and serve as North Georgia College & State University's representative to the University System of Georgia's Advisory Committee on Institutional Research and Planning; and
- e. to perform any additional duties that may be assigned by the President.

ARTICLE XXI. STAFF COUNCIL

Section 1. The purpose of the Staff Council shall be to provide staff with a voice to the President and the Administrative Council in policy decisions which affect the staff's future and to promote and encourage staff in professional and/or personal development through the Staff Development Program.

Section 2. The Staff Council shall be composed of 12 elected staff members and 5 ex-officio members which include the President of the University, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Affairs, and one Student Government Association representative.

Section 3. The Staff Council shall be responsible for channeling staff recommendations and concerns to the President of the University. It shall also function as a vehicle for the administration to solicit staff opinion or consideration of an issue.

ARTICLE XXII. THE FACULTY

Section 1. *Definition of Faculty.* The University faculty shall consist of the President, who shall be the presiding officer, the Corps of Instruction, all vice presidents of the University, the Registrar, the Librarian, the Director of Admissions, and such other full-time administrative officers as the statutes of the institution may designate as having faculty status. The Corps of Instruction shall comprise full-time professors, associate professors, assistant professors, instructors, and teaching personnel with such other titles as may be approved by the Board of Regents. Full-time research and extension personnel, duly certified librarians, and approved military officers shall be included in the Corps of Instruction on the basis of comparable training if approved by the Board of Regents. Part-time faculty may attend faculty meetings but shall not have voting privileges.

Section 2. *Power of Proposal.* The faculty shall have the power to initiate proposals that concern the well-being and effective functioning of the University and to recommend the formation of faculty committees. Faculty motions and resolutions shall be referred to the appropriate authority for disposition according to the provisions of these statutes and regulations of the Board of Regents.

Section 3. *Faculty Meetings.* The faculty shall meet at least once per semester during the fall and spring semesters and at such other times as deemed necessary by the President or upon petition to the President of fifteen or more faculty members.

- a. The privilege of attendance at and participation in faculty meetings shall be limited to those who hold faculty status and such persons as the President or Vice President for Academic Affairs or the majority of the faculty shall invite to be present. Only faculty as defined in Section 1 of this Article shall have voting privileges.
- b. All matters to be discussed at any faculty meeting must be submitted to the office of the Vice President for Academic Affairs at least forty-eight hours prior to that meeting and must be included in a written, published agenda.
- c. The business portion of a faculty meeting shall be conducted according to the latest edition of Robert's Rules of Order.
- d. A Parliamentarian shall be appointed annually by the Faculty Senate.
- e. A Secretary of the Faculty shall be appointed annually by the Faculty Senate.
- f. A secret ballot shall be granted on the request of one faculty member.

Section 4. *Appointments.*

- a. Recommendations to fill positions on the faculty shall originate with a search and screening committee appointed by the appropriate dean. Recommendations for appointment to the Corps of Instruction shall be submitted to the Vice President for

Academic Affairs for consideration and for presentation to the President. The Board of Regents shall elect all faculty members prior to their initial appointments upon the recommendations of the Chancellor and President-

- b. All appointments and reappointments of the faculty shall be in accordance with all Board of Regents and North Georgia College & State University policies and procedures.

Section 5. *Faculty Evaluation*

- a. Faculty members shall be evaluated in writing by their respective department heads at least annually. The department head shall discuss with the faculty member in a scheduled conference the content of the faculty member's evaluation. The faculty member shall be given the opportunity to respond in writing to the evaluation, and this response shall be attached to the evaluation.
- b. Teaching faculty shall be evaluated by students using an approved standardized instrument in accordance with policies adopted by the Vice President for Academic Affairs.

Section 6. *Criteria for Promotion.* Refer to the North Georgia College & State University Faculty Handbook for specific criteria.

Section 7. *Faculty Ranks.* The academic faculty ranks shall be recognized as professor, associate professor, assistant professor, and instructor. The principal administrative staff may be given appropriate academic rank or adjunct rank that their academic preparation would warrant, with the rights and privileges pertaining thereto.

Section 8. *Responsibilities.*

- a. Members of the faculty shall perform services in instruction, research, performance or production, administration, and other duties that may be assigned to them during the period of their respective contracts. Normally the contract period shall be either the full fiscal year or the academic year of two semesters.
- b. Faculty members on academic year contracts who are employed for the summer term shall receive compensation per semester hour taught at a rate not to exceed three percent of their salary for the previous academic year. The maximum compensation for a single summer shall not exceed 33 1/3% of the salary for the previous academic (9-month) year.
- c. Faculty members shall be encouraged to maintain a reputation for scholarship through continuous research and study, which should yield results in improved teaching, in production and/or performance, and in publication.
- d. No service to the University, however exceptional, shall be deemed sufficient to overcome failure to render adequate service in teaching.

- e. Members of the faculty and administrative staff are expected to become acquainted with and to conform to all rules and regulations of the University.

Section 9. *Academic Freedom.* North Georgia College & State University, in keeping with the Board of Regents' statement of September 1970, affirms its support of full freedom of expression by members of the academic community. Academic freedom ensures that faculty members and students have the rights and freedom to engage in discussion, debate, and peaceful and non-disruptive protest and dissent. As recognized by the Board of Regents, however, those rights do not include actions of force, disrupting or obstructing behavior toward any educational program or other authorized activity on campus. Those faculty violating these limitations to their rights may be subject to disciplinary procedures that may include dismissal or termination of employment.

Section 10. *Right of Appeal.* Faculty members or administrative officers who believe that their rights have been invaded or ignored by any other faculty member or administrative official and who are unable to obtain satisfactory redress within their respective departments have the right to appeal to the President. If the President's decision does not resolve the matter satisfactorily, the individual has twenty days to appeal the matter to the Board of Regents in accordance with the provisions of the Bylaws of the Board of Regents, University System of Georgia.

Section 11. *Personnel Policies of the Board of Regents.* The Policies of the Board of Regents prescribe personnel policies such as tenure, promotion, and leave. Information on these matters is located in the Policy Manual of the Board of Regents and is available in the library or in the Office of the Vice President for Academic Affairs.

ARTICLE XXIII. MISCELLANEOUS PROVISIONS

Section 1. *Grievances.* Options available to NGCSU employees to resolve issues in conflict involving (1) alleged deviations from University policy, (2) complaints of discrimination, (3) complaints of sexual harassment, or (4) employment-related interpersonal problems are:

- a. Direct discussions between the disputants;
- b. Escalation to management;
- c. Mediation;
- d. Formal grievance

Mediation and Formal Grievance are not available for matters already ruled upon by the President or complaints regarding performance evaluation, salary, promotion, tenure, or non-renewal of contract, unless it is reasonably alleged that such decisions were based upon deviations from University policy, discrimination, or sexual harassment. Post-tenure review decisions may only be appealed to the university appeals committee and not to the President.

Section 2. *Interpretation and Jurisdiction.* All questions or interpretations of these Statutes and questions of the nature and extent of jurisdiction shall be determined by the President. The President shall settle all questions of conflict or jurisdiction that may arise between any legislative bodies of the University or between them and the administrative officers. From decision of the President on such matters, an appeal may be made to the Board of Regents in accordance with the provisions of Article VIII of the Bylaws of the Board of Regents, as contained in the Policy Manual of the Board.

Section 3. *Compliance with the Policies of the Board of Regents.* The Board of Regents retains the power to modify, amend, or repeal these Statutes in any respect. Any provision of these Statutes in conflict with the Bylaws and Policies of the Board of Regents, University System of Georgia, shall be null and void.

Section 4. *Statutes Revision.* As revision of these Statutes becomes necessary, a Statutes Revisions and Amendments Committee, appointed by the President, shall present such revisions or amendments to the faculty for approval, after which they will be presented to the President and through him to the Board of Regents for approval.

Section 5. All rules, regulations, and Statutes of the University heretofore adopted which are inconsistent with these Statutes are hereby repealed.

ARTICLE XXIV. THE FACULTY SENATE

Section 1. *Purpose.* The purpose of the Faculty Senate shall be to provide a systematic means of recommending policy matters to the President and to the Faculty. The Senate shall serve as the mechanism for shared governance at the University and shall be the body to which the statutory, standing, and special committees of the Senate shall report.

Section 2. *Bylaws.* The Bylaws of the Faculty Senate shall prescribe policies governing organization, membership, terms of service, officers, elections, meetings, and statutory committees.

Section 3. *Course of Action.* Any recommendation of the Senate shall be distributed to all faculty eligible to vote. Unless at least $2/3$ of the faculty eligible to vote indicate disapproval within seven days, the recommendation shall be addressed at the next Senate meeting. If the recommendation is approved by the Senate, it shall be delivered to the President for consideration. Within 30 days of receipt of the recommendation, the President shall approve or disapprove the recommendation and report his decision to the Chief Executive Officer of the Senate.