Article I – Purposes Section 1
These Bylaws constitute the rules for the governance of the Faculty of the College of the Arts of Georgia State University as provided in the Georgia State University Statutes. They are intended to enable the Faculty of the College to implement the authority granted to it by Article X of the Georgia State University Statutes and the bylaws and policies of the Regents of the University System of Georgia. Thus, these Bylaws must be read in light of these basic governing documents of the University.

Article II – Membership Section 1
The voting members of the Faculty of the College of the Arts (designated throughout as “regular Faculty”) shall consist of the Dean of the College, the Associate Dean(s) of the College, and all Faculty in the College, comprised of the Ernest G. Welch School of Art & Design, the School of Music, and the newly formed School of Film, Media, and Theatre, holding the rank of Professor, Associate Professor, Assistant Professor, Principal Senior Lecturer, Senior Lecturer, Lecturer, Senior Academic Professional, Academic Professional, Academic Professional Associate, Professor of Practice, X in-residence, or Instructor. The President of the University and the Provost and Vice President for Academic Affairs shall be ex-officio members of the Faculty of the College of the Arts. Professors emeriti, adjunct Faculty, visiting Faculty, and Part-Time Instructors may participate in Faculty meetings and have the right to be heard, but may not vote, hold office, or serve on committees of the College. Each School shall have a plan approved by the Dean's Office that specifies how Professors emeriti, adjuncts, and individuals with visiting appointments may participate in School meetings and committees.

Section 2
Students enrolled in the College may serve on standing committees as provided below.

Article III – Authority of the Faculty Section 1
As provided in Article X of the Georgia State University Statutes, the regular Faculty shall have the authority and duty to determine the entrance requirements for its own students; to prescribe and define courses of study for them; to recommend the establishment, modification, and discontinuance of degrees, diplomas, and certificates attesting to academic credit earned; to set requirements for degrees, diplomas, and certificates; to enact and enforce rules for the guidance and governance of its students; and, in general, to exercise jurisdiction over all educational matters within the College. The regular Faculty shall also have the power to set up rules governing its procedure and to adopt and amend its own Bylaws, which shall become effective upon the approval of the Administrative Council and the President.
Article IV – Administrative Officers and Faculty Meetings Section 1

Officers of the Faculty

A. Chairperson. In accordance with Georgia State University Statutes, Article VIII, Section 2.C., the presiding officer of all Faculty meetings shall be the Dean. In the absence of the Dean, a designee of the Dean shall preside.

B. Secretary. The Dean shall appoint a Secretary who shall notify the Faculty in writing of the date, time, place, and agenda of all Faculty meetings. The Secretary shall prepare and send copies of minutes of the Faculty meetings to all regular Faculty and administrative officers of the College.

C. Parliamentarian. Whenever possible, a Parliamentarian, elected from the regular Faculty, shall be present at Faculty meetings to advise on questions of parliamentary procedure and shall advise the presiding officer prior to rulings on controversial questions. The Parliamentarian will ensure meetings are conducted in accordance with the most recent edition of Robert’s Rules of Order. In the absence of the Parliamentarian, the Dean or a designee of the Dean will serve in this capacity.

Section 2

Faculty Meetings

A. Frequency of Faculty Meetings. The Faculty of the College shall hold at least one (1) meeting during each fall and spring semester. The meeting dates shall be established by the Dean. Additional meetings may be called by the Dean or when at least twenty (20) percent of the regular Faculty petition the Dean for a meeting. The petition shall specify the purpose of the meeting.

B. Order and Conduct of Meetings. All members of the regular Faculty shall be informed by the Secretary by written communication of the date and time of all regularly scheduled meetings at least ten (10) working days in advance, with the place and agenda to be provided at least three (3) working days in advance.

C. Special Meetings. Special meetings may be used to conduct urgent business of the College. Urgent business is defined as a matter that cannot wait until the next regularly scheduled Faculty meeting. The Dean, or at least twenty (20) percent of the regular faculty may petition the Dean for a special meeting. Faculty shall receive written notification of the date, time, place, and agenda of special meetings at least twenty-four (24) hours prior to the scheduled meeting time.

D. The text of any motions or resolutions that are to be proposed by committees at a Faculty meeting shall be provided to the Dean as Chairperson of the Faculty meeting at least five (5) working days before the meeting and shall be forwarded to faculty members at least three (3) working days prior to the meeting, as attachments to the agenda. For special meetings, the purpose of meeting shall be stated in the notice to the Faculty; materials to be discussed and/or voted upon at special meetings shall be distributed at least twenty-four (24) hours prior to said meetings as attachments to the agenda.
E. The order of business at Faculty meetings shall be in accordance with the agenda. All meetings shall be conducted according to the latest edition of *Robert’s Rules of Order*.

F. Regular Faculty and administrative officers of the College shall receive a copy of the minutes of any meeting within fifteen (15) working days following the meeting, with a copy placed on file in the Dean’s Office.

**Section 3**

**Quorum**

A. For meetings, a quorum is defined as a simple majority of the regular Faculty employed for the current semester.

**Section 4**

**Voting**

A. The voting protocol to be used in College meetings shall be determined by the Secretary and in consultation with the Parliamentarian and the Dean’s office. For in-person voting, any regular faculty member may request the use of a paper ballot and a provision for such shall be afforded. Normally, requests to the Secretary for paper ballots must be made at least 24 hours in advance of the meeting.

B. Actions by the regular faculty may be taken by electronic voting. Motions should be sent to the official university email address of record of each faculty member with a secure link to an anonymous survey, and the committee chair must afford the faculty members a reasonable amount of time, and no less than two business days, to respond to a request to vote. At least a majority of the entire committee membership must participate before an electronic vote can be considered valid. At least a majority of those responding must vote affirmatively for a motion to pass. Non-responses will not count as either affirmative or negative votes or as abstentions. If a faculty member objects to using electronic voting for a particular motion at the time of the vote, voting on the motion must be delayed to an official meeting of the committee. The results of an electronic vote must be reported in the minutes of the next meeting.

C. The guiding principles in determining voting protocol will be (1) to allow regular Faculty to cast an informed vote, (2) to facilitate regular Faculty participation in the voting process, and (3) to use meeting time effectively. For electronic voting, the Dean’s Office will send regular Faculty an email with a secure link to an anonymous survey. Faculty will have three (3) working days to cast their vote.

**Article V – Standing Committees of the Faculty**

**Section 1**

**Faculty Representatives**

A. All elected Faculty representatives represent their School, following a nomination and election process held in each School. Elections for Faculty representatives shall be conducted by separate ballot by each School. All regular Faculty may cast a ballot for one
Section 2
Committee Operations
A. All committees shall meet at least once during the fall semester and once during the spring semester of the academic year.
B. With the exception of the Executive Committee and the Academic Affairs Committee, all committees shall elect a regular Faculty member at the beginning of every fall semester to serve as Committee Chair and preside at committee meetings during the academic year.
C. The Committee Chair shall appoint a Committee Secretary who shall keep the minutes of all meetings. Minutes of committee meetings will be kept on file in the Dean’s Office for review by the regular Faculty upon request.
D. The Committee Chair shall call additional meetings as needed or upon receipt of a petition by four (4) or more committee members. The petition shall specify the purpose of the meeting.
E. In all committee meetings, a simple majority shall constitute a quorum.
F. All committee decisions shall be by majority vote.
G. Each committee will report on its activities at each regular Faculty meeting.

Section 4
Executive Committee
A. Purpose:
  a. To serve as an advisory board to the Dean.
B. Membership: The committee shall be chaired by the Dean and shall consist of the Associate Dean(s), six (6) regular elected Faculty representatives: two (2) from each School, and two (2) student representatives: one (1) graduate student and one (1) undergraduate student, each from a different School. In addition, the Dean may appoint Faculty or Staff members to serve in a non-voting, advisory capacity. Faculty representatives shall be elected during the spring semester to commence two (2)-year terms at the beginning of the fall semester. Terms for elected Faculty committee members shall be staggered so that no more than half (1/2) shall expire at the same time. In order to facilitate this staggering, in the initial year all elected Faculty members from a given School on a given committee will draw lots to determine which half (1/2) will have a one (1)-year term and which half (1/2) will have a two (2)-year term. Unexpected Faculty representative vacancies shall be filled by election in the manner prescribed in Article V Section 1-A (above). All Faculty vacancies shall be filled as soon as possible after the
vacancy occurs. The Faculty representative so elected shall serve until the end of the original, unexpired term. Student representatives shall be selected during the spring semester by the School Directors from nominations put forward by the Dean, Associate Dean(s), School Directors, Faculty, and Students. The names of nominated students not chosen for committees shall be forwarded to the Dean for consideration for the Academic Petitions Board. Student representatives occupy one (1)-year terms commencing at the beginning of the fall semester and, therefore, must have an expected graduation date that will allow for said term. Unexpected student representative vacancies shall be filled by the Director in keeping with the student member distributions outlined below for the affected committee(s). All vacancies shall be filled as soon as possible after the vacancy occurs. The student representative so selected shall serve until the end of the original, unexpired term. Student representatives shall not serve on more than one committee at the same time and are to be non-voting members. C. Duties and Functions:

a. Review items submitted by the Dean, another College committee, and/or Faculty.

b. Advise on budgetary matters.

c. Assist in the triennial reviews of the School Directors, the Associate Dean(s), and the Dean as appropriate and in keeping with Georgia State University Statutes.

Section 5

Academic Affairs Committee

A. Purpose

a. To review and provide oversight for the College’s academic operations.

b. Approve the requirements for degrees, diplomas, and certificates.

D. Membership: The committee shall be chaired by a designee of the Dean and shall consist of the Dean, the Associate Dean(s) involved in the administration of undergraduate and graduate programs, the Director of the Office of Academic Assistance, the Graduate Director of each School, one (1) regular Faculty member from each School selected by the School’s Director to represent undergraduate programs, and (3) student members: one (1) from each School, with at least one (1) undergraduate and one (1) graduate student. As necessary, the Dean or the Associate Dean(s) may appoint additional regular Faculty members to provide disciplinary variety. Faculty representatives shall be selected during the spring semester to commence two (2)-year terms at the beginning of the fall semester. Terms for committee members shall be staggered so that no more than half (1/2) shall expire at the same time. In order to facilitate this staggering, in the initial year all Faculty members from a given School on a given committee will draw lots to determine which half (1/2) will have a one (1)-year term and which half (1/2) will have a two (2)-year term. In the event of an unexpected Faculty vacancy, the Director shall appoint a replacement who shall serve until the end of the original, unexpired term. Student representatives shall be selected during the spring semester by the School Directors from nominations put forward by the Dean, Associate Dean(s), School Directors, Faculty, and Students. The names of nominated students not chosen for committees shall be
forwarded to the Dean for consideration for the Academic Petitions Board. Student representatives occupy one (1)-year terms commencing at the beginning of the fall semester and, therefore, must have an expected graduation date that will allow for said term. Unexpected student representative vacancies shall be filled by the Director in keeping with the student member distributions outlined above. All vacancies shall be filled as soon as possible after the vacancy occurs. The student replacement representative so selected shall serve until the end of the original, unexpired term.

Student representatives shall not serve on more than one committee at the same time and are to be non-voting members. B. **Duties & Functions:**

a. Serve as an advisory body to the Dean, the Associate Dean(s), and the regular Faculty on matters related to the undergraduate and graduate programs of the College, particularly with respect to degree requirements, retention, student success, and common policies and regulations, as well as graduate admission.

b. Seek ways to evaluate and improve instruction in the College, and make appropriate recommendations to the Faculty.

c. Promote excellence in the College’s graduate programs by reviewing any changes in the School criteria for graduate status and/or procedures for reviewing the criteria and making recommendations concerning these matters to the Dean and the relevant School committee and Director.

d. Receive, study, and make recommendations on proposals for the creation, discontinuance, or renaming of Schools, Centers, and undergraduate and graduate degree programs and concentrations.

e. Review periodically the curricular requirements and offerings of the College to make appropriate recommendations to the regular Faculty.

f. Receive and review proposals for any changes in course offerings, degree programs, and curricular requirements and to forward to the regular Faculty those proposals considered appropriate.

g. Forward to the Faculty a report on each approved proposal that delineates how the proposal affects (a) the core curriculum, (b) the School submitting the proposal, and (c) other Schools.

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**Section 6**

**Promotion and Tenure Committee**

A. **Purpose:** To advise the Dean in matters of promotion and/or tenure related to the ranks of Associate Professor and Professor.

B. **Membership:** The committee shall consist of six (6) tenured regular Faculty members: two (2) from each School. At least one (1) member from each school must be at the rank of Professor when elected to this committee. During their term of service, members of this committee must recuse themselves from participating in their School’s Promotion and/or Tenure process. Faculty representatives shall be elected during the spring semester to commence two (2)-year terms at the beginning of the fall semester. Terms for elected
committee members shall be staggered so that no more than half (1/2) shall expire at the
same time. In order to facilitate this staggering, in the initial year all elected Faculty
members from a given School on a given committee will draw lots to determine which
half (1/2) will have a one (1)-year term and which half (1/2) will have a two (2)-year term.
Unexpected Faculty representative vacancies shall be filled by election in the manner
prescribed in Article V Section 1-A (above). All vacancies shall be filled as soon as possible
after the vacancy occurs. The Faculty representative so elected shall serve until the end
of the original, unexpired term. C. **Duties and Functions:**

a. Make promotion and/or tenure recommendations to the Dean as outlined in the
   College Promotion and Tenure Manual.
   i. Applications for Associate Professor: This committee will receive and
evaluate the applications for promotion to the rank of Associate Professor
and/or tenure at the rank of Associate Professor as outlined in the University
and College Promotion and Tenure Manuals.
   ii. Applications for Professor: A sub-committee comprised of the Professors on this committee will receive and
evaluate applications for promotion and/or tenure at the rank of Professor
and make recommendations to the Dean as outlined in the University and
College Promotion and Tenure Manuals.

b. Make post-tenure review recommendations to the Dean as outlined in the College
   Promotion and Tenure Manual.
   i. Post-tenure review of Associate Professors: This committee will receive
and evaluate post-tenure reviews of Associate professors.
   ii. Post-tenure review of Professors: A sub-committee comprised of the Professors on this committee will receive and evaluate post-tenure reviews of Professors.

c. Review annually the duties of, functions of, and procedures for the Promotion and
   Tenure Committee, and report suggestions for changes to the Bylaws and
   Promotion & Tenure Guidelines Committee.

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**Section 7**

**Non-Tenure-Track Promotion Committee**

A. **Purpose:** To advise the Dean in matters of promotion of non-tenure-track Faculty
members.

B. **Membership:** The committee shall consist of three (3) tenured regular Faculty members:
one (1) from each School, and three (3) non-tenure track regular Faculty members with
the rank of Senior Lecturer, Principal Senior Lecturer, or Senior Academic Professional:
one (1) from each School. Members of this committee must recuse themselves from
participating in their School’s Non-Tenure-Track Promotion process during their term of
service. Faculty representatives shall be elected during the spring semester to commence
two (2)-year terms at the beginning of the fall semester. Terms for elected committee
members shall be staggered so that no more than half (1/2) shall expire at the same time.
In order to facilitate this staggering, in the initial year all elected Faculty members from a
given School on a given committee will draw lots to determine which half (1/2) will have a one (1)-year term and which half (1/2) will have a two (2)-year term. Unexpected Faculty representative vacancies shall be filled by election in the manner prescribed in Article V Section 1-A (above). All vacancies shall be filled as soon as possible after the vacancy occurs. The Faculty representative so elected shall serve until the end of the original, unexpired term.

C. Duties and Functions:

a. Receive and evaluate applications for promotion to the ranks of Senior Lecturer, Principal Senior Lecturer, and Senior Academic Professional, and make promotion recommendations to the Dean as outlined in the University and College NonTenure-Track Promotion Manuals.

b. Review annually the duties of, functions of, and procedures for the Non-TenureTrack Promotion Committee, and report suggestions for changes to the Bylaws and Promotion & Tenure Guidelines Committee.

c. Participate in five-year reviews of Senior Lecturers, Principal Senior Lecturers, and Senior Academic Professionals.

Section 8

Bylaws and Promotion & Tenure Guidelines Committee

A. Purpose: To review the Bylaws and the criteria and procedures for the promotion and/or tenure of tenure-track and non-tenure-track Faculty.

B. Membership: The committee shall consist of six (6) regular Faculty members: two (2) from each School. Faculty representatives shall be elected during the spring semester to commence two (2)-year terms at the beginning of the fall semester. Terms for elected committee members shall be staggered so that no more than half (1/2) shall expire at the same time. In order to facilitate this staggering, in the initial year all elected Faculty members from a given School on a given committee will draw lots to determine which half (1/2) will have a one (1)-year term and which half (1/2) will have a two (2)-year term. Unexpected Faculty representative vacancies shall be filled by election in the manner prescribed in Article V Section 1-A (above). All vacancies shall be filled as soon as possible after the vacancy occurs. The Faculty representative so elected shall serve until the end of the original, unexpired term. C. Duties and Functions:

a. Consider any proposals for amendments to the Bylaws necessitated by changes in the Georgia State University Statutes or submitted by College committees or Faculty, and draft appropriate amendments to submit to the regular Faculty for consideration.

b. Advise on questions of interpretation of the Bylaws.

c. Review the Bylaws at least annually and recommend amendments to the regular Faculty as necessary.

d. Review periodically the criteria and procedures for the promotion and/or tenure of tenure-track Faculty, and for the promotion of non-tenure-track Faculty, and
consider any proposals to amend these criteria and procedures submitted by
College committees, Faculty, or administration, and draft appropriate
amendments to submit to the regular Faculty for consideration.
e. Review School policy documents for consistency with University and Regents
policies on promotion and/or tenure.

ARTICLE VI – Ad Hoc Committees Section 1

Faculty Grievance Board

A. Purpose: To attempt to conciliate differences that arise between Faculty members and
School Directors or administrators; and to conduct formal grievance appeal hearings to provide
an impartial review of decisions or actions which are believed to be capricious, arbitrary, or
discriminatory, and to report its findings and recommendations to the Dean.
B. Membership: The board, to be appointed by the Dean’s office, shall be composed of six
(6) regular Faculty members: two (2) from each School. C.

Duties and Functions:

a. This board shall be charged by the Dean’s office, conduct its work in accordance
with College and University policies, and disband after reporting its findings and
recommendations to the Dean.

Section 2

Academic Petitions Board

A. Purpose: To review final course grade appeals, other college-level academic complaints,
and college-level petitions for waivers or variance of academic policies and make
recommendations to the Dean in keeping with the Georgia State University Policy and
Procedures for Student Complaints, Petitions for Policy Waivers and Variances, and
Appeals.
B. Membership: The board, to be appointed by the Dean, shall be composed of three (3)
regular Faculty members: one (1) from each School, and (3) student members: one (1)
from each School, with at least one (1) undergraduate and one (1) graduate student. C.

Duties and Functions:

a. This board shall be charged by the Dean’s office, conduct its work in accordance
with College and University policies, and disband after reporting its findings and
recommendations to the Dean.

ARTICLE VI – Amendments Section 1

Amendments to these Bylaws shall be in effect upon approval by two-thirds of the regular
Faculty.

Section 2

Any regular Faculty member or College committee may propose Bylaw amendments to the
Bylaws and Promotion & Tenure Guidelines Committee for its consideration.