

**College of the Arts**  
**Bylaws of the Faculty**  
**approved by COTA faculty on Dec. 15, 2016**

**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. These Bylaws supplement and are subject to 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.

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**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.

83 E. The order of business at Faculty meetings shall be in accordance with the agenda. All  
84 meetings shall be conducted according to the latest edition of *Robert's Rules of Order*.

85 F. Regular Faculty and administrative officers of the College shall receive a copy of the  
86 minutes of any meeting within fifteen (15) working days following the meeting, with a  
87 copy placed on file in the Dean's Office.  
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89 **Section 3**

90 Quorum

91 A. For meetings, a quorum is defined as a simple majority of the regular Faculty employed for  
92 the current semester.  
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94 **Section 4**

95 Voting

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

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

112 C. The guiding principles in determining voting protocol will be (1) to allow regular Faculty  
113 to cast an informed vote, (2) to facilitate regular Faculty participation in the voting  
114 process, and (3) to use meeting time effectively. For electronic voting, the Dean's Office  
115 will send regular Faculty an email with a secure link to an anonymous survey. Faculty will  
116 have three (3) working days to cast their vote.  
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118 **Article V – Standing Committees of the Faculty Section 1**

119 Faculty Representatives

120 A. All elected Faculty representatives represent their School, following a nomination and  
121 election process held in each School. Elections for Faculty representatives shall be  
122 conducted by separate ballot by each School. All regular Faculty may cast a ballot for one

123 (1) candidate for each open position per ballot. For each position, a majority of votes cast  
124 is required for election.

125 B. Normally, no two (2) elected Faculty representatives to a given committee may be from  
126 the same area within a School. Requests for exception to this rule must be approved by  
127 the Dean.

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129 **Section 2**

130 Committee Operations

131 A. All committees shall meet at least once during the fall semester and once during the spring  
132 semester of the academic year.

133 B. With the exception of the Executive Committee and the Academic Affairs Committee, all  
134 committees shall elect a regular Faculty member at the beginning of every fall semester  
135 to serve as Committee Chair and preside at committee meetings during the academic  
136 year.

137 C. The Committee Chair shall appoint a Committee Secretary who shall keep the minutes of  
138 all meetings. Minutes of committee meetings will be kept on file in the Dean's Office for  
139 review by the regular Faculty upon request.

140 D. The Committee Chair shall call additional meetings as needed or upon receipt of a petition  
141 by four (4) or more committee members. The petition shall specify the purpose of the  
142 meeting.

143 E. In all committee meetings, a simple majority shall constitute a quorum.

144 F. All committee decisions shall be by majority vote.

145 G. Each committee will report on its activities at each regular Faculty meeting.

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147 **Section 4**

148 Executive Committee A.

149 **Purpose:**

150 a. To serve as an advisory board to the Dean.

151 **B. Membership:** The committee shall be chaired by the Dean and shall consist of the  
152 Associate Dean(s), six (6) regular elected Faculty representatives: two (2) from each  
153 School, and two (2) student representatives: one (1) graduate student and one (1)  
154 undergraduate student, each from a different School. In addition, the Dean may appoint  
155 Faculty or Staff members to serve in a non-voting, advisory capacity. Faculty  
156 representatives shall be elected during the spring semester to commence two (2)-year  
157 terms at the beginning of the fall semester. Terms for elected Faculty committee  
158 members shall be staggered so that no more than half (1/2) shall expire at the same time.  
159 In order to facilitate this staggering, in the initial year all elected Faculty members from a  
160 given School on a given committee will draw lots to determine which half (1/2) will have  
161 a one (1)-year term and which half (1/2) will have a two (2)-year term. Unexpected Faculty  
162 representative vacancies shall be filled by election in the manner prescribed in Article V  
163 Section 1-A (above). All Faculty vacancies shall be filled as soon as possible after the

164 vacancy occurs. The Faculty representative so elected shall serve until the end of the  
165 original, unexpired term. Student representatives shall be selected during the spring  
166 semester by the School Directors from nominations put forward by the Dean, Associate  
167 Dean(s), School Directors, Faculty, and Students. The names of nominated students not  
168 chosen for committees shall be forwarded to the Dean for consideration for the Academic  
169 Petitions Board. Student representatives occupy one (1)-year terms commencing at the  
170 beginning of the fall semester and, therefore, must have an expected graduation date  
171 that will allow for said term. Unexpected student representative vacancies shall be filled  
172 by the Director in keeping with the student member distributions outlined below for the  
173 affected committee(s). All vacancies shall be filled as soon as possible after the vacancy  
174 occurs. The student representative so selected shall serve until the end of the original,  
175 unexpired term. Student representatives shall not serve on more than one committee at  
176 the same time and are to be non-voting members. **C. Duties and Functions:**

- 177 a. Review items submitted by the Dean, another College committee, and/or Faculty.
- 178 b. Advise on budgetary matters.
- 179 c. Assist in the triennial reviews of the School Directors, the Associate Dean(s), and  
180 the Dean as appropriate and in keeping with Georgia State University Statues.

## 181 **Section 5**

### 182 Academic Affairs Committee

#### 183 **A. Purpose**

- 184 a. To review and provide oversight for the College's academic operations.
- 185 b. Approve the requirements for degrees, diplomas, and certificates.

186 **D. Membership:** The committee shall be chaired by a designee of the Dean and shall consist  
187 of the Dean, the Associate Dean(s) involved in the administration of undergraduate and  
188 graduate programs, the Director of the Office of Academic Assistance, the Graduate  
189 Director of each School, one (1) regular Faculty member from each School selected by the  
190 School's Director to represent undergraduate programs, and (3) student members: one  
191 (1) from each School, with at least one (1) undergraduate and one (1) graduate student.  
192 As necessary, the Dean or the Associate Dean(s) may appoint additional regular Faculty  
193 members to provide disciplinary variety. Faculty representatives shall be selected during  
194 the spring semester to commence two (2)-year terms at the beginning of the fall  
195 semester. Terms for committee members shall be staggered so that no more than half  
196 (1/2) shall expire at the same time. In order to facilitate this staggering, in the initial year  
197 all Faculty members from a given School on a given committee will draw lots to determine  
198 which half (1/2) will have a one (1)-year term and which half (1/2) will have a two (2)-year  
199 term. In the event of an unexpected Faculty vacancy, the Director shall appoint a  
200 replacement who shall serve until the end of the original, unexpired term. Student  
201 representatives shall be selected during the spring semester by the School Directors from  
202 nominations put forward by the Dean, Associate Dean(s), School Directors, Faculty, and  
203 Students. The names of nominated students not chosen for committees shall be  
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205 forwarded to the Dean for consideration for the Academic Petitions Board. Student  
206 representatives occupy one (1)-year terms commencing at the beginning of the fall  
207 semester and, therefore, must have an expected graduation date that will allow for said  
208 term. Unexpected student representative vacancies shall be filled by the Director in  
209 keeping with the student member distributions outlined above. All vacancies shall be  
210 filled as soon as possible after the vacancy occurs. The student replacement  
211 representative so selected shall serve until the end of the original, unexpired term.

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

- 214 a. Serve as an advisory body to the Dean, the Associate Dean(s), and the regular  
215 Faculty on matters related to the undergraduate and graduate programs of the  
216 College, particularly with respect to degree requirements, retention, student  
217 success, and common policies and regulations, as well as graduate admission.
- 218 b. Seek ways to evaluate and improve instruction in the College, and make  
219 appropriate recommendations to the Faculty.
- 220 c. Promote excellence in the College's graduate programs by reviewing any changes  
221 in the School criteria for graduate status and/or procedures for reviewing the  
222 criteria and making recommendations concerning these matters to the Dean and  
223 the relevant School committee and Director.
- 224 d. Receive, study, and make recommendations on proposals for the creation,  
225 discontinuance, or renaming of Schools, Centers, and undergraduate and  
226 graduate degree programs and concentrations.
- 227 e. Review periodically the curricular requirements and offerings of the College to  
228 make appropriate recommendations to the regular Faculty.
- 229 f. Receive and review proposals for any changes in course offerings, degree  
230 programs, and curricular requirements and to forward to the regular Faculty those  
231 proposals considered appropriate.
- 232 g. Forward to the Faculty a report on each approved proposal that delineates how  
233 the proposal affects (a) the core curriculum, (b) the School submitting the  
234 proposal, and (c) other Schools.

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236 **Section 6**

237 Promotion and Tenure Committee

- 238 A. **Purpose:** To advise the Dean in matters of promotion and/or tenure related to the ranks  
239 of Associate Professor and Professor.
- 240 B. **Membership:** The committee shall consist of six (6) tenured regular Faculty members: two  
241 (2) from each School. At least one (1) member from each school must be at the rank of  
242 Professor when elected to this committee. During their term of service, members of this  
243 committee must recuse themselves from participating in their School's Promotion and/or  
244 Tenure process. Faculty representatives shall be elected during the spring semester to  
245 commence two (2)-year terms at the beginning of the fall semester. Terms for elected

246 committee members shall be staggered so that no more than half (1/2) shall expire at the  
247 same time. In order to facilitate this staggering, in the initial year all elected Faculty  
248 members from a given School on a given committee will draw lots to determine which  
249 half (1/2) will have a one (1)-year term and which half (1/2) will have a two (2)-year term.  
250 Unexpected Faculty representative vacancies shall be filled by election in the manner  
251 prescribed in Article V Section 1-A (above). All vacancies shall be filled as soon as possible  
252 after the vacancy occurs. The Faculty representative so elected shall serve until the end  
253 of the original, unexpired term. C. **Duties and Functions:**

- 254 a. Make promotion and/or tenure recommendations to the Dean as outlined in the  
255 College Promotion and Tenure Manual.
  - 256 i. Applications for Associate Professor: This committee will receive and  
257 evaluate the applications for promotion to the rank of Associate Professor  
258 and/or tenure at the rank of Associate Professor as outlined in the University  
259 and College Promotion and Tenure Manuals. ii. Applications for Professor: A  
260 sub-committee comprised of the Professors on this committee will receive and  
261 evaluate applications for promotion and/or tenure at the rank of Professor  
262 and make recommendations to the Dean as outlined in the University and  
263 College Promotion and Tenure Manuals.
- 264 b. Make post-tenure review recommendations to the Dean as outlined in the College  
265 Promotion and Tenure Manual.
  - 266 i. Post-tenure review of Associate Professors: This committee will receive  
267 and evaluate post-tenure reviews of Associate professors. ii. Post-tenure  
268 review of Professors: A sub-committee comprised of the Professors on this  
269 committee will receive and evaluate post-tenure reviews of Professors.
- 270 c. Review annually the duties of, functions of, and procedures for the Promotion and  
271 Tenure Committee, and report suggestions for changes to the Bylaws and  
272 Promotion & Tenure Guidelines Committee.

## 274 **Section 7**

### 275 Non-Tenure-Track Promotion Committee

- 276 A. **Purpose:** To advise the Dean in matters of promotion of non-tenure-track Faculty  
277 members.
- 278 B. **Membership:** The committee shall consist of three (3) tenured regular Faculty members:  
279 one (1) from each School, and three (3) non-tenure track regular Faculty members with  
280 the rank of Senior Lecturer, Principal Senior Lecturer, or Senior Academic Professional:  
281 one (1) from each School. Members of this committee must recuse themselves from  
282 participating in their School's Non-Tenure-Track Promotion process during their term of  
283 service. Faculty representatives shall be elected during the spring semester to commence  
284 two (2)-year terms at the beginning of the fall semester. Terms for elected committee  
285 members shall be staggered so that no more than half (1/2) shall expire at the same time.  
286 In order to facilitate this staggering, in the initial year all elected Faculty members from a

287 given School on a given committee will draw lots to determine which half (1/2) will have  
288 a one (1)-year term and which half (1/2) will have a two (2)-year term. Unexpected Faculty  
289 representative vacancies shall be filled by election in the manner prescribed in Article V  
290 Section 1-A (above). All vacancies shall be filled as soon as possible after the vacancy  
291 occurs. The Faculty representative so elected shall serve until the end of the original,  
292 unexpired term.

293 **C. Duties and Functions:**

- 294 a. Receive and evaluate applications for promotion to the ranks of Senior Lecturer,  
295 Principal Senior Lecturer, and Senior Academic Professional, and make promotion  
296 recommendations to the Dean as outlined in the University and College  
297 NonTenure-Track Promotion Manuals.
- 298 b. Review annually the duties of, functions of, and procedures for the Non-  
299 TenureTrack Promotion Committee, and report suggestions for changes to the  
300 Bylaws and Promotion & Tenure Guidelines Committee.
- 301 c. Participate in five-year reviews of Senior Lecturers, Principal Senior Lecturers, and  
302 Senior Academic Professionals.

304 **Section 8**

305 Bylaws and Promotion & Tenure Guidelines Committee

- 306 A. **Purpose:** To review the Bylaws and the criteria and procedures for the promotion and/or  
307 tenure of tenure-track and non-tenure-track Faculty.
- 308 B. **Membership:** The committee shall consist of six (6) regular Faculty members: two (2) from  
309 each School. Faculty representatives shall be elected during the spring semester to  
310 commence two (2)-year terms at the beginning of the fall semester. Terms for elected  
311 committee members shall be staggered so that no more than half (1/2) shall expire at the  
312 same time. In order to facilitate this staggering, in the initial year all elected Faculty  
313 members from a given School on a given committee will draw lots to determine which  
314 half (1/2) will have a one (1)-year term and which half (1/2) will have a two (2)-year term.  
315 Unexpected Faculty representative vacancies shall be filled by election in the manner  
316 prescribed in Article V Section 1-A (above). All vacancies shall be filled as soon as possible  
317 after the vacancy occurs. The Faculty representative so elected shall serve until the end  
318 of the original, unexpired term. C. **Duties and Functions:**
  - 319 a. Consider any proposals for amendments to the Bylaws necessitated by changes in  
320 the Georgia State University Statutes or submitted by College committees or  
321 Faculty, and draft appropriate amendments to submit to the regular Faculty for  
322 consideration.
  - 323 b. Advise on questions of interpretation of the Bylaws.
  - 324 c. Review the Bylaws at least annually and recommend amendments to the regular  
325 Faculty as necessary.
  - 326 d. Review periodically the criteria and procedures for the promotion and/or tenure  
327 of tenure-track Faculty, and for the promotion of non-tenure-track Faculty, and



328 consider any proposals to amend these criteria and procedures submitted by  
329 College committees, Faculty, or administration, and draft appropriate  
330 amendments to submit to the regular Faculty for consideration.

331 e. Review School policy documents for consistency with University and Regents  
332 policies on promotion and/or tenure.

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334 **ARTICLE VI – Ad Hoc Committees Section 1**

335 Faculty Grievance Board

336 A. **Purpose:** To attempt to conciliate differences that arise between Faculty members and  
337 School Directors or administrators; and to conduct formal grievance appeal hearings to provide  
338 an impartial review of decisions or actions which are believed to be capricious, arbitrary, or  
339 discriminatory, and to report its findings and recommendations to the Dean.

340 B. **Membership:** The board, to be appointed by the Dean’s office, shall be composed of six  
341 (6) regular Faculty members: two (2) from each School. C.

342 **Duties and Functions:**

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

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347 **Section 2**

348 Academic Petitions Board

349 A. **Purpose:** To review final course grade appeals, other college-level academic complaints,  
350 and college-level petitions for waivers or variance of academic policies and make  
351 recommendations to the Dean in keeping with the Georgia State University Policy and  
352 Procedures for Student Complaints, Petitions for Policy Waivers and Variances, and  
353 Appeals.

354 B. **Membership:** The board, to be appointed by the Dean, shall be composed of three (3)  
355 regular Faculty members: one (1) from each School, and (3) student members: one (1)  
356 from each School, with at least one (1) undergraduate and one (1) graduate student. C.

357 **Duties and Functions:**

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

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362 **ARTICLE VI – Amendments Section 1**

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

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366 **Section 2**

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