

BYLAWS OF THE FACULTY
College of Arts and Sciences
Georgia State University

1 **ARTICLE I. PURPOSES**

2 **Section 1.**

3 These Bylaws constitute the rules for the governance of the faculty of the College of Arts and
4 Sciences of Georgia State University as provided in the *Statutes* of Georgia State University.
5 They are intended to enable the faculty of the College of Arts and Sciences to implement the
6 authority granted to it by Article IX of the Statutes of Georgia State University. These Bylaws
7 supplement and are subject to the Statutes of Georgia State University and the Bylaws and
8 Policies of the Regents of the University System of Georgia. Thus these Bylaws must be read in
9 light of these basic governing documents of the University.

10 **ARTICLE II. MEMBERSHIP**

11 **Section 1.**

12 The voting members of the faculty of the College of Arts and Sciences (designated throughout as
13 “regular faculty”) consist of the dean of the college, the associate and assistant deans of the
14 college with faculty rank, and all faculty in the college holding the following ranks: professor
15 (professor, associate, assistant), lecturer (principal senior, senior, lecturer), academic
16 professional (senior, academic professional), clinical (professor, associate, assistant), professor
17 of practice, non-tenure track research (professor, associate, assistant), and instructor. The
18 President of the university and the Provost and Vice President for Academic Affairs serve as ex
19 officio members of the faculty of the College of Arts and Sciences. Professors emeriti, adjunct
20 faculty, visiting faculty, part-time instructors, and ex officio members of the faculty may
21 participate in faculty meetings and have the right to be heard, but may not vote, hold office, or
22 serve as voting members on committees of the college. Each department must specify in its
23 bylaws how professors emeriti, adjuncts, and individuals with visiting appointments may
24 participate in departmental meetings and committees.

25 **Section 2.**

26 Students enrolled in the college may serve on standing committees as provided below.

27 **ARTICLE III. AUTHORITY AND POWERS OF THE FACULTY**

28 **Section 1.**

29 As provided in Article IX of the Statutes of Georgia State University, the faculty of the College
30 of Arts and Sciences has the authority and duty to determine the entrance requirements of its own
31 students; to prescribe and define courses of study for them; to recommend the establishment,
32 modification, and discontinuance of degrees, diplomas, and certificates attesting to academic
33 credit earned; to set requirements for degrees, diplomas, and certificates; to enact and enforce
34 rules for the guidance and governance of its students; and, in general, to exercise jurisdiction
35 over all educational matters within the college. The faculty also has the power to set up rules

36 governing its procedure and to adopt and amend its own Bylaws, which become effective upon
37 the approval of the university Administrative Council and the president.

38 **Section 2.**

39 The faculty have the power to elect the vice chair, and members of standing committees; and to
40 delegate to committees matters within the jurisdiction of the faculty for study, consideration, and
41 recommendation.

42 **ARTICLE IV. ADMINISTRATIVE OFFICERS**

43 The powers and duties of the administrative officers of the College of Arts and Sciences are
44 defined in Article VIII of the Statutes of Georgia State University.

45 **ARTICLE V. FACULTY MEETINGS**

46 **Section 1.**

47 The faculty of the College of Arts and Sciences hold at least one (1) regular meeting each fall
48 and spring semester of the academic year. Regular and special meetings are held on dates to be
49 determined by the dean of the college. The dean may call a special meeting on his/her own
50 initiative, or he/she will call a special meeting upon receipt of a petition stating the purpose of
51 the proposed meeting and signed by at least twenty (20) percent of the voting members of the
52 faculty. Summer meetings may be called in either of these ways. At least ten (10) days prior to
53 any meeting of the faculty, except in emergencies, the dean will notify each member of the
54 faculty of the time and place of such meetings and will supply a working agenda listing all
55 matters that the dean expects to be presented or considered.

56 **Section 2.**

57 The dean of the college is the presiding officer of both regular and special meetings. In the
58 absence of the dean, the vice chair will preside.

59 **Section 3.**

60 A majority of the voting members of the faculty constitutes a quorum.

61 **Section 4.**

62 All meetings are conducted according to the most recent edition of *Robert's Rules of Order*.

63 **Section 5.**

64 The regular operations of the College of Arts and Sciences follows a committee review
65 procedure. All matters of substance will be submitted for committee study, recommendation,
66 and/or action prior to definitive action by the college. The faculty, by a two-thirds (2/3) majority,
67 may vote to suspend committee review of a specific matter and act as a committee of the whole.

68 **ARTICLE VI. FACULTY OFFICERS**

69 **Section 1.**

70 The dean of the college serves as chair of the faculty. The chair presides over meetings of the
71 faculty and appoints a member of the faculty to serve as parliamentarian. The chair may present
72 to the faculty for its consideration any matter within its jurisdiction and such information about
73 the college and the university as he/she deems appropriate. The chair designates a secretary to
74 record the minutes of all meetings.

75 **Section 2.**

76 The vice chair is elected at a regular meeting in the spring semester to serve for one (1) year. The
77 vice chair presides in the absence of the chair and is an *ex officio* member of the executive
78 committee for that year.

79 **ARTICLE VII. EXECUTIVE COMMITTEE**

80 **Section 1.**

81 The college has an executive committee composed of the dean, associate deans, the vice chair of
82 the faculty, and the following fourteen (14) voting members: four (4) from the humanities, four
83 (4) from the natural and computational sciences, four (4) from the social and behavioral sciences,
84 and two (2) students. The dean, in consultation with the executive committee of the college,
85 designates which departments, schools, and institutes (hereafter referred to as departments)
86 constitute each of the three (3) areas.

87 **Section 2.**

88 The twelve (12) faculty representatives on the executive committee are nominated from the floor
89 and elected by the faculty at a regular faculty meeting in the spring semester.

- 90 (a) No two elected faculty representatives may be from the same department.
- 91 (b) Nomination of the faculty representatives are conducted area by area. All faculty present
92 may vote for candidates in each area. Each faculty member who casts a ballot must vote
93 for one candidate for each open position. For each position a majority of votes cast is
94 required to elect.
- 95 (c) The faculty representatives on the executive committee serve for terms of two (2) years,
96 but their terms are staggered so that the terms of not more than six (7) members expire at
97 the same time.

98 **Section 3.**

99 Unexpected faculty vacancies on the executive committee are filled by election at the next
100 faculty meeting following the occurrence of the vacancy. These elections are conducted in the
101 manner prescribed in Article VII, Section 2. The representative elected to fill a vacancy serves
102 until the end of the unexpired term. In cases where an elected member is unavailable to serve for

103 one semester or less, the dean may appoint an acting member from the same academic area to
104 serve on behalf of the absent member.

105 **Section 4.**

106 The two (2) student members on the executive committee are selected by the executive
107 committee from nominees proposed by the dean, department chairs, undergraduate or graduate
108 directors, other faculty, or students. Both students, one (1) undergraduate and one (1) graduate,
109 must be enrolled in the College of Arts and Sciences. The students must have an expected
110 graduation date of at least one (1) year beyond the appointment. Student members serve one (1)
111 year terms.

112 **Section 5.**

113 Student vacancies on the executive committee are filled by the method prescribed in Article VII,
114 Section 4, as soon as possible after the vacancy occurs. The student selected to fill a vacancy
115 serves until the end of the unexpired term.

116 **Section 6.**

117 The executive committee meets regularly and at least once each semester of the academic year at
118 the call of the dean. The dean or the dean's designated representative presides over all meetings
119 of the committee. The dean appoints a secretary to keep the minutes of all meetings. The dean
120 may appoint faculty or staff members to serve in a non-voting advisory capacity to the
121 committee. Upon receipt of a petition signed by seven (7) members of the executive committee,
122 the dean will call a special meeting of the committee.

123 **Section 7.**

124 In all meetings of the executive committee a majority of voting members constitutes a quorum.
125 All decisions of the committee are by majority vote.

126 **Section 8.**

127 The duties and responsibilities of the executive committee are:

- 128 (a) to act as an advisory body to the dean;
- 129 (b) to review the academic operations and the budget of the college and any related items
130 submitted by the dean and/or faculty members;
- 131 (c) to report its actions at each regular meeting of the faculty;
- 132 (d) to make nominations, which can be supplemented by nominations from the floor, for
133 each vacant position on standing committees;
- 134 (e) to devise and implement procedures approved by the faculty for the selection of student
135 members to serve on standing committees;
- 136 (f) to act in a manner consistent with due process as an appeals committee on procedural
137 matters regarding promotion, tenure, and non-renewal;

- 138 (g) to initiate the triennial evaluation of department chairs and school and institute directors
 139 (hereafter referred to as department chairs), according to the college’s policy on the
 140 triennial evaluation process
 141 (http://www2cas.gsu.edu/docs/admin/facrev/CHAIR_EVAL.pdf).
- 142 (h) to initiate, under the supervision of the vice president for academic affairs, a triennial
 143 evaluation of the dean of the College of Arts and Sciences and his/her office. The
 144 procedures employed in this evaluation parallel those outlined in Article VII, Section 9g,
 145 for the evaluation of department chairs;
- 146 (i) to appoint a Faculty Grievance Board. The faculty grievance board is composed of fifteen
 147 (15) members of the college faculty. These faculty are appointed to staggered terms by
 148 the college executive committee according to the following scheme: four (4) members are
 149 appointed from each of the three (3) areas of the college – humanities, natural and
 150 computational sciences, and social and behavioral sciences – and three (3) members
 151 appointed at large. All appointed members serve four-year terms. If for any reason, an
 152 individual faculty member must be replaced, the college executive committee appoints a
 153 replacement from the appropriate area to complete the unexpired term. (See Composition
 154 and Duties of Grievance Board and Faculty Appeals Policy and Procedures in Appendix
 155 A.); and
- 156 (j) to consider proposals for the creation or elimination of departments, schools, institutes,
 157 and centers of the college and to make such recommendations to the faculty of the
 158 college as it deems appropriate.

159 **ARTICLE VIII. STANDING COMMITTEES**

160 **Section 1. General Considerations**

161 The college has standing committees on curriculum, bylaws, faculty awards, undergraduate
 162 studies, and graduate studies as well as three Advisory Committees on Promotion and Tenure, as
 163 specified below, and a Promotion and Review Procedures Committee. Unless specified
 164 otherwise below, all faculty representatives on standing committees are elected by the faculty at
 165 a regular meeting in the spring semester for a term of two (2) years. Each committee are
 166 composed of at least one (1) member from each of the three (3) areas of the college. For each of
 167 these positions, a majority of votes cast are required to elect. For at-large positions a plurality are
 168 required to elect. Terms of office are staggered in order that not more than one half expire at the
 169 same time. Department chairs may not serve on standing committees unless specified below.

170 Immediately following the elections, the Dean’s Office prepares an alphabetical list of the
 171 members of all committees, with continuing members named first, and distribute it to the faculty
 172 of the college. The Dean’s Office calls a meeting before the end of the semester in which the
 173 election occurs for the purpose of electing a chair. When a faculty member is unable to complete
 174 a term, the faculty elects, at the first faculty meeting following an unexpected vacancy, a member
 175 to serve until the end of the unexpired term. In cases where an elected member is unavailable to
 176 serve for one semester or less, the dean may appoint an acting member from the same academic
 177 area to serve on behalf of the absent member.

178 Meetings of standing committees are open to all members of the faculty except when a
179 committee deems it necessary to hold an executive session. The dean may appoint faculty or staff
180 members to serve in a non-voting advisory capacity to any of the standing committees.

181 **Section 2. Curriculum Committee**

182 (a) The Curriculum Committee is composed of eight (8) faculty, with two (2) members from
183 each of the three academic areas of the college and two (2) at large members, at least four
184 (4) of the faculty members being members of their respective departmental graduate
185 faculties. The committee includes two (2) student members. The committee meets at least
186 once each semester of the academic year.

187 (b) The powers and functions of the committee are:

- 188 (1) to review periodically the curricular requirements and offerings of the College of
189 Arts and Sciences and to make appropriate recommendations to the faculty;
- 190 (2) to make available to the faculty all proposals for adding, modifying, or
191 discontinuing courses and all revisions to the undergraduate and graduate catalogs
192 in a timely manner (at least twenty business days) prior to a vote of the
193 committee;
- 194 (3) to receive proposals for any changes in course offerings and curricular
195 requirements following the review of the faculty and to recommend to the dean
196 those proposals considered appropriate;
- 197 (4) to forward to the faculty a report on each approved proposal that delineates how
198 the proposal affects (a) the core curriculum, (b) the department submitting the
199 proposal, and (c) other departments; and
- 200 (5) to authorize experimental courses on a trial basis for a period not to exceed one
201 (1) year. As soon as possible after the course has been offered the committee
202 reviews the course and report its findings to the faculty.

203 **Section 3. Bylaws Committee**

204 (a) The Bylaws Committee is composed of four (4) faculty members, at least two (2) being
205 members of their respective departmental graduate faculties, and one (1) student member.
206 The committee meets at least once each semester of the academic year.

207 (b) The powers and functions of the committee are:

- 208 (1) to review the college bylaws and to recommend to the faculty any amendments or
209 changes in the bylaws which it deems necessary or appropriate;
- 210 (2) to receive from the faculty proposals for changes or amendments to the bylaws, to
211 consider such proposals, and to make its recommendations to the faculty; and
- 212 (3) to review department bylaws at the request of the dean and to make
213 recommendations to the same for their amendment and/or approval.

214 **Section 4. Faculty Awards Committee**

- 215 (a) The Faculty Awards Committee is composed of five (5) faculty and two (2) student
216 members. The committee meets at least once each semester of the academic year.
- 217 (b) The powers and functions of the committee are:
- 218 (1) to establish qualifications and nominating procedures for all faculty awards
219 recognized by the College of Arts and Sciences;
- 220 (2) to select the recipients of all awards approved by the college; and
- 221 (3) to consider new awards or other means of honoring outstanding faculty.
- 222 (c) Although final award selection is the responsibility of the committee, it may establish
223 sub-committees with membership beyond that of the standing committee for the purpose
224 of selecting finalists for faculty awards.

225 **Section 5. Undergraduate Council**

- 226 (a) The Undergraduate Council consists of the dean of the college, one faculty member
227 elected from and by each department, school, and institute with an undergraduate degree
228 program, and four (4) undergraduate student members. The chair of the council is
229 appointed annually by the dean from among the council members. The chair of the
230 council appoints a secretary to keep minutes of all meetings.
- 231 (b) The powers and functions of the Undergraduate Council are:
- 232 (1) to act as an advisory body to the dean of the college on issues related to the
233 college's undergraduate programs;
- 234 (2) to serve as an advisory body to the faculty of the college on matters related to the
235 undergraduate program of the college, particularly with respect to retention and
236 common policies and regulations. The undergraduate council makes a report to
237 the faculty of the college on the status of the undergraduate programs at the spring
238 faculty meeting of the college each year;
- 239 (3) to seek ways to evaluate and improve undergraduate instruction in the College of
240 Arts and Sciences, and to make appropriate recommendations to the faculty.
- 241 (4) to receive and study proposals for the creation, discontinuance, or renaming of
242 undergraduate academic programs and to make such recommendations to the dean
243 of the college as it deems appropriate;
- 244 (5) to designate each year four (4) faculty and two (2) students members to an
245 undergraduate petitions board whose duties are to review final course grade
246 appeals, academic complaints, and petitions for waivers or variance of academic
247 policies and make recommendations to the dean in keeping with the university
248 Policy and Procedures for Student Complaints, Petitions for Policy Waivers and
249 Variances, and Appeals;

- 250 (6) To designate each year the membership of the Interdisciplinary Studies
 251 subcommittee. Membership on the subcommittee may include members who are
 252 not Undergraduate Council representatives (e.g., BIS concentration coordinators).
 253 The chair of the subcommittee will be appointed by the dean.
- 254 (c) The Undergraduate Council meets at least once each semester of the academic year at the
 255 call of the dean (or his/her designated representative). Additional meetings may be called
 256 upon the request of six (6) members of the council. In all of the meetings of the
 257 undergraduate council, a majority constitutes a quorum.
- 258 (d) The Undergraduate Council instructs the Office of the Dean to distribute to the full
 259 faculty for comment any proposal for the creation, discontinuance, or renaming of an
 260 undergraduate degree program or concentration in a timely manner (at least ten business
 261 days) prior to a vote of the council.

262 **Section 6. Graduate Council**

- 263 (a) The Graduate Council consists of the dean of the college, a designated associate dean
 264 who serves as chair, one member of the graduate faculty from each department offering a
 265 graduate degree, and four (4) graduate student members. The chair of the committee
 266 appoints a secretary to keep minutes of all meetings.
- 267 (b) The powers and functions of the graduate council are:
- 268 (1) to act as an advisory body to the dean and to the graduate director of the college
 269 on issues related to the college's graduate program, and to assist the graduate
 270 director with routine functions of the graduate program;
- 271 (2) to serve as an advisory body to the faculty of the college on matters related to the
 272 graduate program of the college, particularly with respect to common admission,
 273 retention, and degree requirements and common policies and regulations. The
 274 graduate council makes a report to the faculty of the college on the status of the
 275 graduate program at the spring faculty meeting of the college each year;
- 276 (3) to promote excellence in the college's graduate program by reviewing any
 277 changes in the departmental/school criteria for graduate status and/or procedures
 278 for reviewing the criteria and making a positive or negative recommendation
 279 concerning these matters to the dean. A justification for the recommendation must
 280 accompany it and be sent to the relevant departmental/ school committee and
 281 chair/director.
- 282 (4) to designate each year four (4) of its faculty members and one (1) of its graduate
 283 student members to serve as a graduate petitions board to review final course
 284 grade appeals, academic complaints, and petitions for waivers or variance of
 285 academic policies and make recommendations to the dean in keeping with the
 286 university Policy and Procedures for Student Complaints, Petitions for Policy
 287 Waivers and Variances, and Appeals;

- 288 (5) to receive and study proposals for the creation, discontinuance, or renaming of
289 graduate academic programs and to make such recommendations to the dean of
290 the college as it deems appropriate;
- 291 (c) The Graduate Council meets at least once during each of the three (3) semesters at the
292 call of the graduate director of the college. Additional meetings will be called upon the
293 request of six (11) members of the council. In all of the meetings of the graduate council,
294 a majority constitutes a quorum.
- 295 (d) The Graduate Council instructs the Office of the Dean to distribute to the full faculty for
296 comment any proposal for the creation, discontinuance, or renaming of a graduate degree
297 program or concentration in a timely manner (at least ten business days) prior to a vote of
298 the council.

299 **Section 7. Dean's Advisory Committees on Promotion and Tenure**

- 300 (a) Three Area Promotion and Tenure Committees (Humanities, Natural and Computational
301 Sciences, and Social and Behavioral Sciences) are charged with reviewing the credentials
302 of each candidate for promotion and/or tenure within its respective area and making a
303 recommendation to the dean of the college concerning each candidate. The members of
304 each area committee are elected by the faculty at a faculty meeting.
- 305 (b) The composition of the area committees is as follows:
- 306 (1) To be eligible for membership on an area committee, a faculty member must hold
307 the rank of full professor.
- 308 (2) Each department with two or more professors (excluding the chair) have at least
309 one member on the Area Promotion and Tenure Committee for its area.
- 310 (3) An area committee has the same number of members as the number of
311 departments in the area if the number of departments is odd; if the number of
312 departments is even, the area committee has one additional member. No area
313 committee has more than five members unless there are more than five
314 departments in the area having two or more professors.
- 315 (4) If not all the departments in an area have two or more professors, or if an
316 additional member must be added in order to obtain an odd number of members,
317 at-large members are elected from among all the departments in the area in order
318 to make up the required size of the committee.
- 319 (5) No more than two members from a department may serve on its area committee.
- 320 (6) Members of area committees hold staggered three-year terms.
- 321 (7) Professors who have been elected to area committees must withdraw from their
322 departmental committees on promotion and tenure.

323 Additional information on non-tenure track promotion and review is available at
324 <http://casservice.gsu.edu/tenure-track-faculty-policies/>

325 **Section 8. College Non-Tenure Track Promotion Review Committee**

- 326 (a) The college Non-Tenure Track Promotion Review Committee includes three
327 representatives from each of the academic areas of the college (humanities, natural and
328 computational sciences, and social and behavioral sciences) and one at large
329 representative.
- 330 (b) For each area, there must be at least one tenured faculty member and at least one NTT
331 faculty member at the senior level or above, with a simple majority of the committee's
332 membership being tenured faculty.
- 333 (c) The college committee may operate through a system of subcommittees that initially
334 review and evaluate each candidate's credentials. All final recommendations must be
335 made by the committee of the whole. The committee of the whole must meet to discuss
336 and vote on its final recommendation. Faculty of equal or lower rank to the candidate's
337 current rank may not vote on the final recommendation of the committee of the whole.
- 338 (d) The members of the committee are elected by the faculty at a faculty meeting. Members
339 of the committee hold staggered three-year terms.

340 Additional information on non-tenure track promotion and review is available at
341 <http://casservice.gsu.edu/nt-policies/>.

342 **Section 10. Promotion and Review Procedures Committee**

343 The college Promotion and Review Procedures Committee considers and approves all changes to
344 the College of Arts and Sciences Promotion and Tenure Manual, departmental promotion and
345 tenure manuals, non-tenure track review and promotion documents, and related policy
346 documents. The Promotion and Review Procedures Committee is composed of all of the faculty
347 members of the College Executive Committee and four chairs elected to two-year terms by the
348 Chairs' Council. The committee is chaired by the dean of the college and meets periodically to
349 discuss college faculty review manuals and documents and to determine whether changes are
350 needed.

351 **ARTICLE IX. DEPARTMENTS, SCHOOLS, AND INSTITUTES**

352 **Section 1.** The college may be divided into departments, schools, and institutes (hereafter
353 referred to as departments) for the purpose of implementing and conducting programs in
354 instruction, research, and service. Departments are organized and operated in a manner
355 consistent with the *Statutes* of the university and the policies of the Board of Regents.

356 In order to create or eliminate a department there must be:

- 357 (a) an ad hoc fact-finding committee appointed by the executive committee to review the
358 situation and submit a report to the executive committee; and
- 359 (b) open hearings, after which the executive committee submits a recommendation to the
360 dean.

361 **Section 2.**

362 When a department chair's position becomes vacant, the dean, in consultation with the executive
363 committee of the department, appoints an advisory committee that assists the dean in the search
364 for a new chair.

365 **Section 3.**

366 Each department is governed by a set of bylaws. Departmental bylaws must be approved by the
367 unit faculty. Subsequently, the college Bylaws Committee will review department bylaws and
368 make recommendations to the dean for their amendment and/or approval. The final approval of
369 department bylaws is the responsibility of the dean. Departmental bylaws should be reviewed
370 periodically to ensure that they are consistent with the policies and practices of the college and
371 university.

372 **Section 4.**

373 Each department holds at least one (1) regular faculty meeting during each semester of the
374 academic year at a time and place to be determined by the department chair.

375 **Section 5.**

376 (a) Each department has an executive committee, chaired by the department chair, to share in
377 the governance of the department. The executive committee consists of voting members
378 who are tenured or tenure-track faculty in the department, within the range of between
379 two and no more than the greater of eight members or twenty percent of the department's
380 full-time faculty. Tenured or tenure track faculty in key administrative roles may serve as
381 non-voting ex-officio members. Committee size (within the prescribed range of voting
382 members), structure, and term of service is determined by a vote of the full-time faculty.
383 The department chair may appoint faculty or staff members to serve in a non-voting
384 advisory capacity to the committee.

385 (b) The executive committee is elected at-large . Any departures from this requirement must
386 be approved by a majority of departmental tenured and tenure-track faculty and by the
387 Executive Committee of the college.

388 (c) The selection of the committee is made annually by secret ballot. Election is by a
389 majority of votes from those present for the election. The dean of the college must
390 approve eligibility requirements for voting by those who are not full-time tenured or
391 tenure-track faculty.

392 (d) The duties of the committee is to advise and consult with the chair in departmental
393 governance including the following matters:

394 (1) goals in instruction, research, and service;

395 (2) policies and procedures;

396 (3) work loads;

- 397 (4). annual budget;
398 (5) merit raises for faculty;
399 (6). recruitment of faculty;
400 (7). allocation of space and equipment; and
401 (8). committee structure in the department and procedures for selecting members of
402 committees.
- 403 (e) The executive committee must meet at least once each semester and report its actions to
404 the departmental faculty by distributing minutes of its deliberations.

405 **ARTICLE X. CHAIRS COUNCIL**

406 **Section 1.**

407 In addition to elected committees, the college has a council of department chairs and
408 school/institute directors (Chairs Council). The council meets at least each semester of the
409 academic year at a time and place to be determined by the dean. The dean or his/her designated
410 representative presides over all meetings of the council. The dean may designate a secretary to
411 keep the minutes of meetings. The dean may appoint faculty or staff members to serve in a non-
412 voting advisory capacity to the council. A majority of the chairs and directors constitutes a
413 quorum, and all decisions are by majority vote. The duties of the council are:

- 414 (a) to act as an advisory body to the dean;
415 (b) to consider and, when necessary, take action on matters presented by the dean; and
416 (c) to make recommendations to standing committees of the faculty.

417 **ARTICLE XI. GRADUATE STUDIES**

418 **Section 1. General Considerations**

419 Each department within the College of Arts and Sciences offering a graduate degree has a
420 graduate faculty. As described in Article VIII above, there is a Graduate Council of the college
421 composed of faculty members holding graduate faculty membership within their respective
422 departments, and the curriculum and bylaws committees of the college have graduate faculty
423 representation.

424 The dean appoints an assistant or associate dean of the college with faculty rank to serve as the
425 graduate director of the college.

426 **Section 2. Graduate Faculty**

427 Each department of the college offering a graduate degree has a graduate faculty composed of
428 the chair of the department and those members of the department who satisfy the departmental
429 criteria for graduate faculty membership and who have been appointed by the provost and the
430 dean to the graduate faculty. The criteria for graduate faculty membership and procedures for

431 review of graduate faculty status are described in the college Graduate Faculty Policy
432 (http://casservice.gsu.edu/files/2016/02/as_grad-faculty.pdf).

433 **ARTICLE XII. AMENDMENTS**

434 **Section 1.**

435 These Bylaws may be amended in the following manner:

- 436 (a) the bylaws committee may propose amendments at any faculty meeting;
- 437 (b) a faculty member may propose amendments at any faculty meeting, but the proposed
438 amendments are referred without debate to the bylaws committee for its consideration
439 and recommendation. A faculty member may also send amendments in writing with a
440 letter of transmittal to the chair of the bylaws committee for the committee's
441 consideration and recommendation. After holding open hearings, the bylaws committee
442 submits its recommendations, along with the proposed amendments, to the faculty at its
443 next regular meeting;
- 444 (c) all proposals for amendment made by the bylaws committee and all recommendations on
445 proposed amendments received from other sources are submitted by the committee,
446 through the dean, to each member of the faculty at least two (2) weeks prior to the regular
447 faculty meeting; and
- 448 (d) all proposed amendments submitted to the faculty become a part of the bylaws upon
449 being approved by two-thirds (2/3) of the faculty in a meeting where consideration of
450 amendments is a part of the order of business.

- Approved: November 14, 1978 (Approved by Administrative Council February 9, 1979; by
President Langdale February 15, 1979)
- Amended: January 1986
- Amended: February 1987 (Amendments approved by Administrative Council and the
President April, 1987.)
- Amended: May 1992
- Amended: October 1993
- Amended: May 1994
- Amended: May 1995
- Amended: February 2003
- Amended: February 2004
- Amended: November 2006
- Amended: April 2008
- Amended: September 2009

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Amended: November 2012
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