

**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](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 receive proposals for any changes in course offerings and curricular  
191 requirements and to forward to the faculty those proposals considered appropriate;
- 192 (3) to forward to the faculty a report on each approved proposal that delineates how  
193 the proposal affects (a) the core curriculum, (b) the department submitting the  
194 proposal, and (c) other departments; and
- 195 (4) to authorize experimental courses on a trial basis for a period not to exceed one  
196 (1) year. As soon as possible after the course has been offered the committee  
197 reviews the course and report its findings to the faculty.

## 198 **Section 3. Bylaws Committee**

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

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

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

## 209 **Section 4. Faculty Awards Committee**

210 (a) The Faculty Awards Committee is composed of five (5) faculty and two (2) student  
211 members. The committee meets at least once each semester of the academic year.

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

- 213 (1) to establish qualifications and nominating procedures for all faculty awards  
214 recognized by the College of Arts and Sciences;
- 215 (2) to select the recipients of all awards approved by the college; and
- 216 (3) to consider new awards or other means of honoring outstanding faculty.
- 217 (c) Although final award selection is the responsibility of the committee, it may establish  
218 sub-committees with membership beyond that of the standing committee for the purpose  
219 of selecting finalists for faculty awards.

## 220 **Section 5. Undergraduate Council**

- 221 (a) The Undergraduate Council consists of the dean of the college, a designated associate  
222 dean who serves as chair, one faculty member elected from and by each department,  
223 school, and institute with an undergraduate degree program, and four (4) undergraduate  
224 student members. The chair of the committee appoints a secretary to keep minutes of all  
225 meetings.
- 226 (b) The powers and functions of the Undergraduate Council are:
- 227 (1) to act as an advisory body to the dean of the college on issues related to the  
228 college's undergraduate programs;
- 229 (2) to serve as an advisory body to the faculty of the college on matters related to the  
230 undergraduate program of the college, particularly with respect to retention and  
231 common policies and regulations. The undergraduate council makes a report to  
232 the faculty of the college on the status of the undergraduate programs at the spring  
233 faculty meeting of the college each year;
- 234 (3) to seek ways to evaluate and improve undergraduate instruction in the College of  
235 Arts and Sciences, and to make appropriate recommendations to the faculty.
- 236 (4) to receive and study proposals for the creation, discontinuance, or renaming of  
237 undergraduate academic programs and to make such recommendations to the dean  
238 of the college as it deems appropriate;
- 239 (5) to designate each year four (4) faculty and two (2) students members to an  
240 undergraduate petitions board whose duties are to review final course grade  
241 appeals, academic complaints, and petitions for waivers or variance of academic  
242 policies and make recommendations to the dean in keeping with the university  
243 Policy and Procedures for Student Complaints, Petitions for Policy Waivers and  
244 Variances, and Appeals;
- 245 (6) To designate each year the membership of the Interdisciplinary Studies  
246 subcommittee. Membership on the subcommittee may include members who are  
247 not Undergraduate Council representatives (e.g., BIS concentration coordinators).  
248 The chair of the subcommittee will be appointed by the dean.

249 (c) The Undergraduate Council meets at least once each semester of the academic year at the  
250 call of the dean (or his/her designated representative). Additional meetings may be called  
251 upon the request of six (6) members of the council. In all of the meetings of the  
252 undergraduate council, a majority constitutes a quorum.

253 (d) The Undergraduate Council instructs the Office of the Dean to distribute to the full  
254 faculty for comment any proposal for the creation, discontinuance, or renaming of an  
255 undergraduate degree program or concentration in a timely manner (at least ten business  
256 days) prior to a vote of the council.

## 257 **Section 6. Graduate Council**

258 (a) The Graduate Council consists of the dean of the college, a designated associate dean  
259 who serves as chair, one member of the graduate faculty from each department offering a  
260 graduate degree, and four (4) graduate student members. The chair of the committee  
261 appoints a secretary to keep minutes of all meetings.

262 (b) The powers and functions of the graduate council are:

263 (1) to act as an advisory body to the dean and to the graduate director of the college  
264 on issues related to the college's graduate program, and to assist the graduate  
265 director with routine functions of the graduate program;

266 (2) to serve as an advisory body to the faculty of the college on matters related to the  
267 graduate program of the college, particularly with respect to common admission,  
268 retention, and degree requirements and common policies and regulations. The  
269 graduate council makes a report to the faculty of the college on the status of the  
270 graduate program at the spring faculty meeting of the college each year;

271 (3) to promote excellence in the college's graduate program by reviewing any  
272 changes in the departmental/school criteria for graduate status and/or procedures  
273 for reviewing the criteria and making a positive or negative recommendation  
274 concerning these matters to the dean. A justification for the recommendation must  
275 accompany it and be sent to the relevant departmental/ school committee and  
276 chair/director.

277 (4) to designate each year four (4) of its faculty members and one (1) of its graduate  
278 student members to serve as a graduate petitions board to review final course  
279 grade appeals, academic complaints, and petitions for waivers or variance of  
280 academic policies and make recommendations to the dean in keeping with the  
281 university Policy and Procedures for Student Complaints, Petitions for Policy  
282 Waivers and Variances, and Appeals;

283 (5) to receive and study proposals for the creation, discontinuance, or renaming of  
284 graduate academic programs and to make such recommendations to the dean of  
285 the college as it deems appropriate;

286 (c) The Graduate Council meets at least once during each of the three (3) semesters at the  
287 call of the graduate director of the college. Additional meetings will be called upon the



288 request of six (11) members of the council. In all of the meetings of the graduate council,  
289 a majority constitutes a quorum.

290 (d) The Graduate Council instructs the Office of the Dean to distribute to the full faculty for  
291 comment any proposal for the creation, discontinuance, or renaming of a graduate degree  
292 program or concentration in a timely manner (at least ten business days) prior to a vote of  
293 the council.

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

295 (a) Three Area Promotion and Tenure Committees (Humanities, Natural and Computational  
296 Sciences, and Social and Behavioral Sciences) are charged with reviewing the credentials  
297 of each candidate for promotion and/or tenure within its respective area and making a  
298 recommendation to the dean of the college concerning each candidate. The members of  
299 each area committee are elected by the faculty at a faculty meeting.

300 (b) The composition of the area committees is as follows:

301 (1) To be eligible for membership on an area committee, a faculty member must hold  
302 the rank of full professor.

303 (2) Each department with two or more professors (excluding the chair) have at least  
304 one member on the Area Promotion and Tenure Committee for its area.

305 (3) An area committee has the same number of members as the number of  
306 departments in the area if the number of departments is odd; if the number of  
307 departments is even, the area committee has one additional member. No area  
308 committee has more than five members unless there are more than five  
309 departments in the area having two or more professors.

310 (4) If not all the departments in an area have two or more professors, or if an  
311 additional member must be added in order to obtain an odd number of members,  
312 at-large members are elected from among all the departments in the area in order  
313 to make up the required size of the committee.

314 (5) No more than two members from a department may serve on its area committee.

315 (6) Members of area committees hold staggered three-year terms.

316 (7) Professors who have been elected to area committees must withdraw from their  
317 departmental committees on promotion and tenure.

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

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

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

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

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

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

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

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

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

- 352 (a) an ad hoc fact-finding committee appointed by the executive committee to review the  
353 situation and submit a report to the executive committee; and
- 354 (b) open hearings, after which the executive committee submits a recommendation to the  
355 dean.

356 **Section 2.**

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

360 **Section 3.**

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

367 **Section 4.**

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

370 **Section 5.**

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

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

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

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

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

390 (2) policies and procedures;

391 (3) work loads;

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

## 400 **ARTICLE X. CHAIRS COUNCIL**

### 401 **Section 1.**

402 In addition to elected committees, the college has a council of department chairs and

403 school/institute directors (Chairs Council). The council meets at least each semester of the

404 academic year at a time and place to be determined by the dean. The dean or his/her designated

405 representative presides over all meetings of the council. The dean may designate a secretary to

406 keep the minutes of meetings. The dean may appoint faculty or staff members to serve in a non-

407 voting advisory capacity to the council. A majority of the chairs and directors constitutes a

408 quorum, and all decisions are by majority vote. The duties of the council are:

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

## 412 **ARTICLE XI. GRADUATE STUDIES**

### 413 **Section 1. General Considerations**

414 Each department within the College of Arts and Sciences offering a graduate degree has a

415 graduate faculty. As described in Article VIII above, there is a Graduate Council of the college

416 composed of faculty members holding graduate faculty membership within their respective

417 departments, and the curriculum and bylaws committees of the college have graduate faculty

418 representation.

419 The dean appoints an assistant or associate dean of the college with faculty rank to serve as the

420 graduate director of the college.

### 421 **Section 2. Graduate Faculty**

422 Each department of the college offering a graduate degree has a graduate faculty composed of

423 the chair of the department and those members of the department who satisfy the departmental

424 criteria for graduate faculty membership and who have been appointed by the provost and the

425 dean to the graduate faculty. The criteria for graduate faculty membership and procedures for

426 review of graduate faculty status are described in the college Graduate Faculty Policy  
427 ([http://casservice.gsu.edu/files/2016/02/as\\_grad-faculty.pdf](http://casservice.gsu.edu/files/2016/02/as_grad-faculty.pdf)).

## 428 **ARTICLE XII. AMENDMENTS**

### 429 **Section 1.**

430 These Bylaws may be amended in the following manner:

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

Amended: April 2010  
Amended: November 2012  
Amended: February 2014  
Amended: April 2014  
Amended: February 2017