

STAFF COMMITTEES
College of Arts and Sciences
Georgia State University

A. STAFF EXECUTIVE COMMITTEE

Section 1.

The staff executive committee shall be composed of the dean and thirteen (13) voting members. The College Administrative Officer and the Director of Personnel shall be ex officio members of the committee. The chairs of the two standing committees will also serve as ex officio members of the staff executive committee if they are not already elected members.

Section 2.

- a. The representatives on the staff executive committee shall be nominated from within the college and elected by the staff at the regular staff meeting in the spring semester.

Nominations for vacancies on the staff executive committee shall be accepted from the college at large. The names of staff shall be forwarded to the College Personnel Office to be placed on the ballot. All staff present at the designated staff meeting may vote for candidates. Each staff member who casts a ballot shall vote for one candidate for each open position. For each position a majority of votes cast shall be required to elect.

- b. The representatives on the staff executive committee shall serve for terms of two (2) years, but their terms shall be staggered so that the terms of not more than seven (7) members shall expire at the same time.

Section 3.

Unexpected vacancies on the staff executive committee shall be filled by election at the next spring semester staff meeting following the occurrence of the vacancy. If multiple vacancies would leave the executive committee with less than a quorum of seven (7) members for more than one (1) month, the Dean shall appoint representatives to serve until the next spring semester staff meeting.

Section 4.

Each year the staff executive committee shall elect a vice chair, who shall preside over the committee in the dean's absence and report to the staff as stipulated in Section 7(c).

Section 5.

The staff executive committee shall meet regularly and not less than once a semester at the call of the dean. The dean or his/her designated representative shall preside over all meetings of the committee. Upon receipt of a petition signed by seven (7) members of the executive committee, the dean shall call a special meeting of the committee.

Section 6.

In all meetings of the executive committee a quorum of seven (7) voting members must be present in order for business to be conducted. All decisions of the committee shall be by majority vote.

Section 7.

The duties and responsibilities of the staff executive committee are:

- a. to act as an advisory body to the dean;
- b. to discuss policies and procedures related to salary equity, raises, performance evaluations and other issues relevant to the staff;
- c. to review any items submitted by the dean and/or staff members;
- d. to report its actions at each regular meetings of the staff;
- e. to supervise all elections for members of standing committees;
- f. to make nominations, which can be supplemented by nominations from the floor, for each vacant position on standing committees;
- g. to report any advancement opportunities within the college and/or university;
- h. to develop and implement an annual staff awards process for the college.

B. STAFF STANDING COMMITTEES

Section 1.

The duties of the standing committees shall be:

- a. to focus on issues of concern identified by the committee and by the College of Arts and Sciences Staff Executive Committee;
- b. to deliberate on issues and develop recommendations for action; and to have the chair make a report at each meeting of the Executive Committee.

Section 2.

- a. Each standing committee shall have a minimum of 5 and a maximum of 9 members.
- b. The representatives on the staff standing committees shall be nominated from within the college and elected by the staff in the Spring semester.
- c. The representatives on the staff standing committees shall serve for terms of two (2) years, but their terms shall be staggered so that the terms of not more than five (5) members shall expire at the same time.
- d. If a vacancy occurs on a standing committee, the Staff Executive Committee will select a replacement to complete the term.
- e. Standing committees shall meet at least twice per semester.

- f. The chair for each committee shall be at least a second year member or a member with prior experience serving on the committee, who is elected by the members of the committee. The chair shall also occupy a seat on the staff executive committee as an ex officio member or as a voting member if also elected to that committee.

Section 3.

Staff Standing Committees of the College of Arts and Sciences are as follows:

- a. Mentoring and Morale: The duties of the committee shall be to develop and implement programs that provide staff with opportunities to interact with peers from across the college. These activities may include mentoring programs, orientations, social events, and other networking opportunities. The committee will regularly collect items that can be used to recognize and award staff achievement.
- b. Professional Development: The duties of the committee shall be to investigate ways in which the staff can benefit from training programs and to make recommendations to the Executive Committee. The committee shall address such issues as career and professional development, employee relations, and basic skills development. A goal of the committee would be to take a leading role in the approval process for the college's Staff Development Fund. The committee shall also be responsible for notifying staff members of other professional development opportunities available throughout the university.

Approved by the Staff of the College, November 2001

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