

## SECTION II

### ORGANIZATION AND ADMINISTRATION OF THE COLLEGE

#### A. ORGANIZATION OF THE COLLEGE ADMINISTRATION

To carry out its mission and purpose, Waycross College is organized into three major areas of responsibility under the supervision of the President (who is directly responsible to the Chancellor of the University System), and under the leadership of the following administrators:

The Vice President and Dean of Academic and Student Services  
The Vice President for Business Affairs  
The Director of Development and Community Services

These administrators (whose specific duties are described in the Statutes) are responsible for the areas assigned to them and report directly to the President. The organizational chart in the Statutes shows the lines of authority and responsibility among the administrative, faculty and staff members of the College.

#### B. THE FACULTY

The faculty consists of the President, the Vice President and Dean of Academic and Student Services, the Vice President for Business Affairs, the Director of Institutional Research, the Director of Student Life, the Coordinator of Guidance, Testing, and Student Development Services, the Director of Admissions, Financial Aid, and Student Records, the Director of Development and Community Services, the Director of Library Services, and the corps of instruction (including duly certified librarians) as set forth in the Policy Manual of the Board of Regents. Each faculty member is responsible to the Chairperson of the Division for carrying out the instructional responsibilities (See Statutes for specific responsibilities of teaching faculty).

#### C. FACULTY COMMITTEES

The work of the faculty is accomplished through a system of committees. The committee structure and functions are described in detail in the Statutes.

#### D. FACULTY MEETINGS

The faculty shall meet at least once each semester and at such other times as may be necessary or desirable. A secretary for the faculty, to be appointed by the Vice President and Dean, shall record the minutes of the meetings.

The President shall be Chairperson of the Faculty. The Vice President and Dean of Academic and Student Services shall be Vice-Chairperson and ex-officio secretary of the faculty and shall cause the actions of the faculty to be recorded and preserved in a permanent record. The secretary shall also ensure that reasonable notification be given all members of the faculty of the call of a faculty meeting, and circulate copies of the official minutes of faculty meetings to members of the faculty.

The Agenda for Faculty Meetings is formulated by the Vice President and Dean; items to be placed on the Agenda should be submitted to the Vice President and Dean in writing one week prior to the scheduled meetings.

#### E. ACADEMIC DIVISIONS

The instructional program of the College is organized as follows:

Mathematics, Business, & Physical Education Division  
Humanities/Learning Support Division  
Social and Natural Sciences Division

The Chairpersons of the Divisions, under the supervision of the Vice President and Dean, are responsible for supervising instructional and clerical personnel and for administering programs in their Divisions.