

STATUTES

OF

WAYCROSS

COLLEGE

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INTRODUCTORY STATEMENT

This document is a compilation of the policies which govern the operation of Waycross College. These policies and procedures, which are in accord with the policies of the Board of Regents, reflect the philosophy and purposes of the College and delineate the administrative structure for promoting the College's educational programs.

The Catalog, Faculty Handbook, Student Handbook, Classified Employees Handbook, and other College publications provide detailed information about specific areas of operation and should be used in conjunction with the Statutes.

These Statutes are at all times expressly subject to and must be in accordance with the Bylaws and Policies of the Board of Regents of the University System of Georgia.

MISSION STATEMENT OF WAYCROSS COLLEGE

As a unit of the University System of Georgia, Waycross College is a student-centered institution of higher education committed to instructional excellence. The college provides accessible, affordable, high quality educational opportunities for all southeast Georgians in a diverse and dynamic campus environment through a comprehensive range of programs and services:

- Associate degrees that prepare students for careers and transfer
- Partnerships and collaborative programs with other institutions
- Certificate and career preparation programs
- Educational support services
- Lifelong learning educational programs
- Public service

Approved by the Faculty
November 16, 2004

Approved by the Board of Regents
January 12, 2005

I. ADMINISTRATIVE ORGANIZATION

SECTION 1. THE UNIVERSITY SYSTEM OF GEORGIA

Waycross College is an Associate Degree College of the University System of Georgia, which is governed by the Board of Regents. (Bylaws, Board of Regents, I.6)

SECTION 2. OFFICERS OF ADMINISTRATION

A. PRESIDENT

The President is responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor.

B. VICE PRESIDENT AND DEAN FOR ACADEMIC AFFAIRS

The Vice President and Dean for Academic Affairs is responsible to the President for the development and administration of all academic affairs, serving as the chief academic officer of the College.

C. VICE PRESIDENT FOR ENROLLMENT AND STUDENT SERVICES

The Vice President for Enrollment and Student Services is responsible to the President for the development, organization, and administration of Admissions, Student Life and Student Records.

D. VICE PRESIDENT FOR BUSINESS AFFAIRS

The Vice President for Business Affairs is responsible to the President for administering the fiscal matters and physical facilities of the College.

E. DIRECTOR OF COMPUTER SERVICES

The Director of Computer Services is responsible to the Vice President for Business Affairs for managing and directing administrative and academic computing and other technology operations.

F. DIRECTOR OF DEVELOPMENT AND COMMUNITY SERVICES

The Director of Development and Community Services is responsible to the President for administering the Development and Community Services programs.

G. DIRECTOR OF FINANCIAL AID

The Director of Financial Aid is responsible to the Vice President for Business Affairs and assists in the development, supervision, and administration of all services related to student financial aid.

H. DIRECTOR OF INSTITUTIONAL RESEARCH

The Director of Institutional Research is responsible to the President for identifying, analyzing and reporting data for the assessment of institutional effectiveness, strategic planning and report preparation for external agencies and internal constituencies.

I. DIRECTOR OF LIBRARY SERVICES

The Director of Library Services is responsible to the Vice President and Dean for Academic Affairs and coordinates and supervises the activities within the library.

J. DIRECTOR OF PHYSICAL PLANT

The Director of Physical Plant is responsible to the Vice President for Business Affairs for managing the operations and maintenance of campus physical facilities.

K. ASSISTANT DIRECTOR FOR ADMISSIONS

The Assistant Director for Admissions is responsible to the Vice President for Enrollment and Student Services and assists in the development, supervision and administration of all services related to admissions.

L. ASSISTANT DIRECTOR FOR STUDENT RECORDS

The Assistant Director for Student Records is responsible to the Vice President for Enrollment and Student Services and assists in the development, supervision, and administration of all services related to student records.

M. ASSISTANT DIRECTOR FOR STUDENT LIFE

The Assistant Director for Student Life is responsible to the Vice President for Enrollment and Student Services for the development, coordination and evaluation of guidance services, for planning, conducting and evaluating the college testing program, and for assigned student services programs.

N. ASSISTANT DIRECTOR FOR STUDENT SUPPORT

The Assistant Director for Student Support is responsible to the Vice President for Enrollment and Student Services for the areas of the Academic Support Center (ASC), the Postsecondary

Readiness Enrichment Program (PREP), and the Minority Advising Program (MAP).

O. BOOKSTORE MANAGER

The Bookstore Manager is responsible to the Vice President for Business Affairs for managing the operations of the Bookstore.

Complete position descriptions for all officers of administration are available from the Office of Human Resources.

SECTION 3. INSTRUCTIONAL ORGANIZATION

A. ACADEMIC DIVISIONS

The academic program of Waycross College is administered through two academic divisions as indicated:

Division of the Arts
Division of the Sciences

B. DIVISION CHAIRS

Each Division Chair is responsible to the Vice President and Dean for Academic Affairs for all academic/instructional matters in that division.

C. COORDINATOR OF TEACHER EDUCATION PROGRAMS

The Coordinator of Teacher Education Programs is responsible to the Division Chair of the Arts for the coordination of curricula related to certificate and degree programs in teacher education including cooperative teacher education programs with four-year colleges and universities.

D. CAMPUS COORDINATOR OF INTERNATIONAL STUDIES PROGRAMS

The Campus Coordinator of International Studies Programs is responsible to the Division Chair of the Sciences for the coordination of curricula related to International Studies and Study Abroad programs and activities.

II. COLLEGE GOVERNANCE

College governance is accomplished through the administrative structure outlined in the previous Article and through a committee structure designed to involve faculty and students in decisions which affect the College's educational mission and programs.

On all standing, advisory and special committees, terms of appointment for faculty shall be as follows:

Where three (3) faculty members are involved, one shall be appointed for a three (3)-year term; one for a two (2)-year term; and one for a one (1)-year term.

Where two (2) faculty members are involved, one shall be appointed for a two (2)-year term and one for a one (1)-year term.

Where only one (1) faculty member is involved, the appointment shall be for a one (1)-year term.

Students shall be recommended to the President by the Vice President for Enrollment and Student Services.

Copies of the minutes of committee meetings shall be distributed to committee members, the Vice President and Dean for Academic Affairs, and the President.

SECTION 1. STANDING COMMITTEES

A. COLLEGE PLANNING COUNCIL

1. Purpose

The purpose of the College Planning Council is to: (1) provide leadership in College planning/assessment activities designed to assist the College in accomplishing its mission/purpose; (2) assist the faculty, administration and individual units/divisions in developing planning/assessment activities and procedures that will document institutional and program effectiveness on an annual basis; (3) review and comment upon completed assessments; and (4) review, recommend revisions to unit/division plans and forward completed plans to the President with recommendations, if any.

2. The College Planning Council shall have the following functions:

- a. Provide appropriate leadership to encourage, support and achieve a self-renewing College-wide planning/assessment process that assists the institution in accomplishing its mission.
- b. Assist the College in continuously developing and adjusting the institution's strategies to coincide with changing conditions and circumstances to maximize institutional effectiveness.

- c. Assist and support all units and the institution as a whole in regular, continual review of unit/institutional goals and action plans to ensure ongoing, current planning and assessment.
 - d. Assist and support the College and all of its administrative/instructional units in managing needed change and assessment to improve ongoing functions and achieve institutional mission and related goals.
3. Membership shall consist of:

Chair, a faculty member selected by the Committee annually from its membership; Vice President and Dean for Academic Affairs; Vice President for Business Affairs; Vice President for Enrollment and Student Services; Director of Development and Community Services; Director of Institutional Research; Director of Library Services; Division Chairs; Director of Computer Services; one faculty representative at large; a non-faculty College employee appointed by the President; one student representative; one school or community representative appointed by the President; and other members deemed desirable by the President and the Committee.

B. EXECUTIVE COUNCIL

1. Purpose

The purpose of the Executive Council is to represent the faculty and serve in an advisory capacity to the President of the College on all academic matters. As the Committee on Committees, it assists the President in formulating and coordinating the activities of standing, advisory and ad hoc committees.

2. The Executive Council shall have the following functions:

- a. Recommend to the President for appointment by him/her, candidates for membership on standing and advisory committees.
- b. Recommend to the President the appointment of ad hoc committees when deemed appropriate.
- c. Receive reports from standing and ad hoc committees and make appropriate recommendations based on these reports. When the committee deems that faculty action is appropriate, committee reports shall be presented to the faculty. The Executive Council may take one of the following actions:
 - (1) Report the action or request to the faculty with a favorable recommendation;
 - (2) Report the action or request to the faculty with an unfavorable recommendation;
 - (3) Report the action or request to the faculty with no recommendation;

- (4) Send a report back to the committee for further study, or with specific instructions for other consideration.
 - d. Recommend to standing committees any areas of study deemed necessary and appropriate.
3. Membership shall consist of:
- Chair, Vice President and Dean for Academic Affairs; one faculty representative from each academic division; one faculty representative at large; a non-faculty College employee appointed by the President; one student representative; President, ex officio.

C. ACADEMIC POLICIES COMMITTEE

1. Purpose

The purpose of the Academic Policies Committee is to establish policies which will implement the educational goals stated in the purpose of the College, to evaluate academic policies and procedures, and to recommend appropriate changes.

2. The Academic Policies Committee shall have the following functions:

- a. To examine and evaluate programs of study and curriculum and to make recommendations to the Executive Council.
- b. To review admission standards and procedures and to make recommendations to the Executive Council.
- c. To review placement programs and administrative procedures and to make appropriate recommendations to the Executive Council.
- d. To review academic standards as they relate to student performance and to make recommendations to the Executive Council.
- e. To review academic policies and make recommendations to the Executive Council.
- f. To appoint, at the request of the President, three faculty members from this Committee to review student appeals relating to admissions and academic exclusions and to make recommendations to the President.

3. Membership shall consist of:

Chair, a faculty member to be selected by the Committee from its membership; Vice President and Dean for Academic Affairs; Vice President for Enrollment and Student Services; one faculty representative from each academic division and one faculty representative at large; a non-faculty College employee appointed by the President; two student representatives; President, ex officio. The Learning Support Director serves as a resource to this committee.

D. COMMITTEE ON FACULTY

1. Purpose

The purpose of the Committee on Faculty is to study matters that affect the faculty and make recommendations to the administration and to develop and promote plans for improving instruction throughout the College.

2. The functions of the Committee on Faculty shall be to:

- a. Receive and consider matters of faculty concern and make recommendations to the faculty and administration.
- b. Determine and convey faculty consensus on matters as requested by the President.
- c. Schedule, in consultation with the Vice President and Dean for Academic Affairs, on a regular basis, workshops designed to improve instruction and the instructional program.
- d. Solicit ideas from the faculty and other personnel to utilize in its committee work.
- e. Upon the request of the President, designate two members from this committee to serve, with the Vice President for Business Affairs, as the Intellectual Properties Committee to advise the President and recommend the rights and equities in intellectual property created by faculty, staff or students of the college.

3. Membership shall consist of:

Chair, a faculty member to be selected by the committee from its membership; the corps of instruction.

4. The procedures of the Committee on Faculty when considering faculty policies shall be that:

- a. Meetings of the Committee may be called by the Chair as needed.
- b. The business of the Committee may be accomplished by the membership or by the corps of instruction or the faculty-at-large serving as a committee of the whole.
- c. In meetings involving faculty other than committee members, the Chair shall furnish the President written notification and a proposed agenda at least one week prior to the scheduled meeting date.
- d. It is the responsibility of the Chair to convey committee recommendations to the President.

E. DISPUTE RESOLUTION COMMITTEE

1. Purpose

The purpose of the Dispute Resolution Committee is to develop policies and procedures which will provide alternative routes to formal college grievance procedures for the resolution of disputes between faculty, staff and/or students. The Committee will assure that all constituencies are aware of dispute resolution alternatives. The Committee will, upon request of the Vice President and Dean for Academic Affairs and/or Vice President for Enrollment and Student Services, serve as an impartial body to hear cases referred to it involving serious infractions of institutional rules by students and will recommend action to the Vice President and Dean for Academic Affairs and/or the Vice President for Enrollment and Student Services.

2. The Dispute Resolution Committee shall have the following functions:

- a. Develop and recommend alternate dispute resolution (ADR) procedures and guidelines for faculty, staff and/or students.
- b. Serve as a source of information and a resource for the Waycross College community and the Alternate Dispute Resolution Liaison regarding disputes.
- c. Develop reports as requested.
- d. Assist the President to identify people to be trained as mediators through Basic Mediation Training.
- e. Assure that information on dispute resolution alternatives is available to faculty, staff and students.
- f. Serve as an impartial body to hear cases referred to it by the Vice President and Dean for Academic Affairs and/or the Vice President for Enrollment and Student Services involving alleged misconduct by students. Guidelines concerning procedures and protection of individual student's rights may be found in detail in the Student Handbook.
 - (1) Two faculty members and one student shall be appointed by the committee chair to hear any case. A person who serves as a mediator for a particular case will not be appointed to hear that same case.
 - (2) Ensure that students accused of misconduct shall be given those procedural guarantees which are consistent with Constitutional requirements, Policies of the Board of Regents, and the right of due process.
 - (3) Provide a written summary of each case along with its recommended action to the Vice President and Dean for Academic Affairs and/or the Vice President for Enrollment and Student Services.

3. Membership shall consist of:

Chair, Alternate Dispute Resolution (ADR) Liaison appointed by the President; one faculty representative from each academic division; a staff representative appointed by the President; two students.

F. GRADUATION COMMITTEE

1. Purpose

To plan all aspects of graduation and to receive suggestions from students and faculty regarding graduation.

2. Membership shall consist of:

The President; the Vice President and Dean for Academic Affairs; the Vice President for Business Affairs; the Vice President for Enrollment and Student Services; the Director of Development and Community Services; a Faculty Marshal elected annually by the faculty; the President of the Student Government Association.

G. MULTICULTURAL COMMITTEE

1. Purpose

The purpose of the Multicultural Committee is to provide leadership and support for practices and programs which reflect cultural, ethnic, racial and religious traditions and heritages.

2. The Multicultural Committee shall have the following functions:

- a. Make suggestions and recommendations to the College.
- b. Provide support to College committees in relation to programs, courses and activities (such as celebrations, observances, entertainment), which reflect cultural, ethnic, racial, and religious traditions and heritages.
- c. Plan and implement programs and activities around Black History Month to increase African-American cultural awareness.

3. Membership

Chair, to be selected by the Committee from its membership; Assistant Director for Student Life; MAP Coordinator; one faculty representative at large; one student representative; a staff representative and a community representative appointed by the President.

SECTION 2. ADVISORY COMMITTEES

A. FACILITIES AND AUXILIARY SERVICES COMMITTEE

1. Purpose

The purpose of the Facilities and Auxiliary Services Committee is to serve as an advisory body to the President and the Vice President for Business Affairs in formulating and promoting plans for campus development and improvement. The committee shall also advise the Vice President for Business Affairs on matters concerning the operation of the Bookstore, Vending Services and the Cafeteria.

2. The Facilities and Auxiliary Services Committee shall have the following functions:

- a. Receive, evaluate, and take appropriate actions on suggestions for campus beautification and/or improvement.
- b. Study matters relating to campus development within the physical master plan and make recommendations to the President through the Vice President for Business Affairs.
- c. Make suggestions and air concerns about operating procedures in the Bookstore, Vending Services and the Cafeteria in order to enhance the services of these operations.

3. Membership shall consist of:

Chair, to be selected by the Committee from its membership; Vice President for Business Affairs; Director of Development and Community Services; Director of Physical Plant; one faculty representative from each division; a faculty-at-large representative; two non-faculty College employees appointed by the President; and one student representative.

B. FINANCIAL AID COMMITTEE

1. Purpose

The Purpose of the Financial Aid Committee is to serve as an advisory body to the Vice President for Business Affairs in formulating policies and in administering the Student Financial Aid Program.

2. The Financial Aid Committee shall have the following functions:

- a. Serve as an advisory body to the Vice President for Business Affairs.
- b. Assist the Vice President for Business Affairs in formulating policies affecting the Student Financial Aid Program of the College.

- c. Decide student appeals relating to removal of financial aid eligibility and make recommendations to the Vice President for Business Affairs. The Vice President shall submit appeals to other committee members for review and shall vote only if fewer than three members are available to vote.
 - d. Serve as a selection committee, upon request, for the recipients of scholarships under the administration of the College and make appropriate recommendations to the Vice President for Business Affairs.
3. Membership shall consist of:

Chair, to be selected by the membership; Vice President for Business Affairs; one faculty representative from each academic division, one faculty representative at large. The Director of Financial Aid serves as a resource to the committee.

C. LIBRARY SERVICES COMMITTEE

1. Purpose

The purpose of the Library Services Committee is to serve as an advisory body to the Director of Library Services in formulating policies and promoting the use of the library.

2. The Library Services Committee shall have the following functions:

- a. Periodically review policies and regulations regarding library usage.
- b. Make recommendations to the Director of Library Services concerning expenditures of funds and acquisitions of books and other learning resource materials.

3. Membership shall consist of:

Chair, a faculty member to be selected by the Committee from its membership; Director of Library Services, who shall serve as secretary; one faculty representative from each academic division; a non-faculty College employee appointed by the President; and two student representatives appointed by the Student Government Association.

D. STUDENT SERVICES COMMITTEE

1. Purpose

The purpose of the Student Services Committee is to serve as an advisory body to the Vice President for Enrollment and Student Services in formulating policies and promoting plans for student services.

2. The Student Services Committee shall have the following functions:

- a. Serve as an advisory body to the Vice President for Enrollment and Student Services.

- b. Study matters relating to student development services and make recommendations to the President through the Vice President for Enrollment and Student Services.
 - c. Assist the Vice President for Enrollment and Student Services in formulating the budget for student activities.
3. Membership shall consist of:

Chair, a faculty member to be selected by the Committee from its membership; Vice President for Enrollment and Student Services; one faculty representative from each academic division; a non-faculty College employee appointed by the President; and student representatives nominated by the Student Government Association and appointed by the President to assure that at least half of the Committee members are students.

SECTION 3. APPOINTED COMMITTEES

A. ATC and OTC ADVISORY COMMITTEE LIAISONS

1. Purpose

The chair of the committee will coordinate member participation in Okefenokee and Altamaha Technical College program advisory committees. Committee members attending program advisory meetings will report on these to the Waycross College members of the AAS Advisory Committees through the Vice President and Dean of Waycross College.

2. Membership

Up to six instructional faculty recommended by the Vice President and Dean.

B. CAMPUS HOMELAND SECURITY COMMITTEE

1. Purpose

The committee responds to federal and state legislation related to homeland security, making recommendations to the President to assure that Waycross College is in compliance.

2. Membership

Chair, appointed by the President from the membership: Vice President for Enrollment and Student Services; Director of Computer Services; Director of Physical Plant; Right-to-Know Coordinator.

C. INSTITUTIONAL RESEARCH COMMITTEE

1. Purpose

To assure that the Southern Association of Colleges and Schools institutional research requirements are met. To review the institutional research process of the institution as it is implemented in support of planning, evaluation and management.

2. Membership

The Director of Institutional Research; the Vice President and Dean of Academic Affairs; Academic Division Chairs.

D. TECH PREP SITE IMPLEMENTATION TEAM

1. Purpose

To stay current on Tech Prep through reports from the Tech Prep/School to Work Coordinator. To inform faculty and professional staff about Tech Prep as a route to the AAS degree. To bring issues of concern to the team chair. The team chair will serve as liaison with the Tech Prep/School to Work Coordinator and complete requested reports.

2. Membership

Chair, AAS faculty advisor; Vice President and Dean; Assistant Director for Admissions; student; Tech Prep/School to Work Coordinator.

E. TECHNOLOGY COMMITTEE

1. Purpose

To prepare the College Two-Year Technology Plan following procedures and guidelines established by the University System Office of Informational and Instructional Technology (O.I.I.T.) and to establish criteria for evaluation of requests for computing hardware and software. To review and approve departmental requests for the purchase of computing hardware and software based on criteria established by the University System O.I.I.T. and the College Technology Plan.

2. Membership

The Vice President for Business Affairs; the Vice President and Dean of Academic Affairs; the Director of Computer Services; a representative from each of the academic divisions; Library; Student Services.

III. THE FACULTY

A. FACULTY MEMBERSHIP

The Faculty shall consist of the corps of instruction and administrative officers with faculty status.

Corps of Instruction

The Corps of Instruction shall consist of full-time professors, associate professors, assistant professors, instructors, and teaching personnel with such other titles as may be approved by the Board of Regents. Full-time research and extension personnel and duly certified librarians shall be included in the corps of instruction on the basis of comparable training.

Administrative Officers with Faculty Status

Administrative Officers with faculty status shall consist of the President; the Vice President and Dean for Academic Affairs; the Vice President for Business Affairs; Vice President for Enrollment and Student Services; the Director of Library Services; the Director of Development and Community Services; and the Director of Institutional Research. (Policies, Board of Regents, 302.03)

B. APPOINTMENT

1. General

All initial faculty appointments and all promotions are recommended by the President and require the concurrence of the Chancellor and the approval of the Board of Regents. These recommendations originate with the Vice President and Dean for Academic Affairs in consultation with the Division Chair.

2. Qualifications for Faculty Appointment

Minimum qualifications for faculty appointments at all academic ranks shall be:

a. Master's degree. Exceptions may be made for:

(1) Persons of special learning and ability.

(2) Promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training.

(3) Temporary emergency appointments.

b. Evidence of ability as a teacher.

- c. Evidence of scholarly competence and activity.
- d. Successful experience. (This must necessarily be waived in the case of beginners who meet all other requirements.)
- e. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations. (Policies, Board of Regents, 803.01)

C. FACULTY RULES AND REGULATIONS

The faculty shall make, subject to the approval of the President of the institution, the Chancellor and the Board of Regents, statutes, rules and regulations for its governance and procedures and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. The faculty shall prescribe rules for the regulation of student publications, athletics, intercollegiate games, musicals, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to the approval of the President of the institution, the Chancellor, and the Board. A copy of the statutes, rules and regulations made by the faculty shall be filed with the Chancellor. (Policies, Board of Regents, 302.06)

D. FACULTY MEETINGS

The faculty shall meet at least once each semester and at such other times as may be necessary or desirable at the discretion of the President. The President of the College shall be chair of the faculty. The Vice President and Dean for Academic Affairs shall be vice-chair and ex officio secretary and shall cause the actions of the faculty to be recorded and preserved in a permanent record.

The agenda for faculty meetings is formulated by the Vice President and Dean for Academic Affairs, with the assistance of the President of the College and the Executive Council.

Items to be placed on the agenda should be submitted in writing to the Vice President and Dean for Academic Affairs one week prior to the scheduled meeting.

The secretary shall ensure that reasonable notification be given all members of the faculty of the call of a faculty meeting.

E. SOME SPECIFIC RESPONSIBILITIES

1. Responsibilities for governance

The faculty shall:

- a. Participate in College governance by serving on various committees and by communicating with faculty representatives on committees.
 - b. When appropriate, act on matters brought before its body from the Executive Council.
2. Responsibility for academic affairs

The faculty shall:

- a. Individually serve on committees of the College.
 - b. Individually serve on ad hoc committees established by the President and/or the Executive Council.
 - c. Contribute to College-wide governance by participation in College affairs.
 - d. Approve the candidates for graduation.
3. Responsibility for student services

The faculty shall:

- a. Cooperate with the administrative officers and College committees in the administration of student services.
 - b. Consider and take action on recommendations brought before its body regarding student services.
4. Instructional responsibilities

At the time of employment, faculty members of Waycross College assume the following responsibilities:

- a. Fulfill assigned instructional responsibilities for classes assigned, with special emphasis on providing quality programs of instruction, from orientation to the discipline through assigning and reporting final grades to the Student Records office.
- b. Provide written communication to students during the first week of each semester on policies regarding course requirements, grading policies, attendance policies, and other relevant information pertaining to instructional matters.
- c. Assist the Division Chair in selecting and ordering textbooks, selecting library books for individual disciplines, and other matters that contribute to the overall quality of the instructional program.

- d. Provide the Division Chair (or other designated person) with a current syllabus of courses he/she teaches prior to the beginning of the semester.
- e. Post and maintain reasonable office hours each term that reflect the teaching schedule, advisement opportunities for students, and other related duties and responsibilities.
- f. Be an active, informed advisor in a program of academic advisement which is cooperatively planned and implemented through the office of the Vice President and Dean for Academic Affairs.
- g. Serve on College-wide, division, or special committees when assigned by the President, the Vice President and Dean for Academic Affairs, or the Division Chair.
- h. Be involved in professional development through study and participation in professional organizations and activities.
- i. Be active in community life by serving in civic, cultural, service, professional, and continuing education programs or organizations.
- j. Attend College-wide functions, faculty meetings, meetings of the division, and commencement exercises in appropriate regalia.
- k. Promptly complete forms and reports as requested by the Vice President and Dean for Academic Affairs.
- l. Be knowledgeable and carry out responsibilities and ethical practices normally assumed by members of the academic profession.
- m. Carry out other duties as may be assigned by the Vice President and Dean for Academic Affairs.

5. Academic freedom and responsibilities

As members of the teaching profession, faculty members are entitled to the academic freedoms involved in intellectual inquiry and dissemination of information through ethical channels. In this context, the teacher may engage in research, writing, and other scholarly pursuits to enhance his/her professional stature and bring credit to the profession and to Waycross College. However, since instruction is the primary responsibility, this aspect of the faculty member's professional life should receive the major portion of his/her time and energy.

In the role of teacher, the faculty member may be viewed as an authority on many subjects. Because of the uniqueness with which the teacher may be viewed by the College community, he/she should be keenly aware of the special obligations and responsibilities his/her position entails.

Consequently, each faculty member must be accurate, should exercise restraint, tact, and good judgment in all situations where affiliations with Waycross College could cast him/her in a role as a representative or spokesperson for the College.

The faculty member should conduct himself/herself publicly and in the institution in a manner that will earn credit for himself/herself, the teaching profession, and the institution where employed. In short, a faculty member should abide by the ethics of the teaching profession.

F. EVALUATION OF FACULTY

The performance of each faculty member will be evaluated against definite and stated criteria, consistent with Regents' Policies and these statutes. The evaluation occurs annually. Waycross College, as part of its evaluation procedures, utilizes a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations. Waycross College conducts in-depth pre-tenure reviews of all faculty in their third year of progress toward tenure. The procedure is available in the Faculty Handbook, III.C. Waycross College conducts post-tenure reviews of all tenured faculty members five years after the most recent promotion or personnel action. Reviews continue at five-year intervals unless interrupted by a further review for promotion. The procedure is available in the Faculty Handbook, III.C. (Policies, Board of Regents, 803.07)

G. TENURE

Waycross College follows the tenure policies of the University System of Georgia. (Policies Board of Regents 803.09)

H. PROMOTION

Minimum criteria for promotion in all professional ranks include:

1. Superior teaching
2. Outstanding service to the institution
3. Academic achievement
4. Professional growth and development

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the chair of the division concerned, setting forth the reasons for promotion.

5. Length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted. (Policies, Board of Regents, 803.08)

I. SALARIES

The Board of Regents receives an annual appropriation from the General Assembly for all phases of its operations. This appropriation may be increased or decreased by the Legislature or the Governor during the period of any fiscal year. Expenditures for operation of the University System are therefore necessarily contingent upon legislative appropriations. In the event that the General Assembly or the Governor at any time reduces the amount of funds appropriated to the Board, the compensation of all employees and other operating expenses may, as a consequence, be correspondingly reduced. It shall, however, be the intent of the Board to maintain current salary commitments insofar as possible to every employee, and the Board will exert its composite influence and best efforts to that end. (Policies, Board of Regents, 803.1401)

J. OUTSIDE ACTIVITIES

A faculty member shall not engage in any occupation, pursuit, or endeavor which will interfere with regular and punctual discharge of his/her official duties. Faculty participation in outside activities, political activities, and/or use of property in political campaigns shall be governed by the policies of the Board of Regents. (Please note Policies, Board of Regents, 802.1602, 802.1603, 914.01)

K. LEAVES FOR PROFESSIONAL PERSONNEL

The president of an institution may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to members of the institution's faculty or administrative staff. (Policies, Board of Regents, 803.15)

In responding to requests for leaves for professional personnel, Waycross College follows the policies of the Board of Regents and supplementary institutional guidelines of the College (Administrative Policies, I.E.)

A faculty member who has been granted a leave with pay shall be required, before beginning the leave, to sign an agreement that the full amount of compensation received while on leave will be returned should the faculty member not return to Waycross College for at least one year of service after the termination of the leave. (Policies, Board of Regents, 803.15)

L. FACULTY GRIEVANCE

Waycross College shall have a Board of Review which provides a means to hear the complaints of College employees (faculty members, professional staff and classified personnel) who have exhausted normal channels, but who have not received satisfaction in the resolution of a grievance.

Grievances heard by the Board of Review shall include, but not be limited to:

1. Complaints reasonably related to terms and conditions of employment, supported by affidavit of the grievant or other credible evidence, when properly and timely filed in accordance with the procedures set forth in Section III.F.6. of the Faculty Handbook.
2. Grievances concerning salary or promotion of any employee or involving the award of tenure or non-renewal of a faculty member, but only when it is reasonably alleged that the action complained of was the result of discrimination based on race, color, sex, religion, creed, national origin, handicap, or age.
3. Any grievance referred to the Board of Review for hearing by the President of Waycross College or the Board of Regents of the University System of Georgia.

Complete grievance procedures are contained in the Faculty Handbook, Section III.F.

M. APPEAL

Any person in the University System for whom no other appeal is provided in the Bylaws, and who is aggrieved by a final decision of the President, may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision. (Bylaws, Board of Regents, Article VIII)

N. EMPLOYMENT AND RESIGNATION OF FACULTY MEMBERS

Waycross College follows the policies of the Board of Regents regarding employment and resignation of faculty members. (Policies, Board of Regents, 803)

O. REMOVAL OF FACULTY MEMBERS

The President may at any time remove a faculty member or other employee of the institution for cause. Cause or grounds for dismissal are set forth in the Policies of the Board of Regents (803.11) and in the Tenure Regulations of the Policies of the Board of Regents.

IV. THE STATUTES, THEIR INTERPRETATION AND AMENDMENT

A. INTERPRETATION

All questions of interpretation of these Statutes and questions concerning the nature and extent of the jurisdiction of the faculty, of the several committees, and of the various administrative officers under these Statutes shall be determined and decided by the President.

B. AMENDMENTS

Proposed amendments to the Statutes may originate with any member of the faculty or by an ad hoc or standing committee.

Proposed amendments must be submitted in writing to the Executive Council.

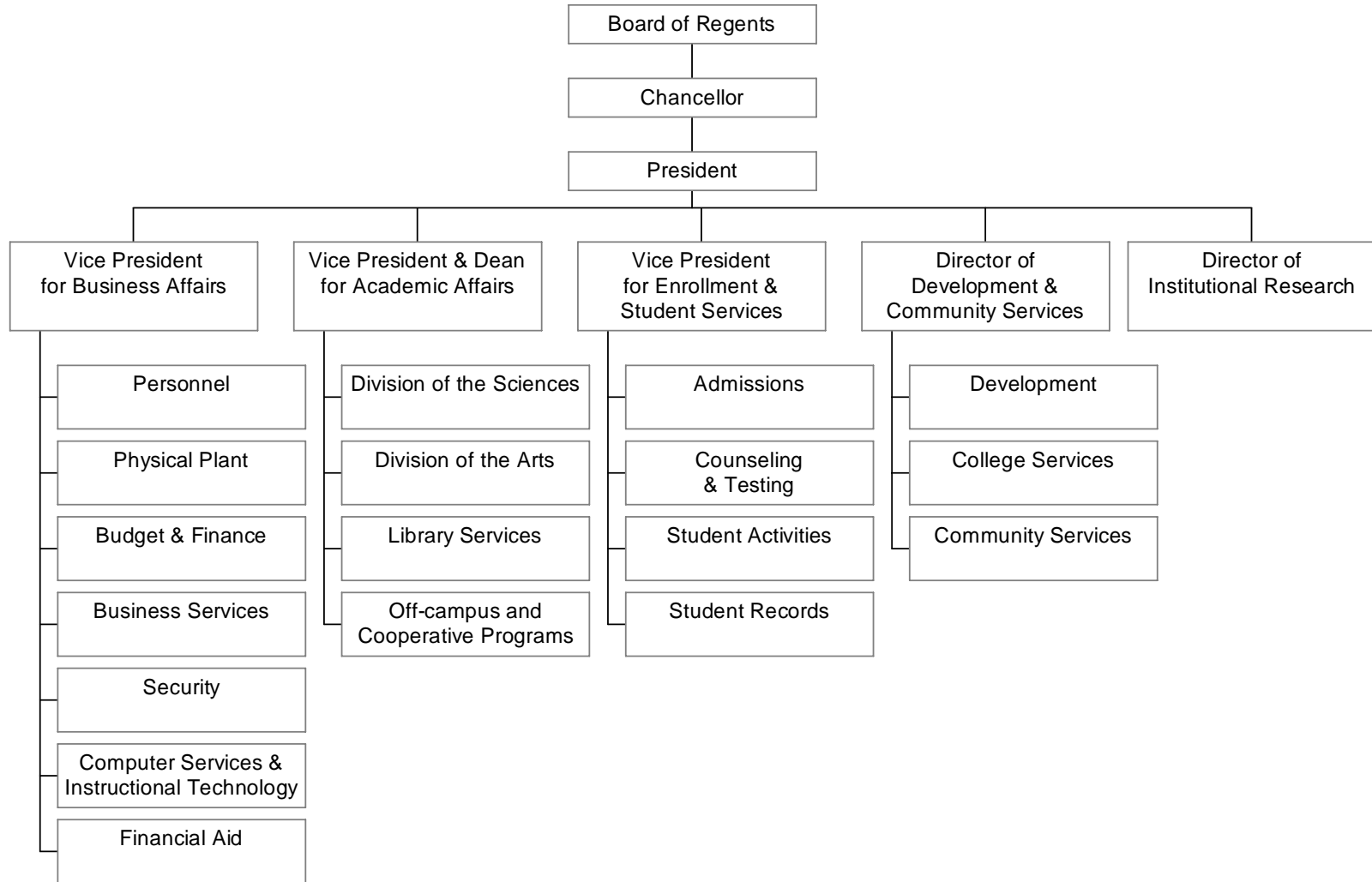
An amendment recommended by the Executive Council shall be presented to the faculty for disposition. All proposed amendments and recommendations shall be submitted in writing to the faculty not later than ten (10) days prior to the faculty meeting.

The proposed amendment shall receive faculty approval if ratified by a favorable vote of two-thirds majority of the faculty members present and voting. Amendments to these Statutes approved by a majority of the faculty become effective only after approval by the President and Board of Regents.

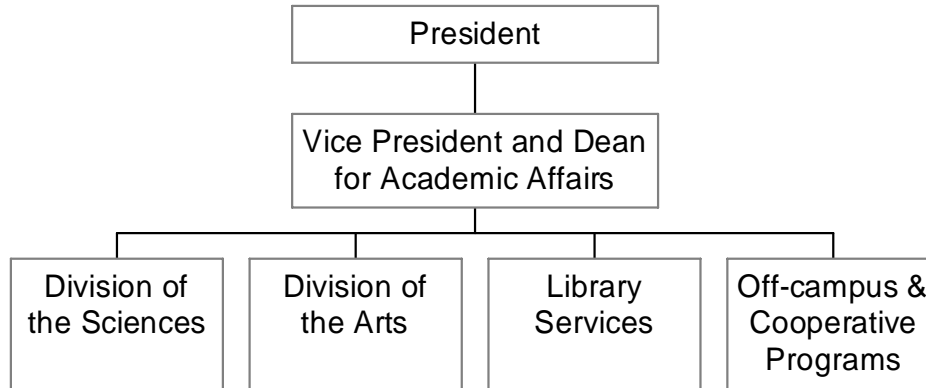
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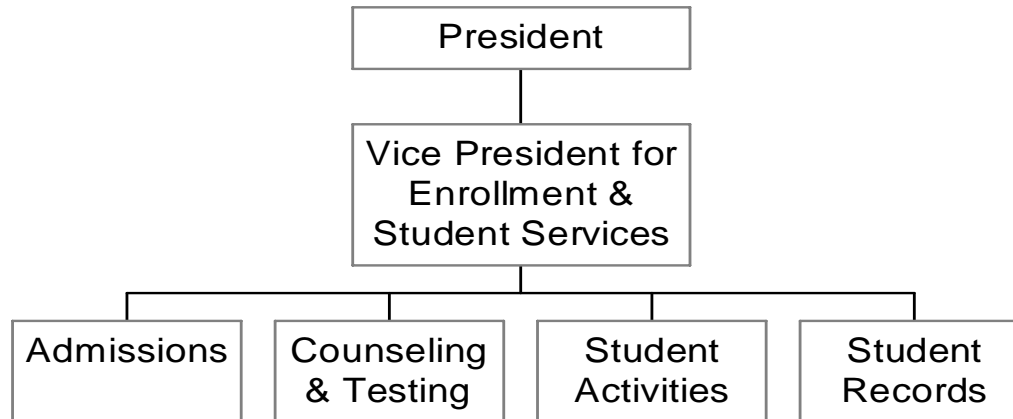
WAYCROSS COLLEGE
ORGANIZATIONAL STRUCTURE



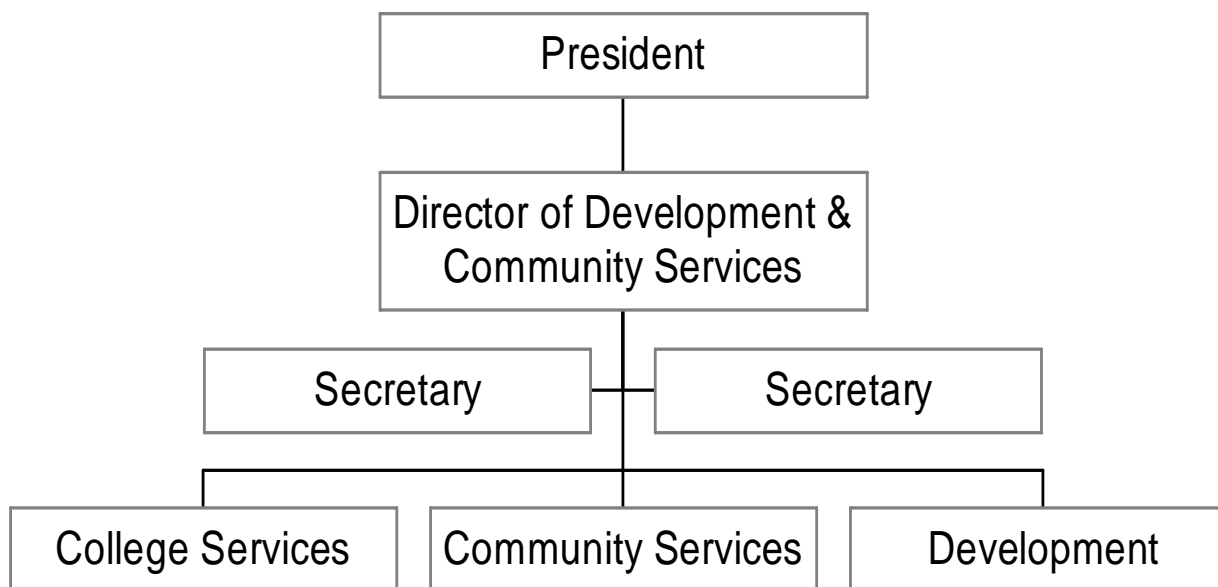
WAYCROSS COLLEGE
ACADEMIC AFFAIRS



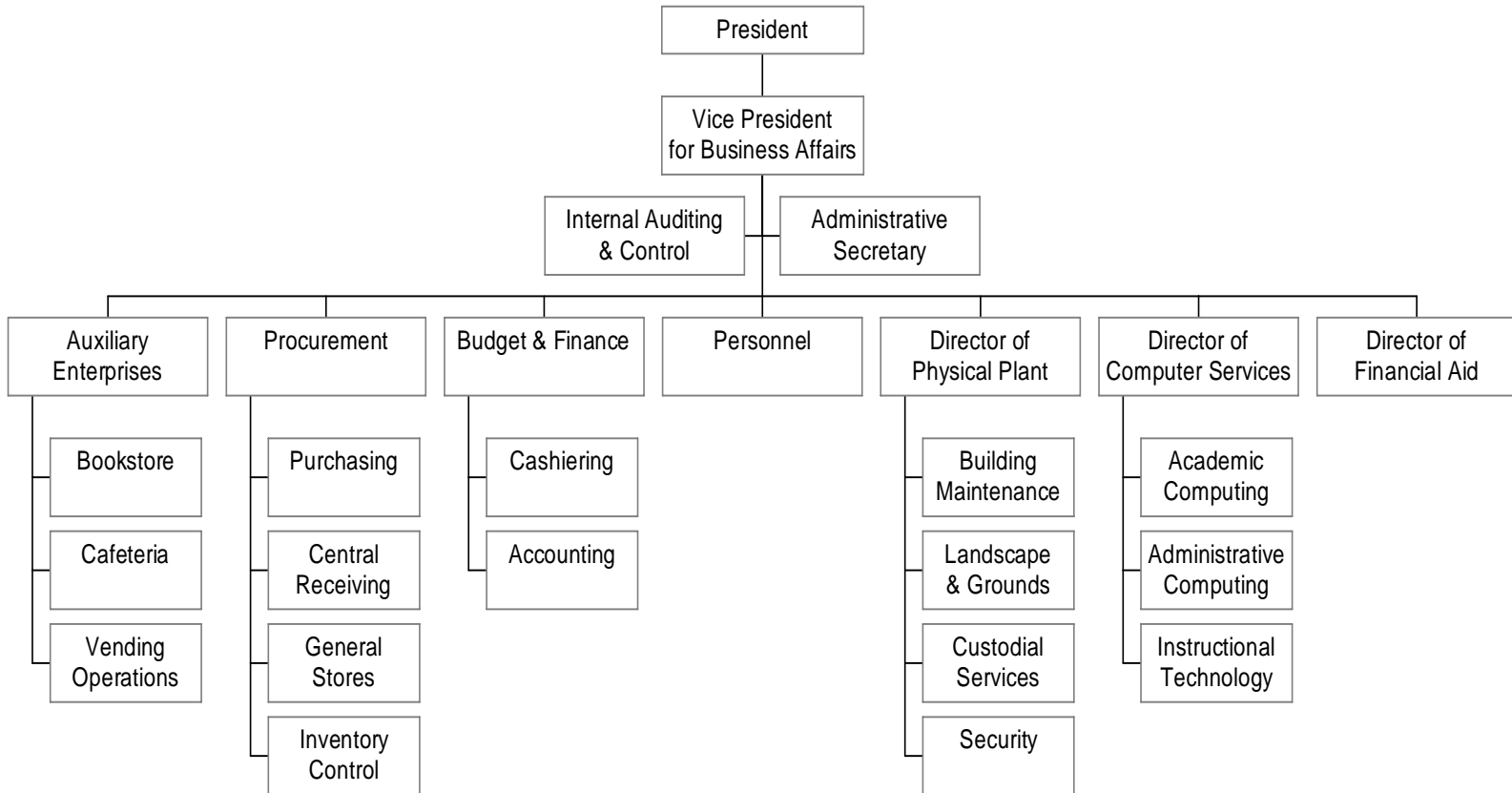
WAYCROSS COLLEGE
STUDENT SERVICES



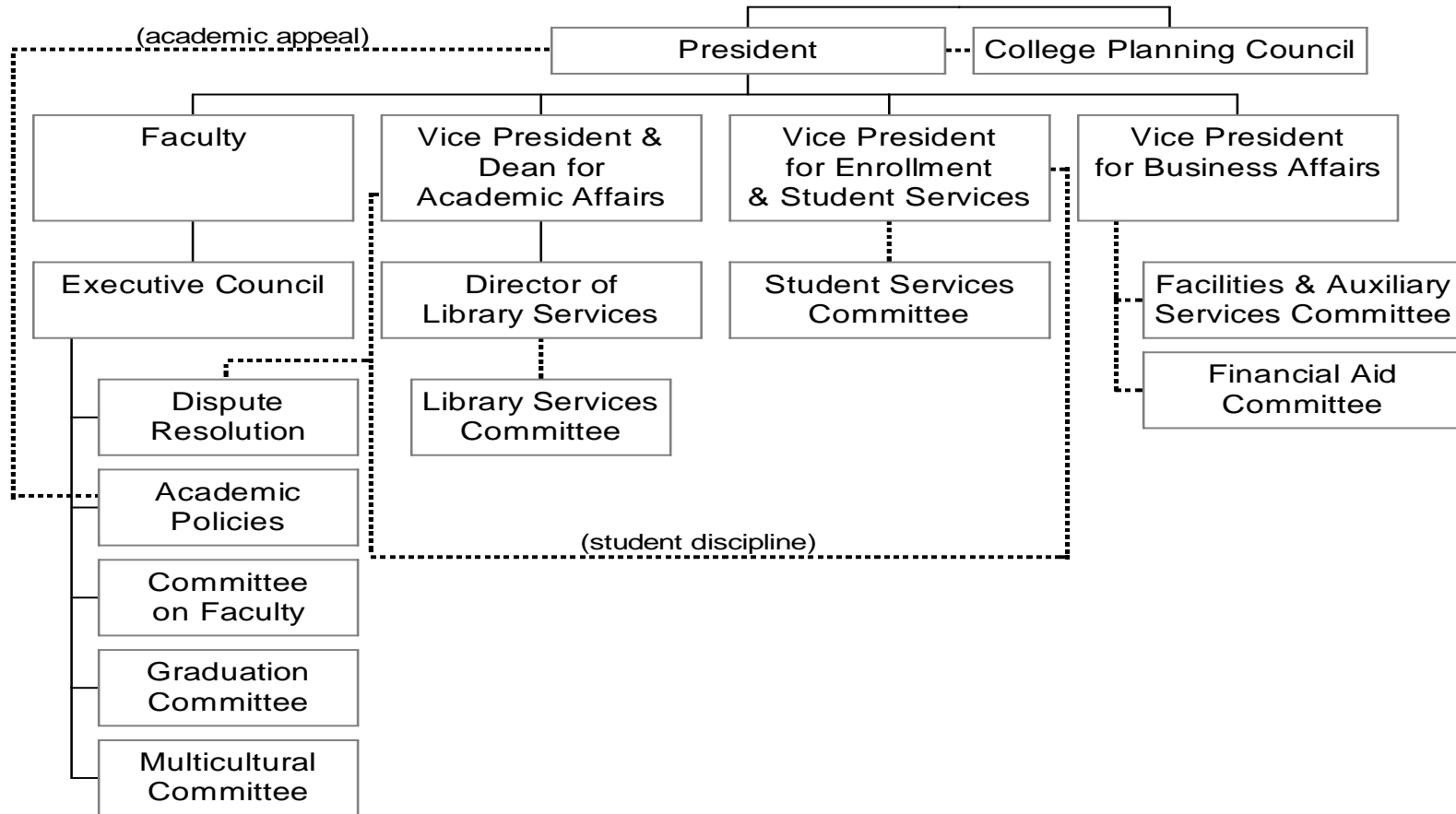
WAYCROSS COLLEGE
OFFICE OF DEVELOPMENT AND COMMUNITY SERVICES



WAYCROSS COLLEGE
OFFICE OF THE VICE PRESIDENT FOR BUSINESS AFFAIRS



WAYCROSS COLLEGE GOVERNANCE COMMITTEE STRUCTURE



LEGEND: _____ Administrative Relationship Communication

WAYCROSS COLLEGE
PLANNING/ASSESSMENT ORGANIZATION

