FACULTY BYLAWS
DEPARTMENT OF EDUCATIONAL POLICY STUDIES
COLLEGE OF EDUCATION
GEORGIA STATE UNIVERSITY

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ARTICLE I
PURPOSES

Section 1. These faculty bylaws of the Department of Educational Policy Studies (bylaws) shall serve to provide rules governing the composition, organization, and procedures of the Faculty of the Department of Educational Policy Studies, College of Education, Georgia State University.

Section 2. These bylaws shall guide the Faculty of the Department of Educational Policy Studies in the exercise of the authority granted it by the Statutes of Georgia State University (Article IX, Section 1, as adopted by the Faculty of the University on October 15, 1976, and approved by the Board of Regents on January 12, 1977), by the Faculty of the Board of Regents-University System of Georgia (Section 1-9, p. 114), and by the Faculty Bylaws of the College of Education, as adopted by the Faculty of the College of Education November 14, 1990, and subsequently approved by the University Administrative Council, January 24, 1991.

ARTICLE II
ADMINISTRATIVE OFFICERS

Section 1. Powers and Duties. The powers and duties of the administrative officers of the College of Education are defined in Article VIII of the Statutes of Georgia State University.

Section 2. Chief Administrative Officer. The chief administrative officer shall be the Chair of the department. In the event that the chief administrative office is vacated, the department faculty shall recommend an acting Chair to the Dean who shall appoint an acting Chair to serve until a permanent Chair is appointed.

ARTICLE III
THE FACULTY

Section 1. Membership. The department faculty shall consist of all deans, directors, professors, associate professors, assistant professors, research associates, instructors, and equivalent ranks employed by the University and appointed in the Department of Educational Policy Studies. Adjunct faculty or persons employed part-time in the College of Education do not have voting privileges.
Section 1.2. Voting Eligibility. Voting faculty shall consist of all full-time faculty holding the rank of professor, associate professor, assistant professor, or instructor who are employed in the Department of Educational Policy Studies for the academic year. Faculty members who hold a joint appointment in the Department of Educational Policy Studies shall also have voting privileges. Faculty holding full-time administrative positions outside the department are not eligible to vote.

Section 1.3. Appointments.

A. Retirees

It is the policy of the EPS Department to provide tenured faculty who retire with office space, telephone, and computer access, space and budget permitting and at the discretion of the Chair.

B. Emerita/Emeritus

Any member of the Department of Educational Policy Studies may nominate to the department a retired EPS faculty member for emeritus status at an EPS department meeting, provided that a letter of recommendation and a curriculum vitae have been distributed to the faculty 10 days before the meeting in which the vote will take place. A positive recommendation will be forwarded to the Dean, in accordance with Part IV of the Guidelines for Promotion and Tenure Review in the College of Education.

C. Adjunct Faculty

Any member of the Department of Educational Policy Studies may nominate at a department meeting an individual for adjunct appointment to the EPS faculty at an appropriate rank. A curriculum vitae and a letter that explains how the appointment will enhance the department and justifies the recommended rank must be provided to the faculty ten days before the meeting in which the vote will take place. A positive recommendation will be forwarded to the Dean.

Adjunct faculty may attend faculty meetings, teach EPS courses (as appropriate), and serve on departmental committees (as appropriate). They do not have voting rights (see bylaws).

Adjunct faculty appointments are renewable on a five-year basis. Beginning in the academic year 2000-2001, the EPS Faculty Affairs Committee will conduct a review for renewal of all adjunct faculty appointments. Recommendations will be forwarded to the department at least ten days before the faculty meeting in which a vote will take place.

D. Part-Time Instructors

Part-time instructors are appointed by the Chair with approval of the program unit responsible for staffing the course. Part-time instructors do not have voting rights (see bylaws).

E. Temporary Faculty (Full-time)

Temporary faculty in EPS hold an appointment for the academic year on a 100% workload basis with the full rights and responsibilities of other full-time faculty, subject to restrictions obtaining within these bylaws and College of Education policies. They may be appointed at a rank appropriate to their qualifications. A program unit may propose a temporary faculty appointment to the EPS faculty by providing a letter of recommendation that includes an explanation of how the appointment will benefit the program and department, accompanied by a curriculum vitae, ten days before a faculty vote takes place.

F. Clinical Faculty

Faculty positions shall be created as warranted under the College policy that clinical positions are
“restricted to those faculty who work almost exclusively with professional preparation programs leading to licensure by the State of Georgia” (approved by CoE Faculty on 6/2/95; revised 11/17/97). Clinical faculty positions are proposed by the appropriate EPS unit, which submits a written rationale with justification of rank via the unit coordinator(s) to the Department Chair for consideration.

Clinical faculty hiring shall follow the procedures and guidelines of the University (GSU Faculty Personnel Policies 301.09) in regard to job advertisements. Affirmative Action compliance, search committee memberships, and the recruitment and interview process. Appointment to the EPS faculty requires majority approval by eligible voting members in the department. A positive recommendation shall be forwarded to the Chair.

Clinical faculty have full rights and responsibilities subject to the restrictions obtaining within these bylaws and College of Education policies.

G. Joint Appointments

Joint appointments in EPS refer to those full-time faculty members who are affiliated with EPS and a department or program outside of EPS. Joint appointments (either primary or secondary) in EPS may be made at a rank appropriate to the candidate’s qualifications. In order to ensure the proper consideration of the appointees’ and the department’s interests, appointments shall be made as follows:

For current GSU faculty members seeking a secondary appointment in EPS: Provided the candidate has obtained written endorsement from his or her primary department, the EPS program unit in which the candidate seeks appointment must provide to the department a letter, at least 10 days before a faculty vote takes place, that includes (a) an explanation of how the appointment will benefit the program and department, (b) a curriculum vitae, and (c) recommendation for the faculty member’s teaching, research, and service responsibilities in the department. For new faculty members: The candidate’s search committee shall continue to advise the appointee and his or her primary and secondary departments regarding teaching, research, and service responsibilities. The committee’s role is not to evaluate the candidate; however, at least one member of the committee shall advise the joint appointee’s departmental third-year and tenure review committees.

Joint appointments in EPS shall have all the rights and responsibilities of other full-time faculty members in the department in accordance with these bylaws.

Section 2. Responsibility. The faculty of the department, subject to the direction of the faculty of the College of Education, shall be responsible for its curriculum and shall have power to determine matters of administration internal to the department.

Section 3. Powers. Subject to the Policies of the Board of Regents - University System of Georgia (Section 1-9, p. 114); the Statutes of Georgia State University (Article IX, Section 1, p. 21); the Bylaws of the University Senate, Georgia State University; the Faculty Bylaws of the College of Education; and subject to minimum requirements established by Georgia State University, the powers of the faculty of the department shall be:

A. To set up rules governing its own procedures and to adopt bylaws and regulations for matters within its jurisdiction.

B. To determine entrance requirements for its students; to prescribe and define courses of study for them; to set up requirements for degrees, diplomas, and certificates; to enact and enforce rules for the guidance, admission, and governance of its students; and, in general, to exercise jurisdiction over all educational matters within the Department.
C. To adopt resolutions on matters of concern to the Department, College, and University.

D. To initiate proposals on matters relevant to the general welfare of the University, the College, the Department, its students and staff; and to make recommendations on such proposals as may be initiated by the Dean, other administrative officers, or faculty member or group.

E. To elect representatives to the University Senate and to committees of the College as appropriate.

F. To carry out functions authorized by the University Senate which are within the scope of the operation of the Department.

G. To request action from other agencies of the University or college when such action affects the concerns of the Department and/or its faculty.

Section 4. Procedures for Governance. Requests for action by the faculty can be made in one of two ways:

A. Motions may be proposed from the floor at any regular meeting.

B. Resolutions (see attached glossary) may be proposed by any faculty member or committee. Regardless of their origin, resolutions must be provided to the faculty at least five (5) working days in advance of the meeting at which action is to be taken.

Section 5. Officers. The Chair of the Department shall be the presiding officer at faculty meetings. The faculty shall elect a Parliamentarian, who shall serve a one-year term. The Parliamentarian shall interpret the rules of order governing the faculty at its regular or special meetings. The Chair shall designate a secretary (Business Manager/Executive Assistant) who shall be responsible to keep minutes of meetings, circulate agendas and minutes to the faculty, and perform such other functions as may be assigned by the Chair or the faculty.

Section 6. Meetings.

A. Regular meetings of the faculty shall be held each semester throughout the academic year. The Department Chair shall be presiding officer at the meetings of the faculty. The Department Chair shall be responsible for assembling and organizing the agenda of each meeting. The following order of business will be used:

1. Call to order

2. Reading, correcting, approving, or disposing of minutes of the previous meeting

3. Announcements

4. Reports of standing committees

5. Unfinished business

6. New business

7. Adjournment
An agenda of all official matters to be considered at faculty meetings shall be provided to the faculty at least five (5) working days in advance of the meeting. Students are encouraged to attend and participate, but may not vote; regarding student and faculty personnel issues, a closed session will take place. Each faculty member shall have the right to vote, except as specified in Article III, Section 1.2. There will be no voting by proxy. A quorum shall consist of forty percent (40%) of the faculty of the Department as certified by the Chair. At the beginning of each academic year, the Dean shall furnish the Department with data including the total number of faculty members and the number constituting a quorum.

B. The Chair may call special meetings as deemed necessary and must call such meetings when requested to do so by thirty percent (30%) of the faculty. At least five (5) working days advance notice shall be given of any special faculty meeting. In cases of emergency, at least three (3) days' notice shall be given. The business for a special meeting shall consist only of that designated in the notice. The statement of the business to be considered must be specified. If action is to be taken at the meeting, this fact must be stated in the notice.

**ARTICLE IV**

**COMMITTEES**

Section 1. Committee Structure. The Committees of the Department of Educational Policy Studies consist of the Faculty Affairs Committee, the Academic Affairs Committee, the Student Affairs Committee, the Advisory Committee, the Promotion and Tenure Committee, and the Research and Scholarship Committee.

A. Faculty Affairs Committee

1. The primary focus of the Faculty Affairs Committee is the welfare of the faculty. Issues within the domain of the Faculty Affairs Committee include, but are not restricted to, policies concerning grievances, appeals, petitions, promotion, tenure, evaluation of faculty merit, compensation, "fringe" benefits, recruitment, dismissal, faculty development, faculty rights and responsibilities, working conditions, and faculty self-governance.

2. All policies and procedures developed by the Faculty Affairs Committee must be submitted to the Department faculty for approval.

3. In addition to recommending policies and procedures, the Committee shall:

   a. Provide the faculty with timely reports on its activities;

   b. Advise the faculty as to appropriate procedures in the event of conflict between faculty actions and administrative response, and/or between administrative actions and faculty interest.

   c. Design and publish to the faculty for approval, disapproval, or modification such rules, guidelines, or further statements of policy and/or procedure as may appear necessary and useful to the welfare of the faculty.

   d. Maintain communication with its College counterpart committee.

B. Academic Affairs Committee

1. The domain of the Academic Affairs Committee shall be that which relates to generating, refining, evaluating, storing, and transmitting knowledge. The Committee
shall concern itself with issues within this domain including, but not restricted to, course and/or program review and approval, interdepartmental degrees, doctoral core examinations, dissertation requirements, legislative or State Department of Education actions affecting curriculum selection and staffing of off-campus teaching sites, and the selection and allocation of instructional resources.

2. All policies and procedures developed by the Academic Affairs Committee must be submitted to the Department faculty for approval.

3. In addition to recommending policies and procedures, the Committee shall:
   a. Provide the faculty with timely reports on its activities;
   b. Design and publish to the faculty for approval, disapproval, or modification such rules, guidelines, or further statements of policy and/or procedure as may appear necessary and useful in the domain of academic affairs.
   c. Maintain communication with its College counterpart committee.

C. Student Affairs Committee

1. The domain of the Student Affairs Committee is the welfare of the students in the Department of Educational Policy Studies. In general, this Committee shall determine and implement methods for aiding students in whatever ways possible to gain from the resources of the Department, the College, and the University. Issues within this domain include, but are not restricted to, admissions, student grievances, appeals or petitions, student evaluation of the faculty and the administration, student self-governance, pay and working conditions of graduate teaching and research assistants, aid for students with problems enrolling in courses in other departments or Colleges of the University, and the improvement of student life.

2. All policies and procedures developed by the Student Affairs Committee must be submitted to the Department faculty for approval.

3. In addition to recommending policies and procedures, the Committee shall:
   a. Provide the faculty with timely reports on its activities;
   b. Design and publish to the faculty for approval, disapproval, or modification such rules, guidelines, or further statements of policy and/or procedures as may appear necessary and useful to the welfare of students.

D. Advisory Committee

1. The domain of the Advisory Committee is representation of each program unit in the Department of Educational Policy Studies. This Committee shall serve as a representative body to the Chair of the Department when it is not possible to convene the Committee of the Whole and to advise the Chair on matters requiring immediate faculty response. The Advisory Committee shall also assist the Chair in communicating with each program unit and will provide a forum for representatives from each program unit to discuss matters of departmental concern.

2. Procedures recommended by the Advisory Committee must be submitted to the Department faculty for approval.
3. In addition to recommending procedures, the Committee shall provide the faculty with timely reports on its activities.

E. Promotion and Tenure Committee

1. The domain of the Promotion and Tenure Committee is to review the progress of tenure-track candidates in their third year, to evaluate the progress of tenure-track candidates seeking promotion to Associate Professor or Professor.

2. All policies and procedures developed by the P and T Committee must be submitted to the Department faculty for approval.

3. In addition to reviewing and evaluating the progress of third-year and tenure-track, the Committee shall:
   a. Provide the faculty with timely reports on its activities;
   b. Design and publish to the faculty for approval, disapproval, or modification such rules, guidelines, or further statements of policy and/or procedures as may appear necessary and useful to the welfare of faculty and the department.

F. Committee on Research and Scholarship

1. The domain of the Research and Scholarship Committee will be that which facilitates the generation and application of knowledge through research and scholarship, including policies and procedures that encourage and facilitate faculty and faculty-student research efforts and scholarship efforts, as well as the granting and renewal of Graduate Faculty Status.

2. All policies and procedures developed by the Research and Scholarship Committee must be submitted to the Department faculty for approval.

Section 2. Election of Standing Committees.

A. Each Fall, the Department of Educational Policy Studies shall elect three faculty members and one student to the Academic Affairs and Student Affairs committees and three faculty members to the Faculty Affairs Committee and Research and Scholarship Committee. In addition, representatives to the College of Education Student Affairs Committee, Faculty Affairs Committee, Academic Affairs Committee and Research and Scholarship Committee shall be ex officio members of their respective departmental committee.

B. Each Spring, each program unit within the Department of Educational Policy Studies shall elect a faculty member to serve on the Advisory Committee. The results of each program units’ election shall be communicated to the Department Chair by memorandum. The Chair will communicate the results of all of the program unit elections to the faculty of the Department. The term shall be for one year beginning and ending at the conclusion of the Spring Semester. [Paragraph "B" concerning election of Advisory Committee was amended January 23, 1996, by vote of the faculty.]

C. Every January, annual elections for the Educational Policy Studies Promotion and Tenure Committee will be held (EPS P&T). The EPS P&T will consist of one faculty member chosen by
each program unit who is tenured at the rank of Associate Professor. An additional faculty member may be added for each candidate who can speak on behalf of that individual. This person will serve in a non-voting capacity only.

Section 3. Committee Activities.

1. Each standing committee shall consider issues within its domain. These issues may be initiated by the Committee, or by any Department faculty member(s).

2. Each standing committee shall present to the faculty for approval, disapproval, or modification such resolutions as each shall have achieved. Resolutions may relate to: the creation of departmental or faculty policy; the creation of committee policy and procedures; the carrying out of departmental or faculty policy according to faculty approved procedures; a waiver of an approved college, faculty, or committee policy; or to a faculty stance or position on an issue. No committee resolution shall represent the position of the faculty unless the faculty has approved it at a regular Department faculty meeting.

3. Each standing committee shall be responsible for the coordination of its efforts with the appropriate committee(s) of the College and the Senate of the University and other relevant organizations and/or administrative units in the University system.

4. The minutes of standing committee meetings shall be open to inspection by the faculty, except when both meetings and minutes are closed to nonmembers of the relevant standing committees in cases in which confidential information about individual(s) would be revealed. The responsibility for the determination of confidentiality shall rest with the committee. The committee shall secure the consent of the individual(s) involved before opening a meeting or making such information available in the minutes.

Section 4. Ad Hoc Committees. By appointment of the Department Chair and/or vote of the faculty, ad hoc committees for special duties may be formed. In the case of a grievance, appeal, or petition to be heard at the department level, a special ad hoc committee shall be formed by vote of the faculty.

ARTICLE V

PARLIAMENTARY AUTHORITY

The current Scott Foresman edition of Robert's Rules of Order, newly revised, shall govern the proceedings of each Department faculty meeting. A favorable vote by a simple majority of the faculty present and voting shall constitute approval, provided a quorum is present.

ARTICLE VI

AMENDMENTS TO BYLAWS

These bylaws may be amended at any regular meeting of the faculty by a two-thirds vote of those present and voting, provided that the amendment has been submitted in writing at a previous regular meeting, but in no case shall a bylaw be approved by less than 50% of the total faculty eligible to vote.

ARTICLE VII
INTERPRETATION

Section 1. All questions of interpretation, meaning, and intent of these bylaws shall be decided by the Faculty Affairs Committee.

Section 2. Questions of interpretation may be brought to the Faculty Affairs Committee by any voting member of the Department faculty. All such questions must be presented in writing.

Section 3. Questions of interpretation of these bylaws will be resolved within the Faculty Affairs Committee by a majority vote. All interpretations of these bylaws must be provided, in writing, to all members of the Department faculty.

ARTICLE VIII

IMPLEMENTATION

Section 1. The Policies of the Board of Regents, University System of Georgia, the Statute of Georgia State University, the Bylaws of the University Senate, and the Faculty Bylaws of the College of Education prevail and take precedence over these bylaws.

Section 2. These bylaws, including the attached glossary, shall become effective upon their adoption by the Department faculty, and upon their approval by the Dean of the College of Education.

ARTICLE IX

RECORDS

Section 1. It shall be the duty of the Chair of the Department of Educational Policy Studies to maintain a printed record of the minutes of all meetings in the form of notebooks, one notebook for each year. In case of modifications to the minutes, both the original minutes and the modified minutes shall be included in the notebook.

Section 2. It shall be the duty of the Chair of the Department of Educational Policy Studies to be responsible for any Rules, Regulations, Resolutions, and Procedures adopted by the department.
GLOSSARY

The following definitions apply to the interpretation of these bylaws:

**APPEAL** -- a specific complaint against a judgement, decision, or action taken by some board, committee, or administrative officer, deemed by the appellant to be in error. The appeal must always seek a correction or a reversal of such specific judgement, decision, or action. Appeals are heard and judged by the appropriate standing committee.¹

**GRIEVANCE** -- the most general form of a complaint. A grievance may indeed be quite specific and wellfocused, but may also be a question as to whether, in the opinion of a standing committee, there are grounds for an investigation of a situation, recourse or remedy for a situation, or grounds for a formal hearing by a committee into a situation thought by the grievant to be injurious, unjust, or wrong because either the situation or the consequences of the situation are unjust or oppressive. Grievances are heard and judged by the appropriate standing committee.²

**PETITION** -- a request for a waiver or variance of established policy, procedure, rule, or guideline when the policy, procedure, rule or guideline is not attacked by the petitioner. The grounds for a petition are always due to some special or unique circumstances, unfairness or inequity has ensued or would ensue from the implementation of established policies, procedures, rules, or guidelines. Petitions are heard by the appropriate standing committee, but judgement by the committee issues to the faculty of the college as recommendations for faculty approval, disapproval, or modification.³

**RESOLUTION** -- a motion of particular complexity, especially a motion that seeks to create policy and/or procedure for the assembly, and thus should be presented in written form.⁴


