

Revision Approved December 2007

College of Continuing and Professional Studies

Bylaws of the Faculty of the College of Continuing and Professional Studies

Article I – Name

The name of the body constituted in the document shall be the Faculty of the College of Continuing and Professional Studies at Mercer University.

Article II – Membership

- A. The voting membership of the Faculty of the College shall consist of the President, the Provost, the Dean of the College, all faculty holding full-time appointments within the College including those on phased retirement, and all administrators within the College holding faculty appointments. Professors emeriti shall be considered non-voting members of the Faculty.
- B. The President, the Provost, the Dean of the College, Faculty Executive Committee, or the Faculty by vote may designate persons not included in the foregoing paragraph who shall have the privilege of attendance and discussion at faculty meetings, but not the privilege of voting.

Article III – Officers

- A. The Dean of the College shall be the chief administrative and academic officer of the College of Continuing and Professional Studies. In the absence of the Dean, an Associate or Assistant Dean shall serve in that capacity.
- B. As members and officers of the Faculty, the President and/or the Provost may attend and preside over any meeting of the Faculty.
- C. The Chair and Vice-Chair of the Executive Committee shall be elected annually by the Committee to coordinate the Faculty's partnership with the Dean.
- D. The Secretary of the Faculty shall be a full-time faculty member appointed by the Executive Committee. The Secretary shall be responsible for keeping accurate records of all meetings and actions of the Faculty and upon Faculty direction shall transmit in writing all motions passed, or actions taken, to the persons or bodies concerned. The Secretary's records shall be open for inspection by all members of the Faculty. The Secretary may use clerical assistance to obtain and keep accurate records.
- E. The Executive Committee shall recommend annually a Parliamentarian to the Faculty.

Article IV – Responsibilities and Authority

- A. The Faculty shall have the authority and responsibility to determine academic policies and procedures which effectively carry out the mission of Mercer University and the College, including curriculum, program development, admission requirements, and graduation requirements. The Dean shall implement the decisions of the Faculty.
- B. The Faculty shall share responsibility with the Dean's office and Department administrators for faculty selection, review, and retention. Faculty shall share responsibility for review and evaluation of the Dean, the Associate/Assistant Dean(s), and Department administrators through processes established by the Tenure, Promotion, and Review Committee and approved by the Faculty with consideration of established University review procedures.
- C. The Faculty shall consider matters referred to it by the President, Provost, University House of Delegates, Dean, Executive Committee of the College, or any member of the Faculty.
- D. The Faculty may, by majority vote, make recommendations through the Dean to the President, Provost, or other appropriate individuals or bodies. The Faculty may likewise make recommendations to the University House of Delegates through its elected delegates.
- E. The Faculty shall at its last meeting of the academic year elect the requisite number of delegates to the University Faculty House of Delegates. Those eligible for election shall be members of the full-time teaching Faculty. Delegates shall serve according to University Faculty House of Delegates Bylaws. Unexpired terms shall be filled as soon as possible by a vote of the Faculty.

Article V – Meetings and Procedures

- A. The Faculty shall meet regularly during the academic year. The dates and places shall be established by the Dean and the Executive Committee and published for the year. With due notice, special meetings may be called by the President, the Provost, the Dean, or the Executive Committee. The Dean shall convene and preside at regular Faculty meetings. In absence of the Dean, the Chair of the Executive Committee shall preside.
- B. Normally new business intended for discussion or any such information as may be desirable for advance study by the Faculty shall be distributed prior to the meeting. However, members of the Faculty shall have the right to present proposals from the floor at any time new business is in order.
- C. A majority of full-time Faculty, exclusive of those on leave, shall constitute a quorum.
- D. Faculty members are expected to attend all meetings of the Faculty, their departments, and the committees to which they belong when meetings have been scheduled and announced.

Timely notice of a necessary absence from a meeting shall be communicated to the presiding person.

- E. The presiding officer shall decide on the form of the vote, there being no objection from the body. However, any faculty member may request that the vote be held by secret ballot. The majority of voting members present carry a motion. Voting may not be done in absentia or by proxy.
- F. Voting may be effected by authorized electronic media, as decided by the Executive Committee or by the Faculty. A vote in electronic format, its subject, and its duration shall be announced to the Faculty in a timely fashion. All Faculty should maintain a printed and dated record of their vote, to allow for manual recounts. A record of the vote shall be included in the minutes of the next regularly scheduled Faculty meeting.
- G. Except as otherwise provided by the Bylaws, Roberts Rules of Order shall be followed.

Article VI – Committees of the Faculty

A. Executive Committee

The Executive Committee shall be an elected faculty committee to represent the Faculty, to advise and assist the Dean in matters of academic administration, and to maintain the bylaws, policies, and procedures of the College. The Committee shall consist of one member from each department, two at large members, for a total of five, and one alternate. Each member shall be a full-time faculty member. Members shall be elected for single two-year terms, and each year two or three members shall go off the committee in an alternating sequence as two or three new members are elected. The alternate shall be elected annually to fill any vacancy. The Committee shall annually elect a Chair and Vice-Chair.

B. Standing Committees

The following shall be the standing committees of the Faculty with responsibilities as indicated. They shall initiate recommendations and receive matters referred to them by the Dean, the Executive Committee and the Faculty. They shall make reports to the Faculty at regular or called faculty meetings and shall write and distribute annual reports.

The following two standing committees shall be elected for two year terms by the Faculty at the last regular meeting: the Tenure, Promotion, and Review Committee and the Faculty Welfare and Development Committee. To qualify for the Tenure, Promotion, and Review Committee, the faculty member must be full-time and not on phased retirement. The Faculty Welfare and Development Committee shall have one member who is full-time, not on phased retirement, and not tenured. The remaining members of the Welfare and Development Committee shall be full-time, not on phased retirement, and have tenure.

Remaining standing committees shall be appointed by the Dean and the Executive Committee with attention to faculty preference. No faculty member may serve on more than three College of Continuing and Professional Studies standing committees each year or serve as chair of more than one College of Continuing and Professional Studies standing committee each year.

In general, committees shall appoint a chair at the first meeting. The role of the chair shall be to call meetings and preside over meetings. Committees shall meet regularly in person or virtually, and make reports in the regular Faculty meetings.

1. Academic Standards Committee

The Academic Standards Committee shall establish policies and procedures concerning grade appeals, the Honor System, and undergraduate admissions, and it shall act as an investigative and hearings body in regard to grade appeals, alleged violations of the Honor System, and admission appeals.

- a. This committee shall establish for approval by the Faculty specific procedures for students to appeal grades. It shall receive, review, and investigate all grade appeals submitted through the published procedures. It shall make a recommendation concerning each appeal to the Dean and/or respective administrator based on the review and investigation.
- b. This committee shall establish for approval by the Faculty specific policies and procedures for cases involving alleged breaches of the Honor System. It shall formally investigate all alleged cases and inform the Dean regarding any proposed course of action. It shall determine guilt or innocence, recommend action to be taken in cases where guilt is found, and maintain complete files on each case.
- c. This committee shall establish for approval by the Faculty specific admissions policies and guidelines for undergraduate students. It shall be responsible for reviewing special situations and appeals of admission decisions. It shall submit to faculty for approval any recommendations for admission to the College that do not meet all established guidelines and policies.

2. Adjunct Faculty Credentials Committee

The Adjunct Faculty Credentials Committee shall consist of members who are department chairs in the College. The Executive Committee shall appoint the Chair of the Committee. The Chair may be chosen from the Faculty at large.

The Committee shall develop and revise the adjunct review process, review the credentials and experience of all individuals who apply for part-time or adjunct faculty positions in the College, make recommendations for adjunct approval, assign courses, and appoint faculty mentors. The Committee shall make available to faculty additions and changes in adjunct assignments.

3. Assessment and Planning Committee

The Assessment and Planning Committee shall be responsible for establishing, maintaining, and reviewing a comprehensive assessment and planning program for the College. All recommendations applicable to planning and assessment shall be made to the Faculty for approval.

4. The Faculty Welfare and Development Committee

The Faculty Welfare and Development Committee shall consist of five faculty members elected by the Faculty at the last regular faculty meeting of the year. The Committee shall receive and initiate proposals that are designed to assist the scholarly and pedagogical work of the Faculty as individuals and as a group. The Committee shall also receive and monitor concerns about salaries, fringe benefits, workload and atmosphere, and grievances; it shall make appropriate recommendations to the Faculty.

5. Library, Media, and Technology Committee

The Library, Media, and Technology Committee shall be responsible for representing the interests of the College in library and media holdings, and for assessing the technology needs of the students and faculty. The Committee shall have the responsibility for budgetary allocations in these areas and shall serve as a liaison for the Faculty to the Library and to the media administration and staff. The Committee shall make recommendations to the Faculty for approval regarding budget requests, available grants, and other avenues for the acquisition of library and technology resources. The Committee shall invite periodic departmental proposals regarding technology planning and change. The Committee shall serve as the conduit for information and correspondence with committees responsible for technological and library policy at the University level.

6. Tenure, Promotion, and Review Committee

The Tenure, Promotion, and Review (TPR) Committee shall consist of five faculty members elected by the Faculty at the last regular faculty meeting of the year. A majority of members of the Committee must hold tenure. A faculty member who is a candidate for tenure or promotion during the next year shall not be eligible to serve. The TPR Committee shall elect a Chair.

The Committee shall develop and recommend guidelines for faculty tenure and promotion and review and for the annual review of the Dean, Associate/Assistant Dean(s), and Department administrators. The guidelines shall be approved by the Faculty and shall remain in effect until modified by the Faculty.

The TPR Committee shall accept tenure and promotion applications from eligible faculty. The TPR Committee shall deliberate and forward its written recommendations for faculty tenure and promotion to the Dean. These written recommendations shall include a detailed rationale for the Committee's decision. The Dean shall write separate recommendations. The Dean shall forward both the TPR and Dean recommendations to the Provost.

The TPR Committee shall conduct annual performance reviews of the Dean, the Associate/Assistant Dean(s), and Department administrators using the guidelines developed by the TPR Committee and approved by the Faculty.

Appropriate Department administrators using the guidelines developed by the TPR Committee and approved by the Faculty shall conduct regular reviews of faculty. Those Department administrators shall send written recommendations based on these reviews to the Dean.

7. Curriculum Committee

The Curriculum Committee shall be responsible for recommending to the Faculty for approval all policies and procedures related to the undergraduate and graduate curriculum of the College of Continuing and Professional Studies. The Committee shall review with the respective departments all undergraduate curricula on a five-year cycle. All changes in the graduate program shall be submitted through the Dean to the Graduate Council of the University.

8. Ad Hoc Committees

The President, Provost, Dean, or a member or members of the Faculty may recommend to the full faculty the creation of ad hoc committees to address special needs within the College. The tenure of such committees shall be limited to the time necessary to complete the assigned work. The Faculty may decide whether a given ad hoc committee shall be elected or appointed.

Article VII – Amendment or Repeal of Bylaws

These Bylaws may be amended or repealed with the approval of two-thirds of the faculty. The procedure shall be as follows: at least fourteen days in advance of a regularly scheduled meeting, a motion for change or repeal of any Bylaw shall be presented in writing to all members of the Faculty. The motion shall be considered at the next regularly scheduled meeting. The vote on the motion shall then be scheduled for the following regularly scheduled meeting. The vote may also be taken prior to the following regularly scheduled meeting if it is affected by authorized electronic media. All Faculty should maintain a printed and dated record of their vote, to allow for manual recounts. A record of the vote shall be included in the minutes of the next regularly scheduled Faculty meeting.”