# BY-LAWS

COLLEGE OF SCIENCE AND MATHEMATICS
GEORGIA SOUTHERN UNIVERSITY

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## MISSION STATEMENT

The College of Science and Mathematics (COSM) strives for excellence and innovation in undergraduate and graduate research, teaching practices, and service to our communities. Our emphasis is on high-impact educational practices and focus on student success. Our highly respected faculty foster learning in the classroom and beyond by promoting student engagement, nurturing creativity, welcoming diversity, inspiring innovative projects, and encouraging cooperation through numerous cutting-edge research opportunities tailored for our students. Our degree programs prepare students for the future scientific discoveries and technological endeavors that shall reform education, health, natural resource protection, and economic development. By combining state-of-the-art research labs and high-tech teaching spaces with numerous regional, national, and international collaborations], the COSM is a leader in producing graduates to meet tomorrow's challenges.

## VISION STATEMENT

Sciences and Mathematics, through both research and education excellence, are the pillars of a strong, healthy, and aspiring society, and our graduates shall prove us right.

# ARTICLE I: ORGANIZATION

**Section 1. University Administration**

The president is the executive head of the institution and of all its departments. The president: (a) has jurisdiction over the organization of and formulation of by-laws and operating policies of all departments, divisions, colleges and administrative offices of the University; (b) provides educational leadership and encourages innovation in educational processes; (c) formulates proposals and makes plans for their implementation as he/she deems desirable and necessary for development of the University; and (d) decides jurisdictional questions that arise among faculties of the various Colleges and divisions, the university faculty, committees, and the various administrative officers of the University. From decisions of the president on such matters, an appeal may be made to the Board of Regents as provided in The Policy Manual and By-Laws of the Board of Regents. The provost and vice president for academic affairs has administrative jurisdiction over academic matters, academic personnel, and such other duties as are prescribed in the Statutes of the University (see Article III, Section 2).

**Section 2. College of Science and Mathematics**

The College of Science and Mathematics is organized with (A) a dean, (B) associate deans, and (C) faculty.

A) The Dean. The dean of the College is one of the administrative officers of the University (Statutes, Article III, Section 3). This individual is the chief executive officer of the College and reports to the provost. The duties of the dean include:
   1) Serve as the chief academic and administrative officer of the College.
   2) Be responsible for facilitating the development and maintenance of a strategic plan for the College in collaboration with faculty and staff advisory committees/councils.
   3) Be responsible for facilitating the development and coordination of the programs of the College in collaboration with the Faculty Governance Committee, the faculty, and staff advisory committees/councils.
   4) Support and encourage the academic, scholarly, and service work of the faculty.
   5) Recommend tenure, promotions and merit increases in salary for the faculty from the College.
   6) Prepare and administer a budget for the College.
   7) Be responsible, with faculty and appropriate staff, for the program of academic advisement for the students in the College.
   8) Develop and implement a plan for college-wide fund-raising.
   9) Exercise general supervision, with faculty and appropriate staff, over the work of students in the College.

10) Present faculty-developed proposals for new degrees and curriculum changes from the College.
11) Develop and coordinate advisory councils.
12) Call and preside at meetings of the faculty and/or staff of the College of Science and Mathematics, as deemed necessary.
13) Conduct an annual evaluation of all administrators reporting to the dean according to university policy.
14) Charge all College committees except the Faculty Governance Committee on an annual basis.
15) Be responsible for course scheduling and classroom assignments in the College.
16) Serve as a medium of communication for official business with University authorities, students, and the public.
17) Resolve issues of dispute between the College's departments, when appropriate.
18) Work with other units of the University to resolve issues.
19) Implement the purposes of the College as provided in the organization and regulations of the College.
20) Recommend to the provost and vice president for academic affairs (via the director of the college of graduate studies) the appointment of the faculty of the College to the graduate faculty.
21) Nominate candidates for degrees in the College.
22) Complete other duties as assigned by the Provost.

B) Associate Deans. Associate deans assist the dean and serve as the dean's representative on an as needed basis. Associate deans report directly to the dean. Associate Deans provide college level leadership to advance a culture of academic excellence where distinction in teaching, scholarship, and service is expected and rewarded. They are responsible for all initiatives related to student success, faculty success, and community outreach. Leadership duties include but are not limited to:

1) research programs and scholarly efforts
2) strategic multidisciplinary research and teaching initiatives that further the College's strategic plan
3) strategic planning
4) curriculum and assessment
5) undergraduate and graduate recruitment
6) advisement and retention initiatives
7) student success (RPG)
8) coordination and identification of resources for high-impact practices
9) intercampus collaborations, programmatic and/or academic collaborations with other colleges, K-12 outreach, and community engagement initiatives

Associate deans collaborate with chairs, graduate/undergraduate program directors,

and supervise college centers. Special projects, initiatives, and other duties may be assigned by the Dean.

C) The Faculty. The faculty of the College of Science and Mathematics shall consist of the professors, associate professors, assistant professors, senior lecturers, principal lecturers, lecturers, and instructors in departments of the College as designated by the president. The faculty shall:
   1) Fulfill the duties outlined in the University Faculty Handbook and the Policy and Procedures manual of the College.
   2) Prescribe and define courses of study for students in the College.
   3) Recommend, to the dean and the appropriate university committees, requirements for degrees and endorsements offered in the College and recommend for degrees those candidates who have fulfilled degree requirements.
   4) Enforce academic regulations for students in the College (through course syllabi).
   5) Exercise jurisdiction, in general, over all curricular/program matters within the College.
   6) Through the Faculty Governance Committee, adopt regulations governing its own procedures and by-laws necessary and prepare for the orderly and efficient administration of the College.
   7) Have the fullest measure of autonomy consistent with the maintenance of general educational policy and standards and of correct academic and administrative relations with the governing authority of the University.
   8) Provide input for annual evaluations of administrators within the College.
   9) Establish and promulgate requirements for promotion and tenure within their respective departments, in consultation with the Faculty Governance Committee and administration.

**Section 3. The Departments**

The organization of the College is by departments (Statutes, Article VI, Section 1(B) (2)). The department is an administrative unit of the College and exists for the purpose of providing instruction and conducting research in one of the recognized fields of teaching and investigation (Statute Article VI. section 1B) and service. The College consists of the departments recommended by the faculty of the College, through the college dean to the provost and vice president for academic affairs and to the president (Statute Article VI, Section 1 (B)). Departments are responsible for establishing and communicating departmental guidelines for merit, tenure and promotion, and curricular and programmatic concerns consistent with those of the Board of Regents.

The department is the fundamental unit of academic as well as administrative organization within the College. In carrying out the duties established by these By-Laws, the chair of the

department is to consult with and seek the guidance of the department faculty and is to call such meetings as are necessary for the department faculty to exercise its general responsibility for the academic programs of the department.

**Section 4. Chairs of Departments**

Appointments shall be made after consultation with the faculty of the particular department (Statutes, Article VI, Section 2). The chair must hold the rank of associate professor or professor and should hold an earned doctorate in one of the teaching fields of the department. A department chair shall:

A) Serve as a member of the College council.
B) Serve as the administrative officer of the department.
C) Be a representative of the department in all official communications.
D) Be responsible, with the faculty, for the quality of instruction in the department.
E) In consultation with the faculty, be responsible for curricular and program concerns within the department.
F) Be responsible for the coordination of instruction in courses offered in multiple sections and see that all sections of the same course meet the department course description in the current University Catalogue.
G) Prepare and submit to the dean in consultation with the faculty such information regarding the courses in the department as may be needed for the catalog.
H) Assign courses within the department and maintain, insofar as possible, an equitable distribution of courses and sections.
I) Be responsible, along with the Department, College and University Curriculum Committees, for seeing that there is no undesirable duplication of courses in the department/college/university and bring to the attention of the dean any instance in which another department or division is offering a course that duplicates a course offered in his/her own department.
J) Coordinate the advisement of the students who are pursuing majors housed in the programs of the department and establish and maintain communication with majors and other students enrolled in courses offered in the department.
K) Prepare and submit to the dean an annual budget for the department and be responsible for the expenditure of departmental funds and the care and use of departmental property.
L) Be responsible for charging a departmental promotion and tenure committee during each year in which promotion and/or tenure recommendations are to be made.
M) Conduct evaluations of full-time faculty members annually and discuss results with faculty during the annual review. For part-time/adjunct faculty members, conduct evaluations each semester the faculty member is employed, and discuss the results promptly.
N) Recommend merit salary increases based upon faculty performance and transmit recommendations to the dean.

O) Prepare and submit an annual report to the dean on the teaching, service, professional, and research accomplishments of the department and include in the report a highlighted list of faculty/staff accomplishments.
P) Recommend to the dean appointments, reappointments, promotions, and tenure, of the department faculty, after consideration of the recommendation of the departmental promotion and tenure committee.
Q) Be responsible for charging a departmental post-tenure committee during each year in which post-tenure recommendations are to be made.

**Section 5. Assistant/Associate Department Chairs**

In consultation with the faculty and the dean, department chairs may appoint an individual to serve as associate chair. Three permanent associate chair positions exist in COSM, in Mathematics, Chemistry and Biochemistry, and Biology. These individuals will, at minimum, have the responsibility of substituting for the chair in the chair's absence. Other specific duties may be assigned as agreed upon between the individuals and approved by the dean.

**Section 6. Program Directors.**

Program directors primarily exist at the department level. The department chair may recommend to the dean individuals to assist the chair with curricular and program concerns as they relate to their departmental program. Program directors must be faculty with specific qualifications for and responsibilities toward the program (maintenance of academic requirements, accreditation information, etc). Remuneration in the form of release time, stipend, etc. may be provided and must be approved by the Dean.

**Section 7. Other College of Science and Mathematics Administrators.**

The dean may recommend to the provost and vice president for academic affairs the appointment of such additional administrative personnel as may be necessary to discharge efficiently the responsibilities of student work coordination, placement, advising, and such other tasks as may arise. Such assistants shall serve the entire College in a staff capacity and shall have no line authority over the work of faculty.

# ARTICLE II: THE UNIT WITHIN THE UNIVERSITY

**Section 1. Faculty Senate Representation**

The Faculty Senate shall include at least 71 regular full-time members of the faculty of Georgia Southern University holding the rank of professor, associate professor, assistant professor, principal lecturer, senior lecturer, lecturer, and instructor who have been members of the faculty of the University for at least one year at the beginning of their terms (Statutes, Article V, Section 8(A)). The dean shall annually announce the number of senators that has been apportioned to the College of Science and Mathematics (including alternates) and shall call for an election pursuant to University Statutes, Article V, Section 10.

Election of senators and University committee members: All regular faculty are eligible to vote in Faculty Senate and University elections. Senators must be elected by a simple majority of those voting in any one election round (Statute Article V. section 10B). Election to membership on senate and university committees shall be by a plurality of the votes in any one round.

**Section 2. Graduate Faculty**

Appointment to Graduate Faculty is automatic when tenure track faculty are hired. Applications for affiliate or other members of the graduate faculty shall be sent from the department chairs through the academic college deans. (Statutes, Article III, Section 3E).

**Section 3. Appointment of Faculty Members**

Members of the college faculty are appointed by the president upon the recommendation of the chair of the department and his/her administrative superiors (Statutes, Article VI, Section 1(B)(1)).

**Section 4. Promotion of Faculty Members**

It is the responsibility of the faculty of each department to decide and publish requirements for tenure and promotion that will then be approved by the College Faculty Governance Committee, the dean, the provost and the president. Requirements in effect at the time of hire or last promotion shall be the guidelines for a promotion/tenure decision. Recommendations for promotion are made through the following committees and administrators: departmental promotion and tenure committees, chairs of departments, college promotion and tenure committee, the dean, the dean's council, and the provost. The provost and vice president for academic affairs will forward his/her recommendation to the president (Statutes, Article VI, Section 1(B)(3); Article III, Section 2(E) and Section 3(C)).

**Section 5. Tenure**

Recommendations for tenure are made through the following committees and administrators: departmental promotion and tenure committees, chairs of departments, college promotion and tenure committee, the dean, and the provost. The provost and vice president for academic affairs will forward his/her recommendation to the president (Statutes, Article VI, Section 1(B)(3); Article III, Section 2(E) and Section 3(C)). Tenure is awarded by the president only to assistant professors, associate professors and professors who are employed full-time in accordance with the guidelines set forth in the Statutes and Faculty Handbook. The meaning and effect of tenure are set forth in Policies of the Board of Regents.

Since tenure resides at the university level, it is intended by the Board that its policies should be the minimum standard for award of tenure and are not a limitation upon the adoption of such additional standards and requirements as the College may wish to adopt for its own improvements. Policies and requirements in effect at the time of hire shall be the applicable policies for a tenure decision.

**Section 6. Membership on University Committees**

Elected College of Science and Mathematics representatives serving on university-level committees (including senate) are responsible for reporting information of general interest and action items from meetings of these committees to the faculty, administration, and staff of the college.

# ARTICLE III: COMMITTEES

**Section 1.**

The college faculty, the College of Science and Mathematics Council, and the standing committees established by these By-Laws are to meet in separate sessions to execute in a timely manner the business that needs to be transacted by each.

A) Meetings are to be called with at least five working days' notice. However, no such notice is required if the purpose of such meeting is to give or receive information and no other action is required or taken.
B) When appropriate, committees of the college shall keep a permanent record of faculty proceedings (minutes). The minutes are to be distributed to the members of the committee before the next scheduled meeting, and shall become accessible, when appropriate, to the faculty upon approval.
C) When appropriate, Robert's Rules of Order may be observed in the conduct of meetings, and the committee may, each spring, elect a parliamentarian to preserve the integrity of these rules.
D) A quorum shall consist of a majority of the voting members. Unless specifically required by these By-Laws, a quorum is presumed to exist unless a challenge is made and proven in a timely manner. However, a quorum is not necessary when the purpose of the meeting is to give or receive information.
E) An agenda is to be prepared and distributed in advance of each meeting except that a majority of those present may vote to permit discussion on non-agenda items.
F) Departments are responsible for acclimating new members to committee service.

**Section 2. Committees**

All departments must have representation on standing COSM committees. Membership on standing COSM committees will be open to all regular faculty. COSM committees are recommended to follow COSM faculty demographics where the Statesboro campus has about 68% of current COSM faculty, and the Armstrong and Liberty campuses have about 32% of current COSM faculty. With the criteria of diversity, inclusion, and rotation in mind, the chair of each department is responsible for selecting faculty (including the volunteering faculty) to serve on college committees. When the committee requires two or more faculty from a department, each campus must be represented to the greatest possible extent. Exceptions may be granted to departments for the selection of an Armstrong and/or Liberty vs. a Statesboro faculty member with the approval of the dean. At the same time, the dean reserves the right to enforce the campus diversity requirement on a case-by-case basis. At the dean's discretion, with the exception of the Faculty Governance Committee, additional members may be appointed to a committee, if deemed necessary. The COSM Faculty

Governance Committee will examine the committee demographics ensuring adequate campus representations are met and report discrepancies to the dean. When committees must be replicated among campuses due to the nature of the committee work, the campus membership diversity criteria is not required (e.g., Medical/Dental Review Board). The members of the Faculty Governance Committee, and other select committees are suggested to serve 2-year staggered terms.

A) **Faculty Governance Committee.** The Faculty Governance Committee shall meet at least once per semester to examine any matters related to faculty governance within the college. Eligibility for membership on the committee shall be limited to tenured faculty or Senior and Principal Lecturers. The committee members shall annually elect a committee chair. The committee chair shall prepare the agenda and make it available prior to any meeting. The committee chair shall also be responsible for a written summary of work done and actions taken by the committee that shall be transmitted to all faculty within the college. It is the responsibility of the Faculty Governance Committee, independently of, but in cooperation with the dean, to:

1) Review the college by-laws on an annual basis in conjunction with the dean, deliberate the merits of by-laws changes proposed by faculty, and coordinate elections to amend the by-laws.
2) Be the primary vehicle to coordinate the fulfillment of faculty responsibilities in areas such as curriculum, tenure and promotion, etc. through actions such as monitoring elections to standing committees, receiving reports of actions taken by standing committees, and periodically auditing the policies and procedures of standing committees.
3) Communicate with the dean of the college on a regular basis.
4) Serve as a forum for the faculty of the college to present and share ideas, express concerns, and address matters when no other forum, such as the Faculty Senate, is available.
5) Represent faculty on issues concerning governance in the college and the revision of the policy and procedures manual and other related documents ensuring agreement between these Bylaws and all related documents guiding the development and implementation of policies and procedures in the college.
6) Bring forward issues and matters pertinent to the faculty of the college. g. Facilitate, in conjunction with the dean, the functioning of standing committees. h. Establish, with approval of the dean, ad hoc committees and facilitate the functioning of these committees.
7) Consult with the dean on the replacement of representatives on University Committees when vacancies arise between regularly established elections.
8) Participate in the development of the college conceptual framework and mission and vision statements.

9) Call and sponsor forums (e.g., By-law's discussion) of the faculty, as deemed necessary.
10) Serve as an additional conduit for representatives on committees outside the college to communicate pertinent information to the faculty.
11) Assist the dean, chairs, and other administrators in ensuring that all constituents affected by policy changes have been notified and provided with an opportunity to respond to suggested policy changes.
12) The committee shall oversee all elections within the College. It must ensure compliance with the provisions of College of Science and Mathematics and University By-Laws regarding the eligibility of voters and nominees, as well as those of the University.
13) Inform faculty of the functions, current membership, and eligibility requirements of each university/college committee prior to each election.
14) Conduct elections and supervise counting of the ballots in non-departmental/college-wide elections.
15) Transmit results of the elections to the dean, the COSM Council and the faculty. Actual vote tallies may be released upon written request.
16) Periodically review election procedures and make recommendations to the COSM Council.

B) **Tenure and Promotion Committee.** It is the responsibility of the college Tenure and Promotion Committee to:
1) Review, for the dean, recommendations on promotion and tenure review, in accordance with respective departmental guidelines.
2) Review, recommend, and promote faculty development programs that will facilitate faculty progress to achieve promotion, tenure, and lifelong learning.
3) Annually review all criteria, policies, and procedures followed by the departments, to ensure that they are equitable and effective.
4) Understand the differences in tenure and promotion criteria within the programs of the College and apply the standards accordingly.
5) Review and present an impartial review of each candidate that is up for consideration. Committee deliberations must remain confidential in all respects (with exceptions granted only by the department chair in consultation with the dean).

C) **Course and Curriculum Committee.** It is the responsibility of the Course and Curriculum Committee to:
1) Make decisions and recommendations related to curricular issues based on the College of Science and Mathematics' mission.
2) Recommend procedures concerning programs and curricula, review and approve all changes in courses, major and minor programs, emphases, and degrees and continuously review all academic programs within the College.

D) **Academic Excellence and Awards Committee.** There shall be an awards committee to

determine annual faculty awards in each area of teaching, scholarship, and service. It is the responsibility of the Award Committee to:

1) Recognize and reward outstanding contributions of COSM faculty members in areas of teaching, scholarship, and service.
2) Review all candidates' applicable materials and make recommendations to the dean.
3) Aid faculty and students by funding efforts to pursue educational excellence at Georgia Southern University.
4) Review requests of the dean for funding to support activities and/or purchases that support scholarly excellence.

E) **Post-Tenure Review Committee.** It is the responsibility of the Post-Tenure Review Committee to:

1) Review all post-tenure review appeals from the department level and make written recommendations with justification to the dean regarding those appeals.
2) Review all post-tenure review files from the department level to make recommendations with justification to the dean regarding meritorious service awards.
3) Understand the differences in post-tenure criteria within the programs of the College and apply the standards accordingly.
4) Review and present/discuss an impartial review of each candidate that is up for consideration. Committee deliberations must remain confidential in all respects (with exceptions granted only by the department chair in consultation with the dean).

F) **College Office of Undergraduate Research (COUR) Committee.** It is the responsibility of the COUR Committee to further the undergraduate research experience in the College of Science and Mathematics at Georgia Southern University by supporting and enhancing existing faculty-undergraduate research, facilitating the creation and support of new faculty-undergraduate research initiatives, and showcasing faculty undergraduate research. The committee members are expected to:

1) Participate in the selection of COUR award winners by contributing to the review process.
2) Attend meetings called by the COUR Director.
3) Participate in the COUR Symposium held each spring semester.

G) **Medical/Dental Admissions Review Board.** The Medical/Dental Admissions Review Board is a committee of faculty members appointed by the Dean of the College of Science and Mathematics to oversee the pre-medical/pre-dental program. The committee is to:

1) Review the curriculum of the program to ensure that it is current and meets the requirements of the medical and dental schools to which our students are applying.
2) Provide current information on advisement and the medical/dental school application process to both advisors and pre-med/pre-dent students c. Interview each senior pre-

med/pre-dent student and, based on this interview, writing a letter of recommendation.

H) **COSM Council.** The COSM Council is an advisory committee that consists of department chairs and directors within the College of Science and Mathematics. The major function of the committee is to serve as a liaison between the department and the office of the dean.

**Section 3. Elections**

Elections will be handled by the Faculty Governance Committee (or subcommittee).

A) Faculty representatives for standing committees in the College are selected through a departmental process of appointment by the chair, volunteerism, or election. Voting for all college-wide elections (e.g., on university level committees) is to be limited to regular full-time faculty.
B) Results are to be determined by a simple majority of those voting. All voting will happen by secret ballot. Electors may cast one vote per vacant position. In some departments, faculty representatives for standing committees in the College may be appointed by the chair with concurrence from the Faculty Governance Committee. All elections shall maintain an auditable trail.

**Section 4. Ad-Hoc Committees**

Ad-hoc committees may be formed for special purposes for a limited time to address specific problems, issues, and/or areas of concern (e.g. Strategic Planning, Student Advisory Council, etc.). These may be requested by any member of the faculty upon demonstration that the issue is one of general concern for the College and not a matter concerning only one department within the College. All requests to establish such a committee shall be answered in writing by either the Faculty Governance Committee or the COSM Council indicating approval or denial and the rationale for the decision. The appropriate authority shall prepare a specific charge for the committee and specify a requested due date.

**Section 5. Advisory Board**

The College of Science and Mathematics' Advisory Board is consultative to the College's Dean providing advice, guidance and support for the development of high-quality programs in the College. The Board also assists in promoting our professional image and good relations with our communities, region, and state. The Advisory Board will also help the College develop effective collaborations with business, industry, and other partners.

# ARTICLE IV: DEPARTMENTAL PROMOTION AND TENURE COMMITTEE

The Departmental Promotion and Tenure Committee functions in the same capacity that the College of Science and Mathematics Tenure and Promotion Committee functions at the college level.

**Composition of Departmental Committees:**

Departments may develop their own policies and procedures with respect to faculty evaluation committees, and the individuals advising the chair must meet those policy and procedural requirements. The committees advising the chair for pre-tenure, tenure, promotion, and post-tenure must be comprised of tenured faculty. Each department, within their own policies, must establish which rank of faculty from within their department who will review candidates for promotion to each rank (senior lecturer, principal lecturer; assistant, associate and full professor). In the event that an insufficient number of faculty of the appropriate rank are present within a department to review candidates for promotion or tenure, the chair must seek faculty of the appropriate rank and/or with tenure from other COSM departments to serve on the departmental committee; the chair should request the assistance of these faculty via their respective departmental chair. The chair should attempt to select individuals from outside the department who would be in the best position to evaluate the candidate with respect to the fields of teaching, scholarship and service.

It is the responsibility of the Departmental Promotion and Tenure Committee to:

A) Evaluate the applications of those being considered for promotion and tenure in accordance with the departmental guidelines.
B) Solicit, evaluate, and summarize input from other faculty members who have achieved rank equal to or above that for which the candidate is applying.
C) Make formal written recommendations to the chair of the department and dean based on departmental, college, and university guidelines.
D) Conduct a third-year review of probationary faculty, which should be an in-depth look at the cumulative performance of the individual and essentially consist of a preliminary tenure review decision for continued employment. The intent of this review is to obtain opinions on the performance of probationary faculty beyond that of the department chair.

NOTE: The purpose of this committee is to make recommendations to the department chair. The chair is responsible for making the ultimate recommendation for promotion and/or tenure that will be forwarded to the dean. The chair will advise the convened departmental committee if there are any differences between his/her recommendation and those of the Departmental Promotion and Tenure Committee. Applicants who were not recommended for tenure and/or promotion may follow the appeals process described in the COSM Manual.

## ARTICLE V: STUDENT ORGANIZATIONS

Faculty members will recognize any appropriately constituted student organizations that have as their purpose the facilitation of formal, regularized communication channels for the interaction of the student body, faculty and administration. COSM BY-LAWS Page 21

## ARTICLE VI: INTERPRETATION

The faculty, through action in regular or called meetings, shall by majority vote (a quorum present), in conjunction with the dean and the provost, interpret these By-Laws. However, these By-Laws may not be interpreted in any manner that is inconsistent with either the Statues of the University or the By-Laws of the Board of Regents. COSM BY-LAWS Page 22

## ARTICLE VII: DEFINITIONS

A) Statutes: The statutes referred to in this document are the statutes of the University as they may, from time to time, be amended. Any amendment of these statutes shall become part of the By-Laws of the College of Science and Mathematics as if they were originally part of such By-Laws.
B) By-Laws of the Board of Regents: The By-Laws of the Board of Regents referred to in the statutes of the University and the By-Laws of the College of Science and Mathematics are the By-Laws of the Board of Regents as they may, from time to time, be amended. Any amendment of the By-Laws of the Board of Regents shall become part of the By-Laws of the College of Science and Mathematics as if they were originally a part of such By-Laws.
C) Corps of Instruction: The corps of instruction of Georgia Southern University will consist of those faculty so defined in the *Policy Manual of the Board of Regents* and appointed by the president of Georgia Southern University (Statutes, Article I, Section 3).
D) Earned Doctorate: An earned doctorate shall be any earned, terminal degree to the extent such interpretation is consistent with the Statutes of the University and the By-Laws of the Board of Regents.
E) Regular Full-Time Faculty: A regular full-time faculty member is an individual employed in a tenure-track or non-tenure track position on a non-temporary basis who does not hold an administrative appointment.
F) Staff: Those employees who hold a regular classified position and those employees who hold a twelve-month professional/administrative appointment without faculty rank.

G) Quorum: In order to conduct business that represents the will of the members of the college, any committee (be it of a part or the whole) shall have at least 50% representation of its members.

## ARTICLE VIII: RATIFICATION

The By-Laws of the College of Science and Mathematics shall be in full force when approved by a majority of regular full-time faculty members voting, the dean, the provost, and the president.

## ARTICLE IX: AMENDMENTS

The College faculty shall have the power to amend the By-Laws. The By-Laws amendment procedure is as follows:

A) Any faculty member or group within the faculty may submit a memo to the dean and to the Faculty Governance Committee regarding suggested revisions to the By-Laws. The Faculty Governance Committee, in concert with the dean, shall decide when the By-Laws need to be revisited.
B) Proposals to amend the By-Laws shall be submitted to the College faculty not later than 10 days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending.
C) Proposed amendments must be adopted by a two-thirds majority of faculty members voting, with a minimum of fifty percent of full-time faculty voting (i.e., a quorum of eligible faculty). Voting shall continue for a minimum of one week or until the fifty percent quorum is met, whichever comes last.


## ARTICLE X: POLICY AND PROCEDURE CHANGES

The College faculty, through the Faculty Governance Committee, in concert with the dean shall have the power to amend, revise, or establish new policies and procedures under which the college operates. All changes in the COSM Manual must be in alignment with the By-Laws of the College of Science and Mathematics. The guidelines for revising the COSM Manual are described within that document.