Section I. Goals of the Faculty Senate
A. Per Article III Section 1 of the College of Education Bylaws: “The mission of the College of Education Faculty Senate shall be to improve the quality of life in the College community while promoting excellence in educational scholarship, research, teaching, service, and practice. In order to create an open and democratic culture, the Faculty Senate is committed to shared governance by serving as an elected representative voice of the Faculty as a whole. The Senate is committed to promoting an open and informed decision-making process on policies and procedures by providing a community forum and fostering an involved citizenry wherein Faculty exercise both rights and responsibilities.”

B. The Faculty Senate shall foster shared governance, informed and open decision-making, and communication in the College in ways including but not limited to the following:
1. The Faculty Senate shall use a) the established UGA listserv and b) document files stored on the College’s shared drive (S: drive) to communicate amongst its Senators.
2. The Faculty Senate shall use the College’s established communication strategies (e.g. COEfyi, calendar, etc.) to communicate with the faculty at large and various decision-making groups.
3. The Faculty Senate shall maintain a webpage on the College’s website, easily accessible from the main page and the intranet about Faculty Senate business.

Section II. Election and Service of Faculty Senators
A. Eligibility for Election to the Faculty Senate
1. Any faculty member in the College with the exception of administrators (e.g., Dean, Associate/Assistant Deans, Department Heads) shall be eligible to be elected to the Faculty Senate.
2. Faculty members shall include everyone in the Corps of Instruction as defined in the University of Georgia’s Board of Regents Policy Manual.
3. The Faculty Senate Steering Committee shall hold an orientation session for first-time Senators each Fall Semester typically held at the end of the first meeting in the Fall.

B. Responsibilities
1. Senators are expected to attend in person or identify a proxy for all Faculty Senate meetings.
2. Senators are expected to report to their Department on Faculty Senate activities and seek input from their Department and report back to the Faculty Senate.
3. Senators are expected to assist with securing nominations for committee elections.

C. Senators’ Term of Office
1. Senators shall serve a three-year term and shall take office at the beginning of the Fall Semester following their election.
2. In the event that the Faculty Senate must meet in the summer, Senators who were in office the previous Spring shall serve.
3. Terms of Senators shall be staggered, when possible, such that one-third of the Senators shall be elected annually.
4. Senators may serve for only two consecutive terms (six years) and after those terms must go off the Faculty Senate for at least two years before being eligible for re-election.

D. Election of Senators
1. Senators shall be elected by April 15th to serve the following year.
2. Department Heads shall be responsible for holding these elections in their Departments.
3. Faculty shall vote only for Senators in their own Departments.
4. If a Senator is unable to complete a term, the President of the Faculty Senate shall ask the Department Head to elect a new Senator from that Department.

Section III. Meetings
A. Meetings of the Faculty Senate are open according to the Georgia Open Meetings Law.
B. Frequency of Meetings
   1. The Faculty Senate shall meet in regular session at least once during both Fall and Spring Semesters at a time and place to be determined by the President.
   2. The President shall have the authority to convene special sessions of the Faculty Senate during any semester, and a special session shall be called by the President upon written petition addressed to the President and signed by a majority of Senators.
C. Notice of Meetings
   1. Notices of regular meetings of the Faculty Senate shall be published and distributed by the President to each member of the Faculty Senate and to all other members of the Faculty at least one week prior to such regular meetings.
   2. Notices of special meetings shall be sent to each member of the Faculty Senate and to all other members of the Faculty at least three working days prior to the date of such special meeting.
   3. Notices of all Senate meetings shall specify the matters to be discussed and acted upon at such meetings.
D. Agenda
   1. The President and Steering Committee shall set the agenda for Senate meetings.
   2. Any faculty member can suggest an agenda item by submitting it to the President or a member of the Steering Committee.
   3. Any faculty group may place an item on the agenda by presenting a petition signed by at least fifteen percent of the Faculty to either the President or a member of the Steering Committee.
   4. The President shall inform the Dean of the agenda prior to each meeting of the Faculty Senate.
E. Absences and Proxies
   1. A Senator who is unable to attend a meeting shall designate a Proxy from that Department to attend. A Proxy may not be an elected member of the Faculty Senate and may represent only one Senator. The Proxy shall be eligible for membership in the Faculty Senate as described in Section 2A. If the Senator is unable to find a Proxy, the Senator shall notify the President in advance.
   2. The Proxy shall be recognized by the President before the meeting in order to have the same privileges, including the right to vote, as a Senator.
   3. The Department Head of a Senator who is absent more than twice without notifying the President in advance or without sending a Proxy shall be notified of the Faculty Senator’s absence.
   4. If deemed necessary, the Senator will be removed from the Faculty Senate and the Department Head will be asked to hold a special election to fill the vacancy.
F. Quorum
   1. A majority of the total membership of the Senate shall constitute a quorum.
   2. The vote of a majority of the members at a meeting at which a quorum is present shall be required for any official action of the Faculty Senate.
Section IV. Officers of the Faculty Senate

A. The Officers of the Faculty Senate shall include the President, President-Elect or Past-President, Parliamentarian, and Recorder.

B. All officers, with the exception of the President, shall be Senators.

C. In the case that the President-Elect is selected from outside of the existing Faculty Senate, the President-Elect will not have voting rights because his/her department is already represented by 2 Senators.

D. Duties of Officers

1. President
   a. Responsibilities.
      (1) Ensure to the greatest extent possible that the will of the Faculty as determined by its Senate is accomplished.
      (2) Preside at Faculty Senate meetings and oversee Senate business.
      (3) Work with the Past-Present or President-Elect to oversee elections for College Standing Committees and University Committees and the preparation of slates of candidates for College Special Committees given to the Dean for consideration.
      (4) In consultation with the Faculty Senate Steering Committee and the Dean or the Dean’s Designee as deemed appropriate, approve the composition of all College Committees (Standing and Special Committees) and University Committees on which the College has representatives.
      (5) Serve as an ex-officio, non-voting member of all College Standing and Special Committees.
      (6) Serve as a full, voting member and Chair of the Faculty Senate Steering Committee.
      (7) Serves as a full, voting member of the COE Leadership Council or decision-making group when matters of shared authority are discussed and represents the will of the Senate with such group(s).
      (8) Transmit relevant information to the Faculty.
      (9) Ensure that information on the Senate webpage and shared files are current.
      (10) Prepare, in consultation with the Steering Committee, agendas and minutes for Senate meetings.
      (11) Post a copy of the minutes of Senate meetings prepared by the Recorder, approved by the Steering Committee, to the COE website and S: shared drive within two weeks.
      (12) Ensure the implementation of the Manual of Policies and Procedures.
      (13) Oversee the revision of the Manual of Policies and Procedures when necessary.
      (14) Other duties as appropriate.
   b. Term. The President of the Faculty Senate shall serve a two-year term, followed by a one-year term as Past President, an ex-officio member of the Steering Committee.
   c. Election. The President-Elect assumes the position of President after the last meeting of the Faculty Senate in the Spring Semester before which h/she takes office. If at any time the office of President is open and there is no President-Elect to assume the duties of the President, the Faculty Senate shall elect a President from its own membership. Should this process be unsuccessful, efforts can be made to find candidates from amongst the COE faculty who served on the Faculty Senate within the last 5 years.
   d. Removal of President. If the President fails to fulfill the responsibilities stated in Section 4 of this document, the Faculty Senate, with the approval of two-thirds of a quorum of Senators, may remove the President from office.
2. Past-President or President-Elect
   a. Responsibilities.
      (1) Serves as assistant to the President.
      (2) Works with the Present to oversee elections for College Standing Committees
          and University Committees and the preparation of slates of candidates for
          College Special Committees given to the Dean for consideration.
      (3) Attend meetings of the COE Leadership Council as the President's proxy when
          the President is not able to attend
   b. Election. From among its own membership, the Faculty Senate shall elect a
      President-Elect at its last annual meeting in the years that the existing President-
      Elect will be assuming the role of President. If unsuccessful in finding a candidate
      from the existing faculty senate, efforts can be made to find candidates from
      amongst the COE faculty who served on the faculty senate within the last 5 years. If
      the President-Elect is selected from outside the existing Faculty Senate, the
      President-Elect will not have voting privileges because their department is already
      represented by 2 Senators.

3. Parliamentarian
   a. Responsibilities. The Parliamentarian shall advise the Faculty Senate on formal
      rules and procedures using Robert’s Rules of Order.
   b. Appointment. The President shall appoint a Parliamentarian at the first meeting of
      the year. The Parliamentarian shall ensure that all meetings of the Faculty Senate
      are conducted in accordance with Robert's Rules of Order (current) except as
      otherwise provided in the University of Georgia Statutes or in this document.

4. Recorder.
   a. Responsibilities. The Recorder shall take minutes at Senate meetings and forward
      them to the President.
   b. Appointment. The President shall appoint a Senator for the year to record minutes
      at each meeting of the Faculty Senate.

E. Presidential Succession.
1. The transfer of power from President to President-Elect shall occur immediately after
   the last Senate meeting of the Spring, following the Presidents’ two-year term.
2. In the event that the President cannot serve the full term of duty, the President-Elect
   shall assume the office of President for the remainder of that term, and the Faculty
   Senate shall elect as soon as possible a new President-Elect from among its own
   membership.
3. In the event that both the President and President-Elect are unable to serve the full
   term of duty, the Faculty Senate shall elect as soon as possible both a President and a
   President-Elect from among its own membership with the slate being prepared the
   Faculty Senate Steering Committee.
4. Should the Steering Committee be unsuccessful in finding these candidates from the
   existing faculty senate, efforts can be made to find candidates from amongst the COE
   faculty who served on the faculty senate within the last 5 years. If the President-Elect is
   selected from outside the existing Faculty Senate, the President-Elect will not have
   voting privileges because their department is already represented by 2 Senators.
5. In the event that the Senate term of the Senator who is elected President or President-
   Elect shall expire before the term as President begins, that Senate term shall be
   extended.
Section V. Amending the Manual of Operating Policies and Procedures
A. The Faculty Senate of the College of Education shall have the power to alter, repeal, or amend this Manual of Operating Policies and Procedures and to adopt new Operating Policies and Procedures.
B. Proposed amendments and new Manual of Operating Policies and Procedures shall be distributed and discussed at one Faculty Senate meeting. Senators will discuss the proposed changes with their departments and determine their position(s). At the following Faculty Senate meeting, senators will vote in accordance with their department's wishes.
C. A simple majority vote shall be required to change the Manual of Operating Policies and Procedures.
D. The President of the Faculty Senate, assisted by the Dean’s Office, shall ensure that the provisions of this article are properly implemented.
E. BOR and UGA policy supersede Faculty Senate Manual of Operating Policies and Procedures.

Section VI. Committees
A. The Faculty Senate shall have a Steering Committee and may establish additional Standing Committees, Special Committees, ad hoc Committees, and other Committees for any purpose commensurate with its powers, functions, and responsibilities as needed.
B. The Faculty Senate also has responsibility for the structure, formation, and operating procedures of Standing Committees and Special Committees of the College of Education.
C. Finally, the Faculty Senate provides oversight for required elections for University Council, Graduate Council and other central campus committees (e.g. President's Faculty Advisory Committee) as required.
D. All committee meetings, except meetings of Special Committees, shall be open according to the Georgia Open Meetings Law unless otherwise noted below.
E. Responsibilities of Committees
1. To ensure responsible faculty involvement in governance, members of all Committees shall represent the Faculty in a fair, appropriate, professional, and objective manner and shall be knowledgeable of the responsibilities, functions, and procedures of the Committees on which they serve as stated in this document.
2. All Committees shall follow Robert’s Rules of Order (current).
3. Committee Chairs shall serve as liaisons among the Faculty Senate; Associate Deans, if applicable; and support staff.
4. At the last meeting of the year, each Standing Committee shall elect a Chair for the following year from those members who are returning and forward the name of the Chair to the President.
5. Each Special Committee, when it is formed, shall elect a Chair and forward the name of the Chair to the President.
6. Committee Chairs (and Associate Deans who facilitate the work of Special Committees) shall be responsible for informing new committee members of committee responsibilities and procedures.
7. Committees shall meet regularly to accomplish the work of the Committee.
8. Committee Chairs and, when appropriate, Associate Deans who facilitate the work of Special Committees, shall prepare and forward to the Senate President agendas prior to meetings and minutes after meetings for the Senate website. The Promotion and Tenure Committee shall be exempt from this requirement.
9. Committee Chairs shall prepare a written report of the year’s activities that shall be posted on the Senate website and shall be encouraged to present that report in person at the last Senate meeting of the year.
10. Committee Chairs and, when appropriate, Associate Deans who facilitate the work of Special Committees shall bring to the Faculty Senate suggestions with rationales for changes in the Purpose, Responsibilities, Composition, Term, or Operating Procedures of Committees.

11. Committee Chairs and Associate Deans who facilitate the work of Special Committees shall be responsible for reviewing the Faculty Senate Manual of Operating Policies and Procedures annually to ensure that the responsibilities and procedures of the Committee conform to this document and shall be responsible, if appropriate, for informing the President of suggested revision of this document.

F. Composition of Committees: The composition of each Committee is described in this document. Faculty members may serve concurrently on only two Standing and/or Special Committees.

G. Terms of Committee Members: Members of College Standing and Special Committees shall serve two-year terms, with the exception of the Promotion and Tenure Committee as described in this document. Terms shall begin at the beginning of Fall Semester, except for the Faculty Senate Steering Committee, whose terms shall begin immediately after the last meeting of the year. Faculty may serve only two consecutive terms on College Standing Committees and after those terms must go off the Committee for two years before being eligible for re-election.

H. Faculty Senate Steering Committee

1. Responsibilities. The responsibilities of the Steering Committee shall include but are not limited to the following:
   a. The Steering Committee shall work closely with the Senate President to provide leadership for the Faculty Senate.
   b. The Steering Committee shall assist with the determination of the agenda for each regular meeting of the Faculty Senate and may invite others (e.g., administrators, Committee Chairs, individual faculty members, and other guests), as appropriate, to attend Senate meetings.
   c. The Steering Committee shall recommend to the Faculty Senate rules and regulations to govern the conduct of the Senate’s business.
   d. The committee will also assist with the Administration Feedback Survey process.
      (1) Prior to the November Senate meeting, the Committee will communicate with the Dean, Associate Deans, and Department Heads to discuss and agree upon changes or additions to the instrument(s) and procedure(s) to be used in the current academic year’s feedback process.
      (2) With the advice and consent of the Faculty Senate and Dean, Associate Deans, and Department Heads, the Committee shall finalize the instrument(s) and procedure(s) for administrator feedback by the start of Spring Semester.
      (3) The Committee shall ensure, with the assistance of the Office of Information Technology or its designee, that instruments are made available to faculty in the first two weeks in February.
      (4) The Office of Information Technology or its designee shall transmit raw data organized by question from the instrument directly to each administrator by March 1st. Raw data for the Associate Deans and Department Heads will also be transmitted to the Dean. The Senate President shall confirm that the data have been transmitted and will report to the Faculty Senate and the Dean, Associate Deans, and Department Heads when data have been transmitted.
   e. Other responsibilities as appropriate.

2. Composition. The Steering Committee shall be comprised of the President, the President Elect or Past President, and three Senators elected by the Faculty Senate from among its membership. Only one Senator from any Department, when possible,
shall serve on the Steering Committee. The Senate President shall serve as the Chair of the Steering Committee.

3. **Term.** Senators shall serve staggered two-year terms that begin immediately after the last Senate meeting of the year.

4. **Operating Procedures.** To be determined by the Committee.

I. **Standing Committees of the College of Education**

1. **Responsibilities.** To ensure responsible faculty governance, members of Standing Committees shall represent the Faculty in a fair, appropriate, professional, and objective manner and shall be knowledgeable of the responsibilities, functions, and operating procedures of the Committees on which they serve as stated in this document. Members who do not participate responsibly in the work of the Committee shall be removed by the President, and the President shall solicit a volunteer from among the Faculty Senate to fill that vacancy. The removed committee member and his or her Department Head shall be notified of the action by the Senate President.

2. **Composition.** Depending on the committee, members of Standing Committees shall be elected either by the Faculty of the College as stated in this document with the exception that each department shall select one representative for the Curriculum Committee and the Awards Committees. Department Heads shall be eligible to serve on Standing Committees, except for Student Appeals. Faculty members may serve concurrently on only two Standing Committees and/or Special Committees and/or the Faculty Senate Steering Committee. The Chair of Standing Committees for the following year shall be elected at the last meeting of the committee from those members who are returning.

3. **Term.** Members of Standing Committees shall serve a two-year term with ~50% of the members rotating off the committee each year when possible.

4. **List of Standing Committees.** The Standing Committees are the Academic Appeals Committee, Curriculum Committee, and Scholarship Committee.

J. **Academic Appeals Committee** [see Appendix A for detailed information]

1. **Responsibilities.** The Academic Appeals Committee shall hear and act upon academic appeal cases involving graduate and undergraduate student courses and programs that cannot be resolved at the Department level. Appeals regarding admission into the University of Georgia must be filed with undergraduate admissions or graduate admissions.

2. **Composition.** The Committee shall be composed of five faculty members from at least three different Departments elected by the Faculty. Department Heads shall not serve on this committee. The Director of Student Services and the Associate Dean for Academic Programs shall facilitate the work of this committee as appropriate.

3. **Term.** The committee members will serve staggered two-year terms.

4. See Appendix A for detailed operating procedures regarding the COE Academic Appeals Committee.

K. **Curriculum Committee**

1. **Responsibilities.** The College Curriculum Committee shall consider action on undergraduate and graduate curricular matters that affect the College as a whole or relations among Programs and Departments in the College. The Committee shall review all proposals from Programs and Departments concerning (1) changes in course offerings; (2) the establishment, major modification (including name changes), and discontinuance of any degree program; and (3) other proposals as appropriate. The Committee shall make recommendations to the Dean, and the Dean and/or the Associate Dean for Academic Programs shall forward proposals approved by the Committee to the Graduate School Curriculum Committee and the University Council Curriculum Committee as appropriate.
2. **Composition.** The Committee shall consist of one faculty member from each Department. All committee members must have Graduate Faculty status, and three must represent undergraduate programs. The Associate Dean for Academic Programs shall facilitate the work of this committee.

3. **Term.** The committee members will serve staggered two-year terms.

4. See Appendix B for detailed operating procedures regarding the COE Curriculum Committee.

L. **Scholarship Committee**

1. **Responsibilities.** The Scholarship Committee shall select recipients for scholarships awarded by the College to undergraduate and graduate students enrolled in the College.

2. **Composition.** The Committee shall be composed of five faculty members from different Departments and one student selected by the Director of Student Services from a pool of former recipients of a College of Education scholarship. The Director of Student Services, representing the Associate Dean for Academic Programs, shall facilitate the work of this Committee.

3. **Term.** The committee members will serve two-year terms.

4. **Operating procedures.** The Committee shall meet as often as necessary but at least twice a year. The Committee shall ensure that current information about all College scholarships is available on the College website. The Committee shall review applications, vote to determine who shall receive scholarships, and make recommendations to the Associate Dean of Academic Programs. The Director of Student Services facilitates the work of this committee.

M. **Special Committees of the College of Education**

1. **Responsibilities.** Special Committees perform special functions of the Faculty that are beyond the authority of a Standing Committee and are often related to personnel matters; thus, meetings of these committees are generally not open. To ensure responsible faculty governance, members of Special Committees shall represent the Faculty in a fair, appropriate, professional, and objective manner and shall be knowledgeable of the responsibilities, functions, and operating procedures of the Committees on which they serve as stated in this document. Members who do not participate responsibly in the work of the Committee shall be removed by the President, and the President shall solicit a volunteer from among the Faculty to fill that vacancy with the approval of the Dean. The removed committee member and his or her Department Head shall be notified of the action by the Senate President.

2. **Composition.** Members of Special Committees shall be appointed by the Dean or the Dean’s designee from slates of candidates prepared and approved by the Faculty Senate Steering Committee. Department Heads may serve on Special Committees, except for the Promotion and Tenure Committee.

3. **Term.** Members of Special Committees shall serve a two-year term with half the members rotating off each year, when possible, with the exception of Associate Professors on the Promotion and Tenure Committee who serve a one-year term.

4. **List of Special Committees.** The Special Committees are the Awards Committee and Promotion and Tenure Committee.

5. **Awards Committee**
   a. **Responsibilities.** The Awards Committee shall select nominees and/or recipients for awards in teaching, research, and service sponsored by the College of Education and The University of Georgia. If the committee recommends someone who does not meet the stated eligibility requirements for the award or the committee makes a procedural error, the Dean may overrule the committee.
b. **Composition.** The Committee shall be composed of one faculty member from each Department. The Faculty Senate expects that previous award recipients shall serve on this committee. The Associate Dean of Faculty and Staff Services shall facilitate the work of this committee.

c. **Term.** Members of this committee shall serve two-year terms.

d. **Operating procedures.** The Committee shall meet as often as necessary but at least twice per year. At its first meeting, the Committee shall review procedural guidelines, selection procedures, and deadlines for awards in research, teaching, and service sponsored by the College of Education and the University of Georgia. If a committee member is listed as a nominator, s/he must recuse herself/himself from the discussion and voting on that award. Members may choose to recuse themselves for other reasons that they are not required to divulge. The Committee shall ensure that current information about all College awards is available on the College website.

(1) For College awards, the committee will establish award guidelines and criteria, review nominations submitted for awards, vote to approve or deny nominations submitted and select winners from the pool of approved nominations.

(2) For University awards, the Committee shall provide feedback to nominees for improving their dossiers and vote on whether to forward nominations from the College to the appropriate University body.

6. **Promotion and Tenure Committee**

a. **Responsibilities.** The Promotion and Tenure Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it considers faculty applications for promotion and tenure and makes recommendations to the Dean according to the standards and procedures described in the University of Georgia’s *Guidelines for Appointment, Promotion and Tenure.*

b. **Composition.** The Committee shall be composed of seven tenured Professors and two tenured Associate Professors representing each of the nine departments. When representation is needed due to rotation on the committee, nominations will be sought from the faculty at large with nominations being facilitated by the Faculty Senate Steering Committee. The Dean, or the Dean’s designee, shall be an ex-officio, non-voting member of the Committee according to the University of Georgia’s *Guidelines for Appointment, Promotion and Tenure.* At any time, individual members of the Committee may reveal their membership on the committee but may not reveal the names of other committee members. The Dean, or the Dean’s designee, shall facilitate the work of this Committee.

c. **Term.** Professors shall serve staggered two-year terms; Associate Professors shall serve one-year terms.

d. See Appendix C for detailed operating procedures regarding the COE Promotion and Tenure Committee.

7. **Committee Summary and Logistical Considerations**

a. Table 1 summarizes all Committee assignments managed by the Faculty Senate with regard to composition and terms, oversight, and election cycle within the academic year.

b. Elections are managed by the Faculty Senate President and the Senate Steering Committee with the assistance of the Office of Informational Technology to manage the electronic survey process and data reduction as deemed necessary.

c. Election cycles are scheduled in four main cycles:

(1) University Council and President’s Faculty Advisory Committee elections occur in December and early January as needed and are typically due mid-January to central campus.
(2) Several University Council Standing Committees require membership on the University Council; thus, these elections occur immediately after University Council elections.

(3) College of Education Faculty Senate, Standing and Special Committees, and Graduate Council elections occur post-Spring Break and early April.

(4) Faculty Senate Steering Committee elections will occur during the last Senate Meeting of the academic year which occurs in April from returning members.