

STATUTES
OF
ABRAHAM BALDWIN
AGRICULTURAL COLLEGE
University System of Georgia



Revised January 2003

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INTRODUCTION

The *Statutes of Abraham Baldwin Agricultural College* is the document that sets forth the broad policies which regulate the operation of the college as a two-year unit of the University System of Georgia. This document sets forth the philosophy, purpose, and governance of the college and outlines the administrative structure for the college. The statements are in accord with the policies adopted by the Regents of the University System of Georgia. In case of any divergence from or conflict with the official *Policy Manual of the Board of Regents of the University System of Georgia* that may be found in these *Statutes*, the official *Policies* of the Board of Regents shall prevail.

Academic personnel should refer to the *ABAC Policy Manual* for additional provisions and guidelines. Non-academic personnel should refer to the *Classified Personnel Handbook* for additional provisions and guidelines.

The following documents are sources of reference for college operations:

1. *Policy Manual of the Board of Regents*, University System of Georgia
2. *Academic Affairs Handbook*, University System of Georgia
3. *Core Curriculum Information*, University System of Georgia
4. *Statutes of Abraham Baldwin Agricultural College*
5. *Classified Personnel Handbook*, Abraham Baldwin Agricultural College
6. *Policy Manual*, Abraham Baldwin Agricultural College
7. *Catalog*, Abraham Baldwin Agricultural College
8. *Student Handbook*, Abraham Baldwin Agricultural College
9. *Focus* (published weekly)
10. *Administrative Procedures for the University System of Georgia*
11. *Handbook for Academic Advisors*, Abraham Baldwin Agricultural College
12. Special publications that may be issued as necessary

Abraham Baldwin Agricultural College is an Affirmative Action, Equal Employment and Educational Opportunity Institution.

ARTICLE I. THE COLLEGE

Section 1: A Unit of the University System of Georgia

Abraham Baldwin Agricultural College is a two-year unit of the University System of Georgia, which is governed by the Board of Regents.

Section 2: Philosophy

The first priority of any institution of higher learning must be to provide its students with the best possible education. That has to be the guiding principle. Anything which enhances that responsibility serves the institution well; anything which detracts from that responsibility betrays the central trust which the Regents and the public have given to us. Classroom and laboratory instruction must be the top priority of the college.

Abraham Baldwin is an institution which has long prided itself in being a "student centered" institution. That tradition is critical to any meaningful future for the institution. At the same time, the college realizes that this objective cannot really be met unless the courses of study have academic integrity.

The college's philosophy proceeds from a dual commitment to students and to quality in the firm belief that neither can be served without the other. The college believes that students must be treated as individuals, respected as persons, given the kind of attention that will enable them to succeed, and provided with a pleasant, courteous environment in which to live, work, and study. The college believes that students must be provided opportunities for physical, social, and emotional growth, as well as intellectual growth. The college

believes that students should be encouraged to become involved in campus life and extracurricular activities in order to develop their potential as citizens and as leaders. The college believes that the diverse nature of the student body demands flexibility in meeting students' needs. The college believes students must be challenged in order to realize their potential as learners and accept their responsibilities as mature adults.

This philosophy ought to be the foundation of institutional performance and individual conduct. Abraham Baldwin's mission reflects this philosophy. The school's heritage from the past must also be its legacy to the future. Accordingly, we affirm the following statement of institutional mission.

Section 3: Mission Statement

Abraham Baldwin Agricultural College (ABAC), established in 1908 as the Second District A&M School, became South Georgia A&M College in 1924 and Georgia State College for Men in 1929. Named for a signer of the United States Constitution and the first president of the University of Georgia, the college assumed its present name in 1933 when it became a unit of the University System of Georgia. At that time ABAC embarked on a mission devoted primarily to associate-level studies in agriculture, home economics, and related fields. ABAC's role later expanded to include a diverse educational program.

As a unit of the University System of Georgia, ABAC shares the following characteristics with other two-year units in the System.

- γ a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;

ABAC Statutes

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- γ a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- γ a commitment to a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical institute programs;
- γ a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the college=s scope of influence;
- γ a commitment to scholarship and creative work for the specific purposes of supporting instructional effectiveness and enhancing institutionally relevant faculty qualifications.

In addition, campus life at ABAC shares the following characteristics with all other units in the System.

- γ a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- γ cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- γ technology to advance educational purposes, including instructional technology, student support services, and distance education;
- γ collaborative relationships with other System institutions, state agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

ABAC, an associate level college, is a community-based residential institution offering programs in the natural and physical sciences, the liberal arts, the social sciences, business,

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Article I The College

physical education and recreation, and health occupations, as well as a specialized institution serving a unique role through programs in agriculture and related disciplines. This dual emphasis, together with on-campus housing, gives the college its distinctive character and enables it to attract traditional and nontraditional students from throughout Georgia, other states, and other countries, creating a culturally diverse student body.

Off-campus and evening programs provide educational opportunities for individuals who are unable to attend classes in the traditional setting. Public service programs include special-interest activities and courses, occupation-enhancing short courses, youth enrichment courses, and performing and visual arts events. The college also provides administrative services and facilities that enable community and state organizations, as well as other units of the University System of Georgia to bring seminars, meetings, and upper-level and graduate instruction to the region.

ABAC's vision for the future includes placing student learning foremost; having an outstanding, diverse faculty, staff, and administration; valuing and encouraging lifelong learning; and ensuring continuous leadership and improvement. The college supports its mission through a participatory planning process involving all aspects of the campus community. Key components of the vision include additional outreach in Colquitt County through the development of the Moultrie Center; expanded use of distance education technologies; and collaborative efforts with technical institutes, public schools, and business and professional organizations. Another dimension of the vision is the continued development of agriculturally related programs of study and partnerships with Fort Valley

State University and the University of Georgia. Furthermore, the vision includes meeting the changing needs for programs other than those in agriculture.

The open admissions nature of ABAC continues to require refinement of services that enhance student development and academic success.

Section 4: Institutional Vision and Strategic Initiatives

Vision Statement

Building upon a rich tradition, our institution is a diverse learning community, inspiring excellence in our teaching and learning, developing strong educational and economic partnerships, and serving as a global gateway for our students.

Strategic Initiatives

1. Create an integrated, diverse learning environment that promotes the highest levels of student success.
2. Further develop programs that foster a sense of community among faculty, staff, and students.
3. Aggressively pursue public/private & community partnerships to expand learning opportunities, locally and globally.
4. Collaborate with four-year institutions to expand degree opportunities.
5. Restore and construct physical facilities that foster student learning and greater community involvement.
6. Infuse technology into student learning, teaching, and support services.

ARTICLE II. OFFICE OF THE PRESIDENT

Section 1: The President

The President is the chief executive officer of the college. The President is elected annually by the Board of Regents of the University System of Georgia on the recommendation of the Chancellor. The President is responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor. The duties and responsibilities of the President are as follows:

1. Be the executive head of the institution and of all its departments and exercise such supervision and direction as will promote the efficient operation of the institution.
2. Be the *ex officio* chairperson of the faculty and serve as chairperson and preside at its meetings.
3. Be the official medium of communication between the faculty and the Chancellor and between the faculty and/or any such body representative of the faculty and the Chancellor.
4. Recommend annually to the Board of Regents, through the Chancellor, the election or re-election of the faculty and the other employees of the institution, the salary of each, and of all promotions and removals.
5. Have the right and authority, with the approval of the Chancellor, to fill vacancies in the faculty between meetings of the Board with the understanding that these appointments shall be approved by the Board of Regents.

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Article II Office of the President

6. Have the right and authority, with the approval of the Chancellor and the Board of Regents, to grant leaves of absence to members of the faculty for study at other institutions or for such reasons as the Board may deem proper.
7. Appoint other representatives of the college that may be needed to assist in planning and administration.
8. Make an annual report to the Board of Regents, through the Chancellor, of the work and condition of the institution.
9. Recommend to the Board of Regents, through the Chancellor, budgets and budget amendments, repairs to existing buildings, need for new buildings and facilities, and all other matters pertaining to the operation of the institution.
10. Shall have power to appoint special or standing committees to advise and assist the President in planning and administration. The President shall be an *ex officio* member of all standing committees.
11. Shall prepare the annual budget and the annual report of the college for presentation, through the Chancellor, to the Board of Regents.
12. Shall have and exercise such other powers, duties, and responsibilities that may be required or authorized by the Board of Regents.

In the temporary absence of the President, the President's functions shall be exercised by the Vice President and Dean of Academic Affairs, or then by the Vice President and Dean of Student Affairs, or then by the Director of College Services, or then by the Vice President for Fiscal Affairs.

ARTICLE III. ORGANIZATION FOR ADMINISTRATION

The college's operations are divided among nine administrative areas: (1) Academic Affairs, (2) Student and Enrollment Services, (3) Fiscal Affairs and Plant Operations, (4) College Services, (5) Development, (6) Public Relations, (7) Institutional Research, (8) Information Technology and Services, and (9) Athletics. The administrator for each area responds directly to the President for the operation of his/her respective area. These officers are (1) Vice President and Dean of Academic Affairs, (2) Vice President and Dean of Student and Enrollment Services, (3) Vice President for Fiscal Affairs, (4) Director of College Services, (5) Director of Development, (6) Director of Public Relations, (7) Director of Institutional Research and Planning, (8) Executive Director of Information Technology, and (9) the Athletic Director. Collectively, these nine officers are referred to as the President's Cabinet.

Selection and recommendation for appointment of administrative officers is made by the President, upon recommendation by a screening committee, and in consultation with the Chancellor. Final recommendation to the Board of Regents is the responsibility of the Chancellor, with ultimate ratification by the Board of Regents.

Administrators may hold professorial rank in conformity with *Policy Manual of the Board of Regents* and are voting members of the faculty with all rights and benefits.

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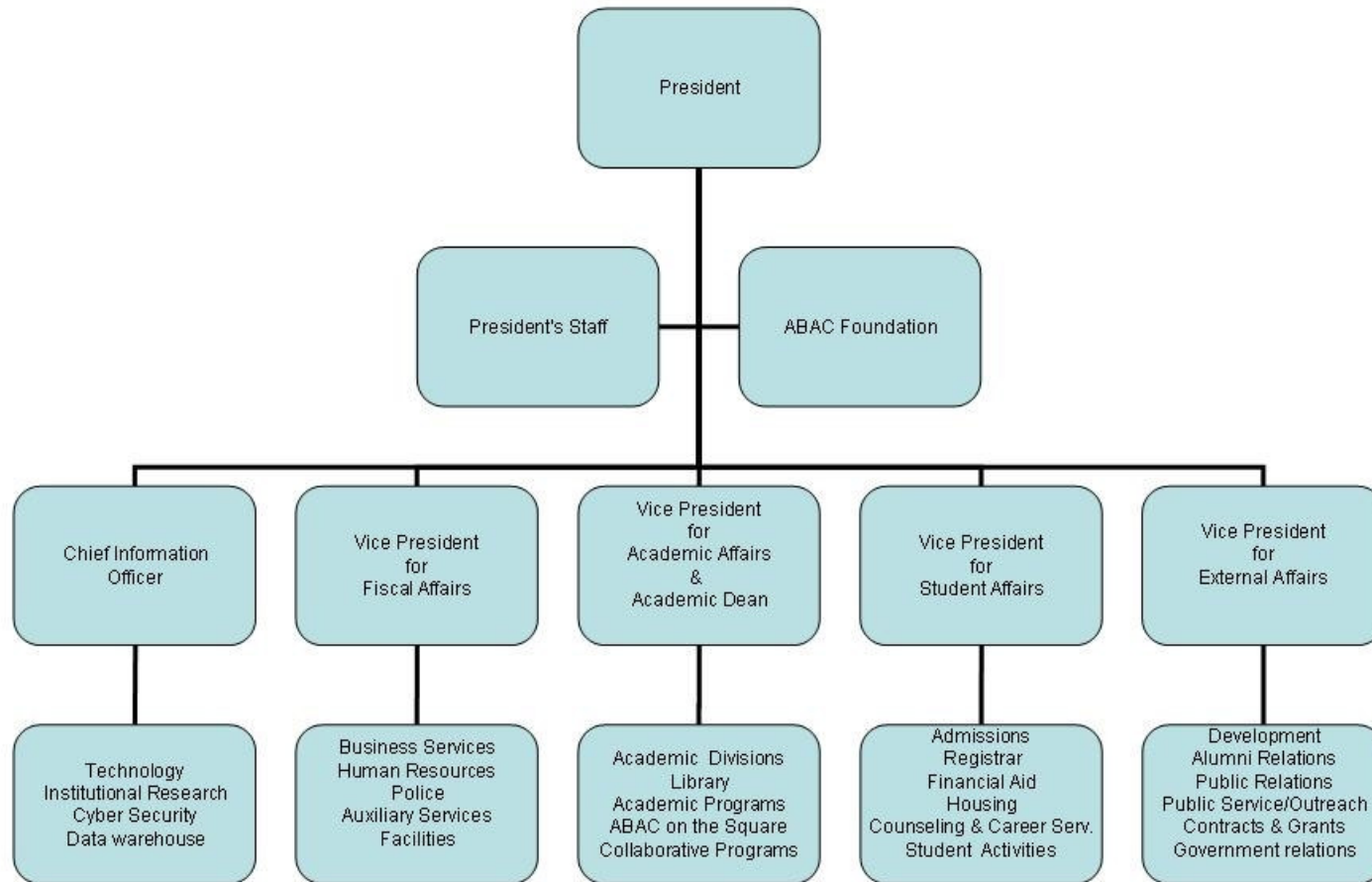
Article III Organization for Administration

Administrative officers are appointed annually for the subsequent fiscal year.

Administrative positions carry no right to tenure unless specifically allowed by Board of Regents policy. If a faculty member holds tenure in the corps of instruction prior to appointment to an administrative office, he/she may have to relinquish that tenure as a condition of the administrative appointment.

ABAC Organizational Chart

Approved by USG Board of Regents – January 16, 2007



Section I: Vice President and Dean of Academic Affairs

As the chief academic office of the college, the Vice President and Dean of Academic Affairs is responsible to the President for the development and administration of all academic services. The Vice President and Dean of Academic Affairs provides leadership for the faculty and guidance in the development of curriculum and courses and in the improvement of instruction. This position works closely with all division chairpersons, the Librarian, the Director of the Information Technology, the Director of Evening and Off-Campus Programs, and the Registrar in planning and implementing procedures related to the academic affairs of the college.

The Vice President and Dean of Academic Affairs administers the academic credit programs of the college and is responsible for the execution of all educational policies including policies concerning the academic performance of students. The specific duties of the Vice President and Dean of Academic Affairs are enumerated in the *ABAC Policy Manual*.

Section 2: Division Chairperson

The division chairperson has primary responsibility for administering the day-to-day affairs of the division, including classroom instruction, faculty evaluation, class scheduling, curriculum planning, and planning for the development of faculty and educational programs in the various curriculum areas. Specific duties and responsibilities of the division chair are detailed in the *ABAC Policy Manual*.

Section 3: Vice President and Dean of Student and Enrollment Services

The Vice President and Dean of Student and Enrollment Services provides leadership for non-academic student life. This area works with Student Government, student organizations, student councils, and various other student organizations. The Vice President and Dean of Student and Enrollment Services has the authority and responsibility to develop, coordinate, and promote all activities and functions pertaining to student life/services on campus and at off-campus locations where the institution offers instruction. This includes functions related to admissions, registration, advising, learning support, financial aid, counseling, career planning and placement, student testing, student housing, and educational programs related to the drug free schools and other substance abuse programs. The specific duties of the Vice President and Dean of Student and Enrollment Services are enumerated in the *ABAC Policy Manual*.

Section 4: Director of College Services

The Director of College Services provides leadership to a diverse group of college service functions, including Public Service and Business Outreach Programs and Human Resources. The specific duties and responsibilities of the Director of College Services appear in the *ABAC Policy Manual*.

Section 5: Director of Development

The principal role of Development is fund raising; however, overall campus planning is, in part, a role of this office. This office coordinates all fund raising including the Annual Fund, major donor solicitation, Planned Gift development and management, and Dollars for Scholars. This office also serves as the headquarters for the Abraham Baldwin Agricultural College Foundation, Inc., with the Director serving as Executive Vice President of the Foundation. This office works closely with the Office of the President in major donor cultivation and the Office of Public Relations in forming a positive relationship with the community. The Director of Development is responsible for and is the administrative officer in charge of the offices of Development and Alumni Relations. The specific duties and responsibilities of the Director of Development are delineated in the *ABAC Policy Manual*.

Section 6: Director of Public Relations

The Director of Public Relations is responsible for the majority of public information activities of the college. This position is responsible for directing the public marketing

campaign of the college. The specific duties and responsibilities of the Director of Public Relations appear in the *ABAC Policy Manual*.

Section 7: Vice President for Fiscal Affairs

The Vice President for Fiscal Affairs shall provide leadership for all business affairs of the college, the maintenance and security of grounds and buildings, the operation of auxiliary enterprises, the operation of public safety, and, in general, for all fiscal and physical affairs of the institution. The specific duties and responsibilities of the Vice President for Fiscal Affairs are included in the *ABAC Policy Manual*.

Section 8: Director of Institutional Research and Planning

The Director of Institutional Research and Planning is responsible for directing the college's planning, institutional research, and assessment program. The Director is responsible for various federal and state reports, for accreditation compliance, and for all internal research necessary to inform decision making at the college. The specific duties and responsibilities of the Director of Institutional Research and Planning are included in the *ABAC Policy Manual*.

Section 9: Executive Director of Information Technology and Services

The Executive Director of Information Technology and Services provides guidance and support for all areas of technology, assists in planning for the expansion of both administrative and academic computing, oversees budgets, works to ensure appropriate fiscal

resources, and seeks opportunities for innovative uses of technology. The specific duties and responsibilities of the Executive Director of Information Technology and Services are included in the *ABAC Policy Manual*.

Section 10: Athletic Director

The Athletic Director has the basic administrative responsibility for the direct supervision, approval, conduct, and control of the athletic programs under authority delegated by the President. The Director provides such documentation and recommendations as are necessary for decisions pertaining to policy, administration, budget, personnel, programs, and related matters. The specific duties and responsibilities of the Athletic Director are included in the *ABAC Policy Manual*.

ARTICLE IV. COUNCILS, TASK FORCES, AND COMMITTEES

Section 1: The Councils and Task Forces

Councils and Task Forces function as operational groups that refine procedures, identify problems, and suggest solutions. Councils or Task Forces serve the office to which they respond in an advisory capacity and as a means of communication. Recommendations from the councils are for the sole use of the administrator concerned as deemed appropriate by that administrator.

A complete listing and description of the membership and duties of the various councils can be found in the *ABAC Policy Manual*, a publication revised and distributed each year to the faculty and staff.

Task Forces are often formed by the president or other administrator for a specific purpose. Task Forces may also serve as advisory groups to an administrator. The college discourages the formation of task forces and ad hoc groups when an existing council or standing committee could serve the same purpose.

Section 2: Standing Committees

Composition and Role of Standing Committees

The function of a standing committee is to administer the duties assigned to each as delineated in the *ABAC Policy Manual*.

Faculty and staff members are recommended for committee assignments by the Committee on Committees, a subcommittee of the Academic Assembly, and are approved by the faculty and staff at the business session of each fall Faculty/Staff Preview and Planning

Conference. The composition, purpose, policy, and procedures of each standing committee shall be reviewed annually by the Committee on Committees, and any recommendations for change shall be presented in writing to the faculty for approval at the spring meeting. These changes are to be amended into the current policy manual each year. The tenure of any individual serving on a committee which is responsible for dispersal or recommendations for dispersal of funds shall be limited to two (2) consecutive terms. The Faculty and Staff Flower and Gift Committee shall be exempt from this policy due to the nature of its function. Service on standing committees is a responsibility of faculty and staff, except that no individual shall be required to serve on any specific committee. Every effort shall be made to distribute committee work equitably among faculty and staff. In order to utilize best the abilities of individual faculty and staff members, the Committee on Committees may recommend modification of the number of faculty/staff members serving on a specific committee. Where the number of faculty/staff members is specified, this number shall be taken as a minimum, not an exact number. To ensure equal and necessary representation from the college faculty and staff, the chairperson of each committee shall recommend individuals to fill committee vacancies arising during the succeeding year. Administrators may appoint ad hoc committees to facilitate their work.

Within ten working days after fall registration, designated chairpersons shall call the committees for organizational meetings. Where no chairperson is designated, the first person named on the committee list shall call the organizational meeting within the time specified. At these initial meetings, committees shall elect those officers needed for the committees' purposes. Chairpersons shall orient all committee members to its purposes and functions of

the committees and shall direct that minutes of each meeting be taken and distributed. Minutes shall be distributed to the President, the executive staff, each academic division officer, and any Abraham Baldwin employee requesting a copy. The administrator through whom the committee responds and the chairperson of the committee will determine any further extent of circulation of the minutes, as well as whether an abstract of action is sufficient to inform the faculty and staff.

Information related to holding meetings and records of proceedings of meetings of councils and committees (such as accounts of proceedings, reports of actions taken in such meetings, agendas, copies of reports, exhibits, announcements, etc.) are permanent records of the college. They are to be held in the chairperson's file for one year and then transferred to the Vice President and Dean of Academic Affairs for collating at the end of the year. The Vice President and Dean of Academic Affairs will then transfer these files to Baldwin Library for permanent keeping.

Prior to the end of each spring semester, the chairs of the various standing committees will complete and submit an annual report to the chair of the college's Planning Council.

A complete listing of committees, membership, and duties can be found in the *ABAC Policy Manual*.

Section 3: University System Advisory Council and Its Committees

The college is represented on the Chancellor's Advisory Council by the President as a voting member, with the Vice President and Dean of Academic Affairs and the Vice President for Fiscal Affairs as non-voting members. All members of the faculty are eligible for appointment on committees of the Advisory Council. Academic advisory committees are

ARTICLE V. THE FACULTY

Section 1: Faculty Membership

The faculty consists of the following corps of instruction and administrative officers: full-time professors, associate professors, assistant professors, instructors, special lecturers, and teaching personnel with such other titles as may be approved by the Board of Regents. Duly certified librarians are also included on the basis of comparable training. An administrative officer shall have all the responsibilities and privileges of faculty membership but serves in the administrative office at the pleasure of the President. A faculty member who has academic rank and tenure in the corps of instruction and who accepts appointment to administrative office shall retain his/her academic rank and tenure in the teaching rank only to that extent as permitted by Board of Regents policy. At ABAC, the faculty consists of all personnel whose employment is officially approved by the Board of Regents.

Section 2: Appointment

General

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

Qualifications for Faculty Appointment

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

- a. Master's degree. Exceptions may be made in unusual cases for:
 - (1) Persons of special learning or ability for a non-teaching position.
 - (2) Promising individuals who have recently acquired the bachelor's degree and are near completion of a graduate degree.
 - (3) Temporary emergency appointments.
- b. Evidence of ability as a teacher.
- c. Evidence of scholarly competence and activity.
- d. Successful experience. (This is normally waived in the case of beginning faculty appointments who meet all other requirements.)
- e. Desirable personal qualities judged on the basis of personal interviews, complete biographical data, and recommendations. (See *Policies, Board of Regents* ' 803.

Section 3: Faculty Governance

The faculty shall make, subject to the approval of the Chancellor and the Board of Regents, rules and regulations for its governance and procedures for those of students; provide such committees as may be required; prescribe regulations regarding admission, discipline, probation, suspension, scholarships, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for maintaining high educational standards. The faculty shall prescribe rules for the regulation of student publications, athletics, intercollegiate games, musical, dramatic, and literary clubs, and all other student activities and affairs, subject to the approval of the Chancellor and the Board of Regents. A copy of the statutes, rules, and regulations made by the faculty shall be filed with the Chancellor. (*Policies, Board of Regents* 203.0305)

Section 4: Faculty Meetings

The faculty shall meet at least once each semester (except summer term) and at such other times as may be called by the President. The President of the college shall be chairperson of the faculty. The Vice President and Dean of Academic Affairs is responsible for recording and preserving a permanent record of faculty action.

The Vice President and Dean of Academic Affairs shall be the vice-chairperson and shall prepare and distribute an agenda for each meeting. Those submitting items for the agenda must do so to the office of the Vice President and Dean of Academic Affairs eight days prior to the meeting.

A copy of the minutes of each meeting shall be sent to the President and the Chancellor within three days after the meeting. The Vice President and Dean of Academic Affairs shall retain the minutes on file. Staff in the Office of the Vice President and Dean of Academic Affairs shall circulate copies of minutes to faculty.

Section 5: Faculty Responsibilities

Responsibilities for Governance

Responsibilities for governance are outlined in Section 3 in this article.

Responsibilities for Academic Affairs

The faculty shall:

- a. individually serve on committees and councils of the college.

- b. individually serve on special committees as established by the college's administrative officers.
- c. approve the candidates for graduation.

Instructional Responsibilities

At the time of employment, faculty members of Abraham Baldwin assume the following responsibilities:

- 1. Provide leadership in the classroom for a favorable learning climate, in which students grow and develop as persons and develop competencies in the academic area.
 - a. At the first meeting of every class: present an outline of the course, tests and quizzes to be given, a statement of behavioral objectives of the course and present the expectations of the college in offering the course.
 - b. Arrange individual counseling sessions with students when needed.
 - c. Direct all teaching/learning experiences toward objectives of the college, informed by good academic practices.
 - d. Report regularly and promptly to each student the evaluation placed on his/her performance in class.
 - e. Maintain class rolls with suitable entries and such other records as may be required. Maintain files of these records in accordance with State Records Management requirement.
 - f. Conduct classroom instruction at the highest possible level of efficiency, enthusiasm, and interest for students. No duty, however demanding or apparently important, takes precedence over effective teaching.
 - g. Advise his/her division chairperson in advance of impending absences. Arrange in advance with the division chairperson for travel status or committee meetings.
 - h. Conduct final examinations according to the official published schedule of the college. No early or late final examinations shall be given to classes or to individual students by any instructor, without prior approval in writing by the appropriate division chair.

2. Conduct academic advising with students as assigned.
 - a. Help students register for the necessary courses in programs assigned for advisement.
 - b. Help students choose wisely a suitable career, exploring the many possibilities open in the field assigned to advise. Refer the student to others on campus for more information in unfamiliar areas.
 - c. Help develop a healthy outlook on student life and encourage positive attitudes and actions.
 - d. Motivate the student to realize his/her potential for personal development and academic achievement.
 - e. Schedule small group and individual conferences when necessary and desirable.
 - f. Participate in conferences with Student Affairs in attempts to solve student academic, personal, and career problems.

3. Perform other functions as necessary.
 - a. Serve on and attend committee meetings of the faculty, including the Academic Assembly and other meetings as required.
 - b. Report to division faculty committee action when committee member is a direct division representative to a committee.
 - c. Participate in graduation ceremonies and general faculty/staff meetings.
 - d. Assume the responsibility for and actively participate in professional development directly related to teaching, advising, and evaluating students.
 - e. Comply with the policies of the college as set forth in the *Policy Manual, Statutes*, and official memoranda issued or approved by the President and with the policies of the Board of Regents of the University System of Georgia.
 - f. Provide reports, including an annual report of performance, required by the college, the University System of Georgia, and other agencies.
 - g. Provide leadership in extra-curricular activities within the limitations of interests, experience, and competencies, compatible with the purposes of the institution and the expectations of students.

- h. Participate in the planning and assessment activities of the college as needed.
- i. Participate in community life in a manner commensurate with the position held.

Academic Freedom and Responsibilities

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

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

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

The faculty member should conduct himself/herself publicly and in the institution in a manner that will earn credit for himself/herself, the teaching profession, and the institution where employed. The college subscribes to the *1940 Statement on Academic Freedom* as articulated by the American Association of University Professors.

Section 6: Tenure

Abraham Baldwin Agricultural College follows the tenure policies of the University System of Georgia. (*Policies, Board of Regents*, '803.09) Also see the *Policy Manual* of the college for a more detailed description of tenure policies and procedures.

Section 7: Promotion

The college's *Policy Manual* describes in detail information regarding promotion.

Section 8: Salaries

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

The college administers salary increases with respect to the salary administration increase instructions received from the Board of Regents.

Together, the evaluation results, promotions, and earned advanced degrees all influences the distribution of the merit salary increases. The college recognizes that differences in salaries may exist between disciplines owing to opportunities available in the employment market. The division chairperson and the Vice President and Dean for Academic Affairs attempt to achieve equity in salary administration.

Section 9: Outside Activities

A faculty member shall not engage in any occupation, pursuit, or endeavor which will interfere with regular and punctual discharge of his/her official duties. Faculty participation in outside activities, political activities, and/or use of property in political campaigns shall be governed by the policies of the Board of Regents. (*Policies, Board of Regents, ' 802.1601; 803.1603; and 914.01*)

Section 10: Leaves for Professional Personnel

The President of an institution may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to members of the institution's faculty or administrative staff. (*Policies, Board of Regents, ' 803.15*) Abraham Baldwin Agricultural College encourages the faculty and professional staff members to avail themselves of opportunities for advanced study.

Section 11: Grievance Procedures

Abraham Baldwin Agricultural College seeks to resolve problems at the lowest possible levels. The college's detailed Grievance and Alternative Dispute Resolution procedures are

described at length in the *Policy Manual*. Additional information can be obtained through the Director of Human Resources.

Section 12: Appeal Procedures

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

Section 13: Employment and Resignation of Faculty Members

Abraham Baldwin Agricultural College follows the policies of the Board of Regents regarding employment and resignation of faculty members. (*Policies, Board of Regents, '903.06*)

Section 14: Removal of Faculty Members

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

Section 15: Nepotism

Abraham Baldwin Agricultural College abides by the policies of the Board of Regents regarding nepotism. (*Policies, Board of Regents, '802.03*)

Section 16: Dismissal of Temporary or Part-Time Personnel

Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the President, Vice President and Dean of Academic Affairs,

or their immediate supervisor, any one of whom may discontinue the employment of such employees without cause or advance notice.

Section 17: Suspension for Violation of State or Federal Laws

When a faculty member in any unit of the University System is charged with the violation of a state or federal law or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President and Chancellor.

Section 18: Academic Assembly

Abraham Baldwin Agricultural College encourages its faculty to be active members in the Academic Assembly, as described in Article IV of these *Statutes*.

Section 19: Staff Forum

Abraham Baldwin Agricultural College encourages its staff to be active members in the Staff Forum, as described in the *ABAC Policy Manual*.

ARTICLE VI. OTHER PROVISIONS

Section 1: Drug Free Schools and Communities Act Policy

Abraham Baldwin Agricultural College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the properties of Abraham Baldwin Agricultural College or as any part of the institution's activities. Abraham Baldwin Agricultural College will impose sanctions on students or employees consistent with local, state, and federal law for the possession, use, or distribution of drugs and alcohol by students and employees.

The Director of Human Resources has been designated as the college's coordinator of an ongoing drug-free awareness and educational program for college employees. The Vice President and Dean of Student Affairs is designated as the college's coordinator of an ongoing drug-free awareness and educational program for college students. Any questions concerning the college's enforcement of the Drug Free Schools and communities Act and subsequent amendments should be referred to one of these offices.

Section 2: Civil Rights

Abraham Baldwin Agricultural College shall comply with the provisions of Title VI of the Civil Rights Act of 1964 as amended. In accordance with the policy of the Board of Regents, there shall be no discrimination based upon race, color, sex, religion, creed, handicap, age, or national origin of employees in their appointment, promotion, retention, remuneration, or any other conditions of employment. The college fully subscribes to the

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policy of nondiscrimination with regard to all employees, students, and services to the community. All members of the college's faculty, staff, and student body are expected to subscribe to this assurance of compliance and to assist in making such assurances a fact.

The Coordinator of Affirmative Action/EEO has been designated as the Civil Rights Coordinator for all questions related to faculty and staff civil rights. The Vice President and Dean of Student Affairs has been designated as the Civil Rights Coordinator for all questions related to students' civil rights. Any questions concerning the college's compliance with the various civil rights legislation should be referred to one of these officers.

Racial harassment of college faculty, staff, students, or visitors is prohibited and violations shall subject the offender to appropriate disciplinary action. The college strictly prohibits any behavior that would verbally or physically threaten, torment, badger, heckle, or persecute an individual because of his/her race.

Section 3: Sexual Harassment

Harassment on the basis of sex is a violation of the Civil Rights Act. Sexual harassment of employees, students, or visitors is strongly aligned, and those employees or students found guilty of same shall be subject to dismissal and/or other sanctions.

Sexual harassment, for purposes of the above policy, is defined as follows:

1. sexual conduct of any nature that is not freely entered into and mutually agreeable to both parties;
2. communications of a sexual nature, whether oral, written, or pictorial, made with the intent to intimidate the person receiving such communications; and

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3. solicitation of sexual conduct of any nature, when submission to or rejection of such conduct is intended to be the basis for either implicitly or explicitly imposing adverse or favorable terms or conditions of employment or academic standing.

Therefore, unwelcome sexual advances, requests for sexual favors, the verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
3. such conduct unreasonably interferes with an individual's expected standards of work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Sexual harassment in any form will not be permitted among employees or students of Abraham Baldwin. Complaints of sexual harassment involving employees and/or students of Abraham Baldwin should be filed with one of the following campus officials: Vice President and Dean of Academic Affairs, Director of Residence Life, or Coordinator of Affirmative Action/EEO or any of the other coordinators identified by the college for the reporting of incidents of harassment.

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It shall be the duty of the above informed to inform immediately the President's office in order to proceed in resolving the issue. The accused employee or student will be accorded due process in the complaint review and any subsequent remedial action or penalty.

Section 4: Discrimination: Physically Challenged

Abraham Baldwin Agricultural College does not discriminate in admission, access to, or treatment of employment, in its programs or activities under Section 504 of the Rehabilitation Act of 1973 or the Americans Disabilities Act of 1990. The Vice President and Dean of Student Affairs has been designated as the coordinator of college services for the physically challenged. Any questions or other matters related to the physically challenged should be referred to this officer.

Section 5: Disruptive Behavior

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs, disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System, is considered by the Board of Regents to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment. (*Policies, Board of Regents, ' 1903*)

Section 6: Political Activities

As responsible and interested citizens in a democratic society, employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty, to perform services for the

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System, or to hold elective political office at the state or federal level while employed by the System. Beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election, employees seeking elective political office at the state or federal level must first request a leave of absence without pay. If elected to state or federal office, such person must resign prior to assuming office.

Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for, or holding of, the office does not interfere or conflict with the employee's duties and responsibilities to the college.

Section 7: Quorum

A majority of faculty shall constitute a quorum for the transaction of business at all meetings of the faculty, interpreted as consisting of the corps of instruction and the administrative officers.

Section 8: Professional/Administrative and Staff Employees

Employees of Abraham Baldwin Agricultural College, exclusive of faculty, administrative officers, and other administrators specifically designated by the President, are classified as follows:

1. Professional or Administrative

All employees who are professional and administrative and exempt from the wage and hour provisions of the Fair Labor Standards Act.

2. Staff

All employees who are covered by the wage and hour provisions of the Fair Labor Standards Act. Basic policies and procedures, rights and responsibilities of staff, and hourly employees are set forth in the *Classified Staff Personnel Policy and Procedures Manual* for Abraham Baldwin Agricultural College and the *Classified Personnel Policy* of the Board of Regents.

Section 9: Interpretation of the Statutes

All questions of interpretation of these *Statutes* and questions concerning the nature and intent of the jurisdiction of the faculty, of the committees and councils, and of the various administrative officers under these *Statutes* shall be determined and decided by the President. The President shall settle all questions or conflict of jurisdiction that may arise between any of the legislative bodies of the college or between them and the administrative officers or the various councils and committees. From the decision of the President on such questions, an appeal may be made to the Board of Regents in accordance with Article IX of the Bylaws of the Board of Regents.

Section 10: Amendments to the Statutes

Proposed amendments to the *Statutes* shall be made to the Academic Assembly and if approved by two-thirds vote of the Assembly, shall be transmitted to the President for submission to the faculty not later than eight days prior to the general faculty meeting each semester.

The proposed amendment shall be effective if ratified by a favorable vote of two-thirds majority of the members of the faculty and upon approval of the President and the Board of Regents.

Section 11: Board of Regents Power

The Board of Regents of the University System of Georgia retains the power to modify, amend, or repeal these *Statutes* in any respect. All rules, regulations, and statutes that are inconsistent with policies of the Board of Regents are null and void and the policies of the Board of Regents shall prevail.

All previous statutes heretofore adopted but inconsistent with these *Statutes* by Abraham Baldwin Agricultural College are declared to be null and void.