

Contents

Bylaws of the College of Family and Consumer Sciences Assembly

Article I	Name.....	1
Article II	Purpose.....	1
Article III	Membership.....	1
Article IV	Officers.....	2
Article V	Meetings.....	2
Article VI	Executive Committee and Administrative Cabinet.....	4
Article VII	Committees.....	5
Article VIII	Elections.....	11
Article IX	Faculty Grievance Review Procedure.....	12
Article X	Amendments.....	14
Chart 1	Administrative Services.....	15
Chart 2	Unit Administration.....	16

BYLAWS OF THE
ASSEMBLY OF THE
COLLEGE OF FAMILY AND CONSUMER SCIENCES

APPROVED 1992

REVISED JUNE 1997
REVISED FEBRUARY 1998
REVISED JULY 2000
REVISED APRIL 2003

THE UNIVERSITY OF GEORGIA

BYLAWS OF THE
COLLEGE OF FAMILY AND CONSUMER SCIENCES
THE UNIVERSITY OF GEORGIA

ARTICLE 1. NAME

The name of this body shall be the Assembly of the College of Family and Consumer Sciences, The University of Georgia.

ARTICLE II. PURPOSE

The purpose of these bylaws is to promote the orderly conduct of business of the College of Family and Consumer Sciences. These bylaws supplement the Statutes of the University of Georgia. In case of conflict, the Statutes shall prevail. In addition, Robert's Rules of Order Revised shall apply to the extent that its provisions are not inconsistent with the Statutes or these bylaws.

ARTICLE III. MEMBERSHIP

Members of the Assembly of the College of Family and Consumer Sciences hold the right to vote in elections, to speak and vote in Assembly meetings, and to serve on elected and appointed committees, except as limited by other provisions of these bylaws. The membership comprises the following:

1. All faculty appointments of at least .50 EFT including professors, associate professors, assistant professors who are tenured or tenure-track, instructors, lecturers, academic professionals and senior public service associates, public service associates, and public service assistants in the College of Family and Consumer Sciences are full members of the College Assembly.
2. Individuals holding the following positions who have administrative responsibility for programs within the College: Director of Development and Alumni Relations, Coordinator of Alumni Relations, Extension Coordinator, Director of Computing Services, Director of Communications, Assistant Director of Student Services, and Director of Developmental Therapy/Developmental Teaching.
3. Upon recommendation of the department, and with a majority vote of the members of the Assembly, Professors, Associate Professors, Assistant Professors, and Instructors and Lecturers with adjunct appointments within a department of the College may hold membership in the College Assembly.

1. When submitting a recommendation for membership in the Assembly, the recommending department shall include an explanation of the role played by the nominee in the departmental programs.

ARTICLE IV. OFFICERS

1. Chair. The chair of Assembly meetings shall be the Dean of the College. In addition to presiding at Assembly meetings, the Dean or the Dean's designated representative shall be the official custodian of all minutes and other records of Assembly meetings.

In the absence of the Dean, the Dean's designee shall chair Assembly meetings.

2. Secretary. The Administrative Assistant to the Dean shall serve as Secretary for the Assembly.

The Secretary shall:

1. Maintain an up-to-date list of the members of the Assembly;
 2. Record and preserve minutes of all meetings, special reports, and official actions. Typed copies of the minutes shall be preserved indefinitely. Electronic recordings, in addition to the written minutes, may be employed at the discretion of the secretary or when required by action of the Assembly. The recording shall be preserved for three years;
 3. Supervise the distribution of Assembly meeting announcements;
 4. Distribute copies of the minutes of the Assembly meetings to the head of each administrative unit, who shall make them accessible to the faculty of that unit.
3. Parliamentarian. The Associate Dean for Academic Affairs and Research shall serve as the Parliamentarian of the College and shall be available for consultation by the members of the Assembly on matters that are, or may be, before the Assembly and to chairpersons of committees elected by the Assembly. The Parliamentarian shall find his/her own replacement if he/she expects to be absent from a meeting.

ARTICLE V. MEETINGS

1. Regular Meetings.

1. The chair shall call at least one regular meeting of the Assembly during each semester of the academic year. The schedule of meetings shall be distributed at the beginning of the academic year.

2. The agenda for each meeting shall be prepared by the Dean. Assembly members may

request that specific items of business be placed on the agenda. Such requests shall be made in writing to the Dean ten (10) working days before the Assembly meeting.

Omission of such an item from the agenda shall not prevent its introduction from the floor as new business. Items introduced from the floor as new business may be held over to the next meeting, regular or special, for action.

3. At least five (5) working days before each meeting of the Assembly, whether scheduled at the beginning of the year or specially called, written notice, including the agenda, shall be sent to each member of the Assembly. Notice may be sent by electronic mail.
2. Additional meetings. Additional meetings of the Assembly may be called by the Dean. The Dean must convene a special meeting within fourteen (14) working days of receiving a petition signed by one-third of the members of the Assembly. A notice including the agenda for the meeting shall be sent out at least five (5) working days before the meeting, and only items specifically identified on the agenda will be considered.
3. Quorum. A simple majority of the voting members of the Assembly shall constitute a quorum. Motions may be passed by a majority of those present and voting. The Assembly may not conduct normal business if a quorum is called and found lacking.
4. Attendance at and Participation in Meetings of the Assembly.
 1. Members of the Assembly shall have the right to speak and vote; however, only tenured and tenure-track faculty have the right to vote on curriculum or academic programs of the College.
 2. Staff who are not members of the Assembly and students of the College are encouraged to attend the College Assembly and may speak concerning items on the agenda but may not vote.
5. Voting.
 1. Voting by proxy shall be permitted.
 2. Voting may be conducted by electronic mail or ballot.
 3. Voting at the Assembly shall be by secret ballot when requested by any member of the Assembly.

ARTICLE VI. EXECUTIVE COMMITTEE AND ADMINISTRATIVE CABINET

1. Executive Committee

1. Composition:

1. The Dean is chairperson of the Executive Committee and shall call and preside at meetings.
2. The Dean, Associate Dean for Academic Affairs and Research, Associate Dean for Outreach and Extension, and the Department Heads comprise the Executive Committee.

2. Functions of the Executive Committee:

1. Advise the Dean on the preparation of the budget;
2. Consider and recommend to the Dean policies and procedures for the administration of the College;
3. Review and coordinate academic programs, research, and public service/outreach programs;
4. Coordinate matters of an interdisciplinary nature;
5. Respond to and advise the Dean on University requests, reports, and activities.

2. Administrative Cabinet

1. Composition:

1. The Dean is chairperson of the Administrative Cabinet and shall call and preside at meetings.
2. The Department Heads; Associate Dean for Academic Affairs and Research; Associate Dean for Outreach and Extension; Business Manager, Director of Development and Alumni Relations; Director of Computing Services; Director of Communications; and the Director of the Program on Human Development and Disability are members of the Administrative Cabinet.
3. For purposes of communication and coordination of programs, the Head or Coordinator for Family and Consumer Sciences Education, the Director or Coordinator of Developmental Therapy/Teaching Programs, the Extension Coordinator and the Coordinator of Alumni Relations are members of the Administrative Cabinet.

2. Function of Administrative Cabinet:

1. Serve as a vehicle for planning and for administration of the various teaching, research, and public service/outreach aspects of the College;
2. Review and coordinate special functions and activities of the College for particular audiences.

ARTICLE VII. COMMITTEES

1. Enumeration and Classification of Committees

The College Committees include:

1. The elected Faculty Advisory Committee, which also will serve as the Bylaws Committee;
2. The elected Faculty Grievance Review Board;
3. The Promotion and Tenure Committee, constituted by rank and tenure status;
4. The appointed standing committees, comprising
 - Computer Committee
 - Curriculum Committee
 - Graduate Committee
 - International and Study Tour Committee
 - Legislative Aide Committee
 - Scholarship and Awards Committee
 - Student/Faculty Affairs Committee
5. Special committees that the Faculty Advisory Committee or the Executive Committee or the Administrative Cabinet shall from time to time create;
6. Ad hoc committees created by resolution of the faculty or by action of the Dean;
7. The Administrative Assistant to the Dean and the Associate Dean for Academic Affairs and Research shall have the responsibility for maintaining a list of faculty appointments to committees. The Associate Dean for Academic Affairs and Research shall appoint the chairs of committees unless otherwise specified in committee descriptions.

2. Meetings of Committees

Committees shall meet regularly to conduct such business as necessary to fulfill their charge. Meetings shall be open to persons not on the committee at the discretion of the committee. Substitutes may attend committee meetings in the absence of the committee member, with the exception of the Faculty Advisory Committee and the Promotion and Tenure Committees.

3. Bylaws Committee

1. Composition

The Faculty Advisory Committee will serve as the College Bylaws Committee.

4. Faculty Advisory Committee

1. Composition

1. The Dean is the chairperson of the committee.

2. One committee member shall be elected per department by the departmental faculty (total: 4).
 3. One committee member shall be elected to represent each academic rank or group:
 - a) professor, b) associate professor, c) assistant professor,
 - d) instructor/lecturer/academic professional and e) public service ranks by persons holding that rank (total: 5).
 4. Members shall serve two-year staggered terms.
 5. Elections for Child and Family Development; Foods and Nutrition; professor; and assistant professor shall be held in the Spring Semester of even-numbered years with the position to be filled at the beginning of Fall Semester of the following academic year. Elections for Housing and Consumer Economics; Textiles, Merchandising and Interiors; associate professor; instructor/lecturer/academic professional; and public service ranks shall be held in the Spring Semester of odd-numbered years to be filled at the beginning of Fall Semester of the following academic year.
 6. The Associate Dean for Academic Affairs and Research and the Associate Dean for Outreach and Extension will be ex officio members of the committee.
2. Functions:
1. Serve as an advisory committee to the Dean regarding matters of College policy and special initiatives;
 2. Serve as the Bylaws Committee;
 3. Periodically review evaluation procedures of faculty members' teaching performance;
 4. Periodically review procedures for evaluation of administrators' performance.
5. Faculty Grievance Review Committee
1. Composition
 1. The committee shall consist of one faculty member; other than the department head, from each department (total: 4), elected by all faculty from the tenured faculty and associate or senior public service rank in the department. An alternate for each department shall be elected in like manner.
 2. The members and alternates shall serve two-year terms. Members shall not serve consecutive terms.
 3. Child and Family Development and Foods and Nutrition shall hold elections in even-numbered years; whereas Housing and Consumer Economics and Textiles, Merchandising, and Interiors shall hold elections in odd-numbered years.
 4. Each year the Associate Dean for Academic Affairs and Research shall appoint from the elected members a chair and vice-chair of the Review Board.
2. Functions:

1. Review Family and Consumer Sciences faculty grievances which are not satisfactorily resolved at the departmental level.
2. Prepare documentation in accordance with the Faculty Grievance Review Procedure (see Article IX of these Bylaws).
3. Transmit the records of the grievance proceedings and the recommendations of the Committee to the Dean for the official files of the College.

7. Promotion and Tenure Committees

1. Composition

1. The Promotion Committee for the College of Family and Consumer Sciences shall consist of all members of the faculty at the rank of the nominee or above, i.e., the Promotion Committee for an individual recommended for promotion to Associate Professor shall be faculty at the rank of Associate Professor and Professor, and the Promotion Committee for an individual recommended for promotion to Professor shall be faculty at the rank of Professor, both tenured and non-tenured.
2. The Tenure Committee for the College of Family and Consumer Sciences shall consist of all members of the faculty who hold tenure in a department of the College at the rank for which the candidate is nominated or above.
3. The Dean shall call to order the meetings of the Promotion and Tenure Committees and shall preside over the election of a chairperson. The Chair shall conduct the meeting in accordance with current University of Georgia Guidelines on Appointment, Promotion and Tenure.
4. For promotion consideration of Public Service track faculty, a committee shall be constituted and shall function according to the University policies and procedures for public service and outreach.

2. Functions:

1. Review and vote on nominations from the departments for promotion and tenure of tenure-track faculty;
2. Report the decisions of the committee to the Dean, following evaluation of each individual's credentials.

8. Standing Committees

8.1 Computer Committee.

a. Composition:

1. One member shall be appointed from each department, selected in a manner acceptable to the faculty of the department.
2. One member shall be appointed from Extension Family and Consumer Sciences.
3. One member shall be appointed from the Program on Human Development and Disability.
4. The Associate Dean for Outreach and Extension and the Associate Dean for Academic Affairs and Research shall serve as ex officio members.
5. The Director of Computing Services (College computer lab) will be an ex officio member of the committee.
6. The network administrator of the College computer laboratory will be an ex officio member of the committee.
7. The chair shall be appointed by the Associate Dean for Academic Affairs and Research.

b. Function:

8. To identify College of Family and Consumer Sciences faculty, student, and staff computer needs.
2. To make recommendations regarding use of student technology fee allocations and monitor compliance.
3. To make recommendations regarding use of computers in the College and throughout campus.
4. To serve in an advisory role to the College Director of Computer Services and the Associate Dean for Academic Affairs and Research regarding computing services.

8.2 Curriculum Committee

1. Composition

1. The committee shall be composed of the Dean, Associate Deans, Department Heads, and one representative from each of the four departments in the College, and the Head and one representative from Family and Consumer Sciences Education. Departmental representatives are annually appointed by the Department Heads.
2. The Associate Dean for Academic Affairs and Research will serve as chair of the committee. The chair of the College Curriculum Committee will be the college representative to the University Curriculum Committee.

2. Functions:

The College Curriculum Committee is responsible for developing curriculum policies and procedures for the College, within University guidelines.

1. Review proposed degrees, majors, minors, and areas of emphasis.
2. Review new courses or course changes.
3. Transmit approved degrees, majors, minors, areas of emphasis, and courses and course changes to the University Curriculum Committee.

8.3 Graduate Committee

1. Composition:
 1. The committee shall be composed of the Graduate Coordinators from each department.
 2. The chair shall be the Associate Dean for Academic Affairs and Research.
2. Function:
 1. Review nominations from departments for appointment to Graduate Faculty status and recommend to the Dean such appointments.
 2. Communicate about the graduate programs within the College.
 3. Select recipients of the Endsley-Peiffer Award.

8.4 International and Study Tour Committee

- a. Composition
 4. The committee shall consist of all directors of study tours for the academic year, or at least one faculty member from each department if a department is not represented by a director.
 5. The Associate Dean for Academic Affairs and Research is the chairperson and shall call and preside at the meetings.
- b. Functions
 1. Review study tour proposals and make recommendations to the Executive Committee.
 2. Familiarize directors with fiscal and academic responsibilities of conducting a study tour.
 6. Explore opportunities to enhance international aspects of the College's research, teaching, and outreach.

8.5 Legislative Aide Committee

1. Composition:
 1. One member shall be appointed from each department, selected in a manner acceptable to the faculty of the department.
 2. The Associate Dean for Academic Affairs and Research and the Associate Dean for Outreach and Extension shall be members of the committee.
 3. The Director of Development and Alumni Relations shall serve as an ex officio member.
 4. The Dean shall appoint the chair.
2. Function:
 1. Invite College of Family and Consumer Sciences undergraduate and graduate students who meet the requirements to apply.
 2. Interview the candidates.
 3. Make recommendations to the Dean regarding selection of Legislative Aides.

8.6 Scholarships and Awards Committee

1. Composition:
 1. One member shall be appointed from each department and Family and Consumer Sciences Education, selected in a manner acceptable to the faculty of the department/unit.
 2. The Dean, the Associate Dean for Academic Affairs and Research, the Director of Development and Alumni Relations shall be ex officio members of the committee.
 3. The chair of the committee shall be the Associate Dean for Academic Affairs and Research.
 4. Graduate coordinators from each department shall serve on the committee when discussing graduate scholarships.

2. Function:
 1. The Committee shall make recommendations for recipients to receive scholarships available in the College of Family and Consumer Sciences.
 2. The Committee shall make recommendations for student awards in the College, except for the Endsley-Peifer Award which shall be determined by the Graduate Committee.

3. Procedures:
 1. The committee shall follow the current College scholarships policies and procedures manual.
 2. Each department, and FACS Education shall have one vote. When decisions are made on graduate scholarships the graduate coordinators will cast the departmental vote. When decisions are made on undergraduate scholarships the departmental and FACS Education representatives shall cast the vote. In the case of a tie, the Dean shall vote.

8.7 Student/Faculty Affairs Committee

- a. Composition:

Faculty:

 1. The Associate Dean for Academic Affairs and Research shall serve or appoint a member of the faculty to serve as co-chair of the committee.
 1. One faculty advisor or appointed representative from each registered student organization in the College.
 2. Faculty representation from Family and Consumer Sciences Education.

Students:

1. A student in the College of Family and Consumer Sciences shall serve as co-chair of the committee.
2. University Council Representative.
3. One representative from each registered student organization in the College.

2.Functions:

1. Promote student-faculty interaction and communication.
2. Advise College administrators on allocation of student activity funds.
3. Study problems of students and faculty.
4. Refer suggestions to the proper channels.

5. Plan and support student-faculty activities in conjunction with student organizations and

for the College as a whole.

6. Inform College of Family and Consumer Sciences about University of Georgia student-faculty policy.

The Student-Faculty Affairs Committee has bylaws which govern its operations.

ARTICLE VIII. ELECTIONS

General Rules

1. Election procedures shall be handled by the Associate Dean for Academic Affairs and Research and the Administrative Assistant to the Dean.
2. The Associate Dean for Academic Affairs and Research shall certify a roster of eligible voting faculty of the College.
2. The Administrative Assistant to the Dean shall solicit nominations and prepare ballots for positions. The two nominees who receive the highest number of votes shall become the candidates for the general election.
3. Nominees on the ballot must certify that they are willing to serve if elected.
5. Ties shall be broken by the toss of a coin under the direction of the Associate Dean for Academic Affairs and Research.
6. The results of elections shall be reported to the Dean by the Associate Dean for Academic Affairs and Research, and the Dean shall report the results to the faculty.
7. Balloting for the Faculty Advisory Committee shall be completed during Spring Semester for the following year and announced to the faculty by April 30.
8. The Administrative Assistant to the Dean shall maintain a record of all elections, including votes cast in the nominations process and in general elections for all elections held at the College level.
9. Persons unable to complete the term of office to which they have been elected shall submit their resignation in writing to the Associate Dean for Academic Affairs and Research. Appointments to fill vacancies shall be made by the Faculty Advisory Committee after consulting results of the past election.

ARTICLE IX. FACULTY GRIEVANCE REVIEW PROCEDURE

1. The College of Family and Consumer Sciences Faculty Grievance Review Committee shall consist of one faculty member, other than the Department Head, from each department. All faculty members in each department will elect from tenured faculty in their department a member and an alternate to serve two-year terms. Members shall not serve consecutive terms. Terms will be staggered among the departments. (See Article V1.5 for election schedule.) Each year the members shall elect a chair and a vice chair of the review committee. The chair is responsible for conducting a yearly evaluation of the Faculty Grievance Review Procedure and submitting proposed revisions, if any, to the faculty.
2. In keeping with directives from the Board of Regents and University policy, the College of Family and Consumer Sciences encourages all parties to a dispute to conscientiously engage in informal attempts to resolve the dispute before resorting to the formal grievance procedure.
3. The College of Family and Consumer Sciences Faculty Grievance Review Committee has jurisdiction to investigate or consider all complaints of faculty members, except matters subject to formal proceedings as provided by Board of Regents bylaws or University policies (such as promotion and tenure matters), unless the aggrieved faculty member reasonably alleges that the formal proceeding was affected by a violation of a constitutional right or by discrimination based on sex, race, religion, national origin, or age. See Statutes of the University of Georgia, Article V, Section 2, Paragraph E, and Procedures of the Faculty Grievance Committee of the University of Council (Revised June 1993).
4. A committee of the Grievance Review Committee, the Hearing Panel, shall review Family and Consumer Sciences faculty grievances which are not satisfactorily resolved by informal methods. The Hearing Panel shall consist of the three board members other than the representative from the grievant's department. A Hearing Panel member who believes that he or she has a conflict of interest or other bias regarding hearing the grievance may designate the departmental alternate as a replacement member of the Hearing Panel.
5. A grievant may initiate grievance proceedings by submitting a written complaint to the chair of the Review Committee, or to the vice chair if the chair is a member of the grievant's department. The written complaint from the grievant should detail the nature of the grievance, the events which led to the case being referred to the grievance committee, and the redress being sought.
6. Upon receipt of the written complaint the Hearing Panel will notify all parties to the grievance within ten working days that a complaint has been received and will send copies of the grievance to the person(s) against whom the grievance is made. The chair shall notify the Dean that a complaint has been filed. Each party to the grievance shall acknowledge notification of the complaint within five working days.
7. Upon receipt of a written complaint, the Hearing Panel shall study the complaint to see that the information required in Item 5 is included and stated clearly, ascertain whether the complaint is within the jurisdiction of the committee, and if the faculty member filing the complaint has sought resolution of the grievance through informal means. If these circumstances are met, the procedure

will proceed. If they have not been met, the Chair of the committee will direct the grievant to take the necessary steps.

8. The grievant shall exercise his/her right to replace a panel member within 5 working days of filing the written complaint. The person grieved against shall exercise his/her right to replace a panel member within 5 working days of receiving the complaint. The chair or vice chair of the Review Committee shall begin the hearing process within 20 working days, subject to scheduling limitations of parties involved.
9. The Hearing Panel shall select a person to be responsible for tape recording the proceedings, and a person to take notes. The official conduct of the grievance hearing will be tape recorded. The College will furnish the tape recorder and tapes. If desired, the grievant may furnish an additional tape recorder or request the College to provide a copy of the tape. The Committee chair shall be responsible for writing the recommendations of the Hearing Panel and for final typing. Majority and minority reports will be prepared if the Hearing Panel does not achieve unanimity.
10. The College's formal grievance procedure involves a hearing before the Hearing Panel. The parties may present witnesses and/or documentation in support of their positions with the stipulation that copies of all documentation and lists of witnesses be provided to the Hearing Panel at least five working days before the formal hearing. The Hearing Panel will provide this information to all parties of the grievance at least two working days before the hearing. Each party to the grievance will have the right to have legal counsel present during the hearing. Legal counsel may consult with their clients but may not speak publicly during the formal proceedings of the hearing. The hearing shall be open. The "format of grievance hearing" of the faculty grievance committee of the University Council will be followed.
11. The Hearing Panel will make a finding and recommendation to the Dean based on its review. From the time of the last hearing, the Hearing Panel will have 10 working days to transmit in writing its recommendation to parties to the grievance and to the Dean.
12. Following receipt of the findings and recommendation of the Hearing Panel, the Dean shall have 10 working days to review the findings and report her/his decision to the parties to the grievance and the members of the faculty grievance committee.
13. If the Dean is a party to a grievance, the Hearing Panel will report its findings and recommendation to the College Executive Committee. The Associate Dean for Academic Affairs and Research will chair the Executive Committee during its review of the findings and recommendation and the Dean will not participate. The recommendation of the Executive Committee will be reported to the Dean, the parties to the grievance, and the Faculty Grievance Committee.
14. If the results of the case are not acceptable to one or more of the parties, the grievant may take the case to the faculty grievance committee of the University Council or the University Consolidated Grievance Procedure as appropriate. Copies of the records of the proceedings and the recommendations of the Review Committee shall be forwarded to the University Grievance

Committee, at the request of either party, for further review and resolution in accordance with the Statutes of the University of Georgia.

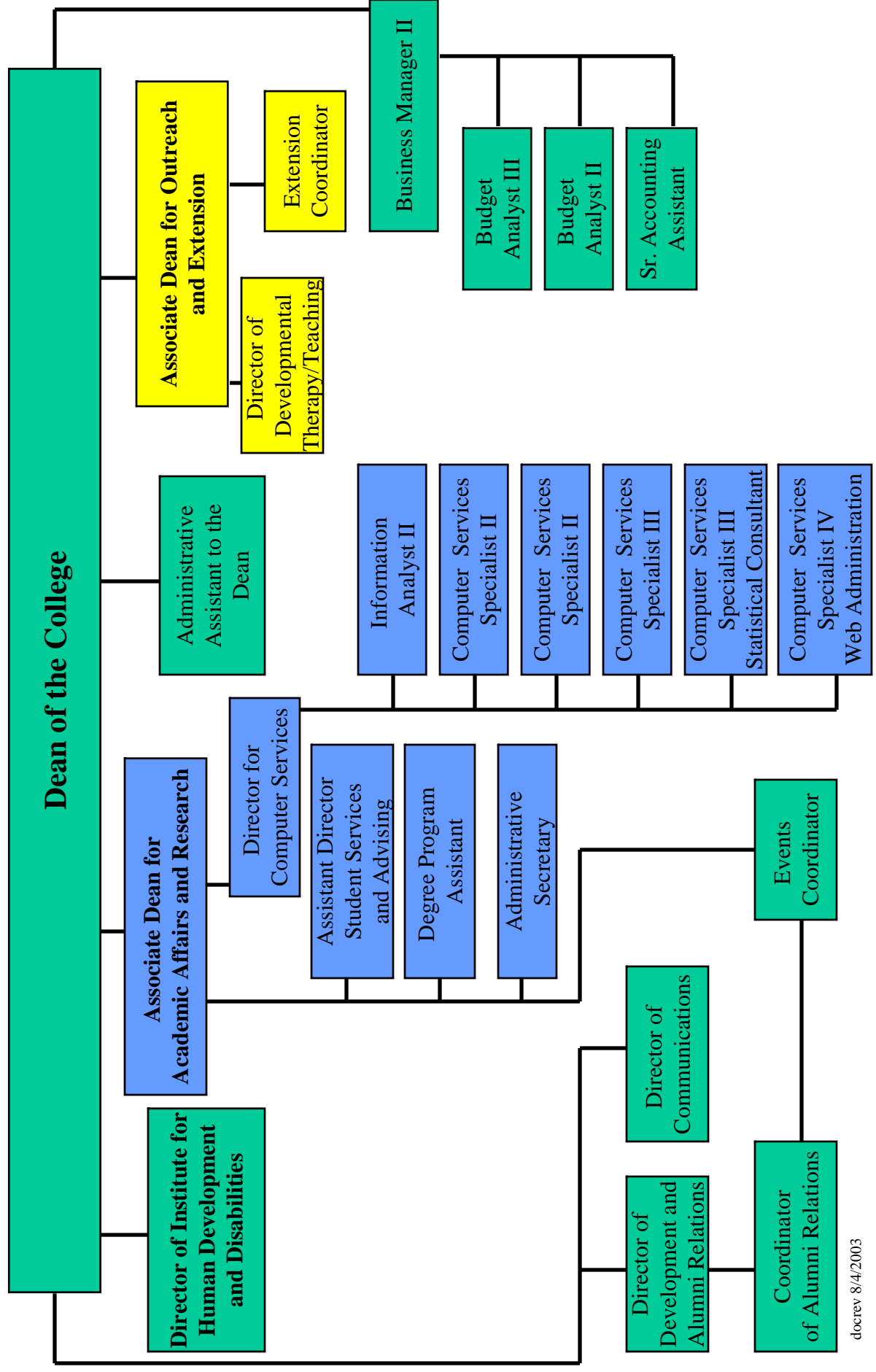
15. Nothing in the College of Family and Consumer Sciences Faculty Grievance Review Procedure is intended to foreclose any other option for resolution of the concerns involved, whether through another administrative channel internal to the institution, through a state or federal agency, or through the courts.

Adopted May 20, 1991
Revised February, 1998

ARTICLE X. AMENDMENTS

These bylaws may be amended by a two-thirds majority of eligible voters. Proposed changes shall be prepared and distributed to members. To the extent possible, proposed changes shall be shown in conjunction with the present bylaws in a manner that designates the differences. The proposed changes shall be discussed at a meeting of the members at least two weeks before the vote is taken. The vote may be taken by mailed ballot, ballot cast at a polling place, or ballot cast at a meeting of the members. The method of taking the vote shall be determined by the Faculty Advisory Committee.

**Organization of the
COLLEGE OF FAMILY AND CONSUMER SCIENCES
Administrative Services**



Organization of the College of Family and Consumer Sciences Unit Administration

