1. Introduction

This Faculty Handbook sets out the principles, policies, and procedures relevant to the functions of the Faculty of the Georgia Institute of Technology, and also includes provisions for the academic life of Students of the Institute. It makes reference to certain key principles relevant to the functions of the Board of Regents, the President, and the Administration.

The President is charged with the operation and management of the Institute. Thus, the President has the responsibility and authority to organize or reorganize the administrative functions as the President deems necessary. Details may be found by consulting the current Georgia Tech Fact Book found at www.irp.gatech.edu.

The Faculty of Georgia Tech sets forth these regulations for its governance and designates them as the Faculty Handbook of the Georgia Institute of Technology (hereinafter the Handbook). If this Handbook diverges from or conflicts with the official policies of the Board of Regents of the University System of Georgia, the Board of Regents’ policies shall prevail.

Faculty Handbook: Interpretation and Amendments

Within the Institute, the President, in consultation with the Executive Board, is the final authority for interpreting the Handbook. Before issuing a ruling, the President shall seek the advice of the Statutes Committee.

Certain parts of the Handbook designated as Statutes of the Institute are deemed to be core principles, policies, and procedures essential to orderly conduct of Faculty business and the maintenance of high educational standards. Such Sections are shaded in gold.

Amendments to this Handbook may be proposed at any time by any member of the academic community. All proposals originating outside the Statutes Committee shall be submitted in writing to the Chair of that Committee. The Statutes Committee shall report the proposed amendments and the Committee's recommendations to the Faculty. Provision is made for three levels of amendment:

- Proposed changes in sections identified as Statutes of the Institute will be submitted for a first reading and discussion no later than the second regular meeting of the whole Faculty as defined herein after the proposed amendments have been received by the Committee unless otherwise directed by the Executive Board. Action on the proposal may not be taken earlier than the next regularly scheduled meeting or a special meeting called for the purpose of voting on the proposed amendments. Such a special meeting shall be held at least sixty (60) days after the first reading, and must be held during the regular academic year.

- Proposals for changes in sections not identified as part of the Statutes may be amended after just one (1) reading.

- The Statutes Committee is empowered to make editorial changes in the Handbook to reflect updates to the titles of Administration officials or the names of departments referenced in the Handbook. Notice of such changes shall be made to the Executive Board.

A favorable vote by two-thirds (2/3) of the Faculty members present shall constitute approval of proposed amendments when a vote of the Faculty is needed. Amendments to this Handbook become effective only after approval by the President.

2. Faculty Governance

This entire section on Faculty Governance is part of the Georgia Institute of Technology Statutes and amendments to this section are subject to the rules described in Section 1 of this Faculty Handbook.

The Faculty

The Faculty of the Institute comprises the Academic Faculty and the Research Faculty as defined below. The Faculty is granted the right and responsibility of its own governance; the governance of Students; the creation of
such committees as may be required; the prescribing of regulations regarding admission, suspension, expulsion, discipline, scholarship, classes, courses of study, and requirements for graduation; and the creation of such other regulations as may be necessary or proper for the maintenance of high educational standards.

To fulfill these responsibilities, the Faculty establishes the following bodies: the Executive Board, the Academic Faculty, the Research Faculty, the Academic Faculty Senate, and the Research Faculty Senate. Some matters will require the Academic Faculty Senate and Research Faculty Senate to meet in joint session which will be termed a meeting of the Faculty Senate. Some matters will require a meeting of the whole Faculty comprising the Academic Faculty and Research Faculty. Joint meetings of the Executive Board and the Georgia Tech Staff Council may be held from time to time for business appropriate to such a gathering.

Any Administrator designated to serve on the Executive Board, the Academic Faculty Senate, the Research Faculty Senate, or any Standing Committee of the Faculty may appoint another appropriate and qualified Administrator or Faculty member to serve on that body and to carry out any designated duties related to that body in said Administrator's place. Such an appointment must be approved in advance by the Executive Board.

Secretary of the Faculty

- A member of the Faculty shall be appointed the Secretary of the Faculty by the President on the recommendation of the Faculty Senate to serve as a permanent secretary of the various Faculty bodies listed above.
- The Secretary shall not serve concurrently as a representative to a Faculty body nor as a member of a Standing Committee and shall be given appropriate released time funded by the Administration.

Duties

- Keep minutes and records
- Post the minutes of the various bodies.
- Accept the Nominating Committee reports from the Executive Board.
- Under the supervision of the Executive Board, conduct the elections to fill faculty governance positions addressed by the Nominating Committee. In these elections, voters will indicate their preference for as many candidates as necessary to fill the indicated openings. Elections from these slates will be determined by the highest vote totals from the pool of candidates for each office.

2.1 Executive Board of the Institute

Composition

- The Executive Board shall consist of representatives of the Administration, the Faculty as defined below, the Students, and the Classified Employees. (See a list of members at www.facultygovernance.gatech.edu)
- The representatives of the Administration shall be the President, the Provost, and the Executive Vice-President for Research.
- Members shall be elected by the following units from their elected representatives in the Academic Faculty Senate and Research Faculty Senate: each College, the Georgia Tech Research Institute, and a composite unit of Services and Central Administration.
  - From the Academic Faculty Senate: Faculty members from each of the above Units shall elect one (1) member to the Executive Board for each one hundred fifty (150) Faculty (rounded) employed in that Unit. A member chosen for the Executive Board may not be an administrator. No more than four (4) members per Unit from the Academic Faculty Senate may be elected to the Executive Board. If a unit has too few Academic Faculty members to result in at least one representative, the Executive
Board will supervise creating an aggregate with one or more other units to provide an opportunity for members from such units to be elected to the Executive Board.

- From the Research Faculty Senate: Faculty members from each of the above Units shall elect one (1) member to the Executive Board for each one hundred fifty (150) Faculty (rounded) employed in that Unit. A member chosen for the Executive Board may not be an administrator. No more than four (4) members per Unit from the Research Faculty Senate may be elected to the Executive Board. If a unit has too few Research Faculty members to result in at least one representative, the Executive Board will supervise creating an aggregate with one or more other units to provide an opportunity for members from such units to be elected to the Executive Board.

  - Unit representation shall be based on data compiled from the Fall semester preceding the election.
  - On election to the Executive Board, Faculty vacate their membership in the Academic or Research Faculty Senate as an elected representative of their unit. They shall also vacate any position on a Standing Committee of the Faculty.
  - The representatives of the Students shall be the President of the Undergraduate Student Body and President of the Graduate Student Body. Neither shall have the right to vote.
  - Three representatives of the Classified Employees shall be designated by the Staff Council. These representatives shall not have the right to vote.
  - The Chair of the Executive Board shall be elected annually by the Board from among its elected members. A quorum of the Board shall be a majority of its elected members.

Powers

- Function as the executive body of the Faculty and guide the activities of the Faculty, their representative bodies, and their committees, develop ways of communicating and implementing decisions, formulate plans for consideration of both immediate issues and continuing concerns, and serve, through its Chair, as official spokesperson on actions taken by the Faculty.

- Coordinate the activities of all Standing Committees, receive their reports, transmit them with recommendations to the appropriate body for action, and then forward the results of actions through administrative channels for implementation.

- Take whatever action is deemed necessary between meetings of the Academic Faculty, Research Faculty, or their representative bodies on time-sensitive matters within the jurisdiction of these bodies. If the action is exclusively within the jurisdiction of the Academic Faculty or of the Research Faculty, then only members of the Executive Board from that Faculty are eligible to vote in considering that action, and a quorum for that vote is a majority of the elected members of that component of the Faculty.

- Plan the programs for the Faculty bodies, and establish the agenda for each meeting. The agenda shall include Standing Committee reports, presentation of issues for consideration and possible action, items suggested by the President, and items raised from the floor.

- Determine whether to add or subtract from the list of job titles designated as members of the Academic Faculty or the Research Faculty.

- Actions taken by the Executive Board shall be posted online for viewing by the Faculty of the Institute.

Nominations
At the end of each Fall semester, the Executive Board shall appoint a Nominating Committee.

- The Nominating Committee shall be composed of three (3) members of the Academic Faculty, as defined in Section 2.2.1, three (3) members of the Research Faculty, as defined in Section 2.3.1, and one (1) Student. Of these one (1) each of the Academic and Research Faculty members shall also be members of the Executive Board. The Student shall be named jointly by the Student representatives to...
The Chair of the Committee shall be named by the Executive Board from among the Faculty members of the Committee.

- The Committee shall prepare a slate of nominees to fill positions becoming vacant in the membership of each Standing Committee, the Executive Board, and such other elections designated for supervision by the Executive Board. Reports covering each position shall be presented to the Executive Board. The slate of nominees, when approved by the Executive Board, will have at least 50% more candidates than positions to be filled in the election for each office. Exceptions can be made when insufficient qualified candidates are available.

### 2.2 Academic Faculty

#### 2.2.1 Members

Membership in the Academic Faculty of Georgia Tech is defined as those for whom an essential part of their job responsibility is enhancing, leading, developing, and delivering undergraduate, graduate, and professional degree programs. It is understood that Academic Faculty members are also often significantly involved in leading, developing, and delivering research. Membership in the Academic Faculty shall be determined solely on the basis of the position held within the Institute. Titles included shall be consistent with Board of Regents policies for faculty membership and limited to positions with direct involvement in meeting student academic needs.

Only persons serving at least 0.75 full-time equivalent (FTE) in eligible positions shall qualify to participate in faculty governance, unless otherwise approved by the Executive Board or specified by the Statutes. Individuals who would otherwise fall into this category but are temporarily employed less than 0.75 FTE or on leave of absence would be suspended from participation in faculty governance for the duration of that situation. Personnel with the designation of Adjunct, Temporary, or Visiting are not to be members of the Academic Faculty.

A list of titles included in the membership of the Academic Faculty shall be maintained by the President's Office and posted on a website accessible to the Georgia Tech community. Corrections, additions, or deletions from this list shall only be made with the approval of the Executive Board and the President.

Persons affected by such a change shall be notified and may appeal to the Executive Board and request a hearing within 60 days of their notification. If there are persons who no longer have Faculty status after such a change, they shall remain entitled to the benefits packages available to them in their prior status.

#### Student Delegates

The Students shall be represented by the President of the Undergraduate Student Body and President of the Graduate Student Government Body. Neither shall have the right to vote.

#### 2.2.2 Powers and Meetings

**Powers**

- Formulate and develop comprehensive educational policies and regulations.

- Define and establish Institute-wide policies on academic matters, including admission policy, grading standards, and the requirements to be met by the candidates for the various degrees.

- Establish the Standing Committees herein defined and such temporary committees as may be needed to conduct its business in an orderly and efficient manner.

- Consider all candidates for degrees and recommend to the President that the appropriate degree be conferred on each approved candidate.

- Recommend through the President to the Board of Regents the establishment, modification, or discontinuance of degrees, of departments of instruction and of colleges; and the establishment, modification, or discontinuance of centers which function to coordinate interdisciplinary
consider proposed general regulations governing student conduct, all phases of student life and activities, and all forms of student organizations insofar as these matters are properly subject to the jurisdiction of the Institute. All such proposals must be approved by the Academic Faculty and the President prior to implementation.

- Rescind or modify actions of the Academic Faculty Senate
- Make recommendations to be considered by the Research Faculty.
- Establish its rules of procedure and determine all matters pertaining to its own meetings not otherwise specified in this Handbook.

Meetings
The President shall be the presiding officer of the Academic Faculty. The Academic Faculty shall meet at least once a year, in the Spring semester. The time of meeting shall be determined by the Executive Board. One hundred (100) members present at a scheduled or properly called meeting shall constitute a quorum. Special meetings may be called on the President’s own volition or shall be called by the President on petition of fifty (50) members to the President, or on the recommendation of the Executive Board. In such special meetings the matters considered shall be restricted to those listed in the call for the meeting. In the President’s absence, the Provost shall preside. In the absence of both the President and the Provost, the Chair of the Executive Board shall preside. All members of the Academic Faculty shall have the right to vote. Minutes shall be kept by the Secretary of the Faculty and be posted online.

Presidential Veto
The President shall have the power of veto over any action of the Academic Faculty. The President shall notify the Secretary of the Faculty, in writing, of the veto and the reasons for it, within sixty (60) days from the date of the action of the Academic Faculty. The Academic Faculty may appeal the veto to the Board of Regents through the Chancellor by a two-thirds (2/3) vote of the members present at a scheduled or properly called meeting. Any such appeal shall be sent via the President who shall forward it to the Board of Regents through the Chancellor.

Standing Committees
The Academic Faculty serves as the parent body to the following Standing Committees whose functions and procedures are specified in Section 2.5:

- Institute Undergraduate Curriculum Committee
- Institute Graduate Curriculum Committee
- Student Regulations Committee
- Student Academic and Financial Affairs Committee
- Student Activities Committee
- Student Grievance and Appeal Committee
- Student Honor Committee
- Student Computer Ownership Committee
- Academic Integrity Committee

Recommendations from these committees may be approved by the Academic Faculty or by its Academic Faculty Senate.

2.2.3 The Academic Faculty Senate

Powers
The President shall be the presiding officer of the Academic Faculty Senate. All members of the Academic Faculty Senate, except those explicitly excluded below, shall have the right to vote. The Academic Faculty Senate shall be empowered to act for the Academic Faculty in all matters except the appeal of a Presidential veto of an action by the Academic Faculty in a meeting of that body.
The Academic Faculty Senate shall comprise:

- Elected members of the Academic Faculty Senate subject to the provisions of 'Distribution of Elected Representatives', below.
- Chairs of Academic Faculty Standing Committees
- Ex officio members:
  - The President and the Provost
  - Without the right to vote; the Vice-President for Student Affairs, the Vice-Provost for Undergraduate Education, The Vice-Provost for Graduate Education and Faculty Affairs, the Deans of the Colleges and the Library, and the Registrar.
- Elected members of the Executive Board.
- Two (2) nonvoting Student delegates.

Distribution of Elected Representatives
There shall be one (1) elected representative for each twenty (20) members (rounded) of the Academic Faculty for each School, the Colleges without Schools, and components of Services and Central Administration (which includes the Libraries and other components). Aggregates of units with fewer than ten (10) members of the Academic Faculty shall be formed as required by the Executive Board. Unit representation shall be based on data compiled from the Spring semester preceding the election.

(See http://www.facultygovernance.gatech.edu/ for a list of the current representatives.)

Nomination and Election Procedures
Representatives of a School, a College, and sub-units of the Services and Central Administration of sufficient size as defined above shall be elected prior to the first meeting of the Academic Faculty Senate in the fall semester by a process to be determined by the members of that unit, except that the nominations shall be open and a secret ballot used. Nominations and elections for remaining representatives of the aggregate units in the Services and Central Administration shall be supervised by the Executive Board.

The election of representatives shall take place annually, with approximately one-third (1/3) of the representatives being replaced each year when their terms expire.

Eligibility of Voters and Candidates
All members of the Academic Faculty shall be eligible to vote, but only in the election of representatives from their respective constituent unit. All members of the Academic Faculty shall be eligible to be candidates for election to the Academic Faculty Senate except:

- Ex officio members of the Senate.
- Academic Faculty members who are presently serving as members of the Academic Faculty Senate.
- Academic Faculty members who are presently serving as members of the Executive Board, including those who are finishing a term at the time of the election.

Terms of Office
A representative shall be elected for a three (3)-year term. Representatives may not serve consecutive terms.

Filling Vacancies
If a representative resigns, takes leave of absence, is elected to the Executive Board, or undergoes a change of assignment so that he/she no longer qualifies as a member of the unit which he/she was elected to represent, the Executive Board shall arrange for a replacement to serve the remainder of the term. Units that elect their own representatives will be asked to hold a special election. Representatives from aggregate units will be replaced by designating the first runner-up from the most recent election to serve the remainder of the unexpired term. If the first runner-up is unable or unwilling to serve, the position goes to the second runner-up, etc. If the entire slate of nominees for that position is unable or unwilling to serve, the Executive Board shall appoint an appropriate replacement to serve the remainder of the unexpired term upon recommendation of the Executive Board’s most recent Nominating Committee.
Meetings

The Academic Faculty Senate shall hold at least one (1) meeting during each semester of the academic year. A majority of the membership shall constitute a quorum at a scheduled or properly called meeting. Special meetings may be called on the President’s own volition, or shall be called by the President on petition of one-third (1/3) of the members, or upon the recommendation of the Executive Board. In such special meetings, the matters considered shall be restricted to those items listed in the call for the meeting. In the President’s absence, the Provost shall preside. In the absence of both the President and the Provost, the Chair of the Executive Board shall preside.

The Academic Faculty Senate shall establish its rules of procedure and determine all matters pertaining to its own meetings not otherwise specified herein or determined by the Academic Faculty.

Minutes shall be kept by the Secretary of the Faculty and shall be posted online.

Presidential Veto

The President shall have the power of veto over any action of the Academic Faculty Senate. The President shall notify the Secretary of the Faculty, in writing, of the veto and the reasons for it, within sixty (60) days from the date of the action of the Academic Faculty Senate. The Academic Faculty Senate may appeal the veto to the Board of Regents by a two-thirds (2/3) vote of the members present at a scheduled or properly called meeting. Any such appeal shall be sent via the President who shall forward it to the Board of Regents through the Chancellor.

2.3 Research Faculty

2.3.1 Members

Membership in the Research Faculty of Georgia Tech is defined as those whose primary job responsibility involves leading, developing, and delivering the research, extension, and technology transfer programs of the Institute. Membership in the Research Faculty shall be determined solely on the basis of the position held within the Institute. Titles included shall be consistent with Board of Regents policies for faculty membership.

Only persons serving at least 0.75 full-time equivalent (FTE) in eligible positions shall qualify to participate in faculty governance, unless otherwise approved by the Executive Board or specified by the Statutes. Individuals who would otherwise fall into this category but are temporarily employed less than 0.75 FTE or on leave of absence would be suspended from participation in faculty governance for the duration of that situation. Personnel with the designation of Adjunct, Temporary, or Visiting are not to be members of the Research Faculty.

A list of titles included in the membership of the Research Faculty shall be maintained by the President’s Office and posted on a website accessible to the Georgia Tech community. Corrections, additions, or deletions from this list shall only be made with the approval of the Executive Board and the President.

Persons affected by such a change shall be notified and may appeal to the Executive Board and request a hearing within 60 days of their notification. If there are persons who no longer have Faculty status after such a change, they shall remain entitled to the benefits packages available to them in their prior status.

Student Delegates

The Students shall be represented without vote by the President of the Undergraduate Student Body and the President of the Graduate Student Body.

2.3.2 Powers and Meetings

The presiding officer of the Research Faculty shall be the President. All members of the Research Faculty shall have the right to vote. The Research Faculty shall:

- Establish any ad hoc committees it deems necessary to conduct its business in an orderly and efficient manner
Define and establish Institute-wide policies on matters of general interest not specifically delegated to the Academic Faculty (see Section 2.2)

- Make recommendations to be considered by the Academic Faculty
- Have the power to rescind or modify actions of the Research Faculty Senate
- Establish its rules of procedure and determine all matters pertaining to its own meetings not otherwise specified in this Handbook.

Meetings
The Research Faculty shall hold at least one (1) meeting each during the Fall and Spring semesters, by itself or in combination with the Academic Faculty. One hundred (100) members present at a scheduled or a properly called meeting shall constitute a quorum. Special meetings may be called on the President’s own volition or shall be called by the President on petition of fifty (50) members or upon the recommendation of the Executive Board. In such special meetings the matters considered shall be restricted to those items listed in the call for the meeting.

Minutes shall be kept by the Secretary of the Faculty and shall be posted online.

In the President’s absence, the Executive Vice-President for Research (EVPR) shall preside. In the absence of both the President and the EVPR, the Chair of the Executive Board shall preside.

Presidential Veto
The President shall have the power of veto over any action of the Research Faculty. The President shall notify the Secretary of the Faculty, in writing of the veto and the reasons for it, within sixty days (60) from the date of the action of the Research Faculty. The Research Faculty may appeal to the Board of Regents any action so vetoed by a two-thirds (2/3) vote of the members present at a scheduled or properly called meeting. Any such appeal shall be sent via the President who shall forward it to the Board of Regents through the Chancellor.

2.3.3 Research Faculty Senate
The President shall be the presiding officer of the Research Faculty Senate. All members of the Research Faculty Senate, except those expressly excluded, shall have the right to vote. The Research Faculty Senate may act for the Research Faculty in all matters except the appeal of a Presidential veto of an action of the Research Faculty in a meeting of that body.

Members
- Elected representatives, as defined in ’Distribution of Elected Representatives’, below.
- Ex officio members as defined below.
- Two (2) nonvoting Student delegates.
- Elected members of the Executive Board.

Ex Officio Members
- The President and the Executive Vice-President for Research (EVPR).
- Without the right to vote: Other Executive Vice-Presidents, Vice-President for Research, and the Directors of the Georgia Tech Research Institute and Enterprise Innovation Institute.

Distribution of Elected Representatives
There shall be one (1) elected representative for each twenty (20) members (rounded) of the Research Faculty for each School, the Colleges without Schools, Georgia Tech Research Institute (GTRI), and components of Services and Central Administration (which includes the Enterprise Innovation Institute, Libraries, and other components). Aggregates of units with fewer than ten (10) members of the Research Faculty shall be formed as required by the Executive Board. Unit representation shall be based on data compiled from the Spring semester preceding the election.
Nomination and Election Procedures
Representatives of a School, a College, a Laboratory or other unit of the Georgia Tech Research Institute, and sub-units of the Services and Central Administration of sufficient size as defined above shall be elected prior to the first meeting of the Research Faculty Senate or the full Faculty Senate in the fall semester by a process to be determined by the members of that unit, except that the nominations shall be open and a secret ballot used. Nominations and elections for remaining representatives of the aggregate units in the Services and Central Administration shall be supervised by the Executive Board.

The election of representatives shall take place annually, with approximately one-third (1/3) of the representatives being replaced each year when their terms expire.

Eligibility of Voters and Candidates
All members of the Research Faculty shall be eligible to vote, but only in the election of representatives from their respective constituent unit. All members of the Research Faculty shall be eligible to be candidates for election to the Research Faculty Senate except:

- Ex officio members of the Senate.
- Research Faculty members who are presently serving as members of the Research Faculty Senate.
- Research Faculty members who are presently serving as members of the Executive Board, including those who are finishing a term at the time of the election.

Terms of Office
A representative shall be elected for a three (3)-year term. Representatives may not serve consecutive terms.

Filling Vacancies
If a representative resigns, takes leave of absence, is elected to the Executive Board, or undergoes a change of assignment so that he/she no longer qualifies as a member of the unit which he/she was elected to represent, the Executive Board shall arrange for a replacement to serve the remainder of the term. Units that elect their own representatives will be asked to hold a special election. Representatives from aggregate units will be replaced by designating the first runner-up from the most recent election to serve the remainder of the unexpired term. If the first runner-up is unable or unwilling to serve, the position goes to the second runner-up, etc. If the entire slate of nominees for that position is unable or unwilling to serve, the Executive Board shall appoint an appropriate replacement to serve the remainder of the unexpired term upon recommendation of the Executive Board’s most recent Nominating Committee.

Meetings
The Research Faculty Senate shall hold at least one (1) meeting each during the Fall and Spring semesters, by itself or combined with the Academic Faculty Senate. A majority of the membership shall constitute a quorum at a scheduled or properly called meeting.

Special meetings may be called on the President’s own volition or shall be called by the President on petition of one-third (1/3) of the members or upon the recommendation of the Executive Board. In such special meetings, the matters considered shall be restricted to those items listed in the call for the meeting.

In the President’s absence, the EVPR shall preside. In the absence of both the President and the EVPR, the Chair of the Executive Board shall preside.

The Research Faculty Senate shall establish its rules of procedure and determine all matters pertaining to its own meetings not otherwise specified herein or determined by the Research Faculty.

Minutes shall be kept by the Secretary of the Faculty and shall be posted online.

Presidential Veto
The President shall have the power of veto over any action of the Research Faculty Senate. The President shall
notify the Secretary of the Faculty, in writing, of the veto and the reasons for it, within sixty (60) days from the date of the action of the Research Faculty Senate. The Research Faculty Senate may appeal the veto to the Board of Regents by a two-thirds (2/3) vote of the members present at a scheduled or properly called meeting. Any such appeal shall be sent via the President who shall forward it to the Board of Regents through the Chancellor.

2.4 Combined Meetings

2.4.1 Powers and Meetings of the Whole Faculty

The presiding officer of a meeting of the whole Faculty shall be the President. All members of the Faculty as defined above shall have the right to vote. The Faculty shall:

- Establish the Standing Committees herein defined and such ad hoc or temporary committees as may be needed to conduct its business in an orderly and efficient manner.
- Define and establish Institute-wide policies on matters of general interest not specifically delegated to the Academic Faculty (see Section 2.2)
- Accept or reject proposed changes to this Handbook;
- Make recommendations to be considered by the Academic Faculty or the Research Faculty;
- Have the power to rescind or modify actions of the combined Faculty Senate;
- Establish its rules of procedure and determine all matters pertaining to its own meetings not otherwise specified in this Handbook.

The whole Faculty shall hold at least one (1) meeting each during the Fall and Spring semesters. One hundred (100) members present at a scheduled or a properly called meeting shall constitute a quorum. Special meetings may be called on the President’s own volition or shall be called by the President on petition of fifty (50) members or upon the recommendation of the Executive Board. In such special meetings the matters considered shall be restricted to those items listed in the call for the meeting.

Minutes shall be kept by the Secretary of the Faculty and shall be posted online.

In the President’s absence, the Provost shall preside. In the absence of both the President and the Provost, the Chair of the Executive Board shall preside.

Presidential Veto

The President shall have the power of veto over any action of the whole Faculty. The President shall notify the Secretary of the Faculty, in writing of the veto and the reasons for it, within sixty days (60) from the date of the action of the Faculty. The Faculty may appeal to the Board of Regents any action so vetoed by a two-thirds (2/3) vote of the members present at a scheduled or properly called meeting. Any such appeal shall be sent via the President who shall forward it to the Board of Regents through the Chancellor.

Standing Committees

The whole Faculty serves as the parent body to the following Standing Committees whose functions and procedures are specified in Section 2.5:

- Faculty Honors Committee
- Faculty Status and Grievance Committee
- Statutes Committee
- Faculty Services Committee

Recommendations from these committees may be approved by the whole Faculty or by the Faculty Senate.

2.4.2 Meetings and Powers of the Faculty Senate

A joint meeting of the Academic Faculty Senate and Research Faculty Senate shall be termed a meeting of the Faculty Senate. A majority of the combined membership of the two senates shall constitute a quorum at a scheduled or properly called meeting.
If any College, GTRI, or the composite unit of Services and Central Administration qualifies for more representatives than a limit of one-third (1/3) of the total voting members of the Faculty Senate, the Executive Board shall work with the sub-unit(s) with the largest number of representatives to reduce their representation so that the limit is maintained.

The President shall be the presiding officer of the Faculty Senate. Voting privileges are the same as those pertaining to the members of the Academic Faculty Senate and the Research Faculty Senate. The chairs of all Faculty Standing Committees are deemed also to be voting members of the Faculty Senate if not already designated. The Faculty Senate may act for the Faculty in all matters except the amendment of the Faculty Handbook and the appeal of a Presidential veto of an action of the Faculty in a meeting of that body.

Special meetings may be called on the President’s own volition or shall be called by the President on petition of one-third (1/3) of the members or upon the recommendation of the Executive Board. In such special meetings, the matters considered shall be restricted to those items listed in the call for the meeting.

In the President’s absence, the Provost shall preside. In the absence of both the President and the Provost, the Chair of the Executive Board shall preside.

The Faculty Senate shall establish its rules of procedure and determine all matters pertaining to its own meetings not otherwise specified herein or determined by the Faculty.

Minutes shall be kept by the Secretary of the Faculty and shall be posted online.

**Presidential Veto**

The President shall have the power of veto over any action of the Faculty Senate. The President shall notify the Secretary of the Faculty, in writing, of the veto and the reasons for it, within sixty (60) days from the date of the action of the Faculty Senate. The Faculty Senate may appeal the veto to the Board of Regents by a two-thirds (2/3) vote of the members present at a scheduled or properly called meeting. Any such appeal shall be sent via the President who shall forward it to the Board of Regents through the Chancellor.

**2.4.3 Combined Meeting of the Faculty Senate with the Georgia Tech Staff Council**

Joint meetings of the Faculty Senate and the Georgia Tech Staff Council may be held from time to time to provide the Institute with advice concerning matters of mutual interest. The President shall preside at such meetings or in the absence of the President, one of the Executive Vice-Presidents, or in their absence, the Chair of the Executive Board. A quorum shall comprise a majority of the combined membership. Minutes shall be kept by the Secretary of the Faculty or the Secretary of the Staff Council and shall be posted online.

Special meetings may be called on the President’s own volition or shall be called by the President on petition of one-third (1/3) of the members or upon the recommendation of the Executive Board. In such special meetings, the matters considered shall be restricted to those items listed in the call for the meeting.

**Standing Committees**

The Faculty Senate and the Georgia Tech Staff Council serve as parents to the following Standing Committees whose functions and procedures are specified in Section 2.5:

- Benefits Committee
- Welfare and Security Committee

Recommendations from these committees may be approved by a combined meeting of the Faculty Senate and Staff Council. Such recommendations are advisory to the Institute.

**2.5 Standing Committees of the Faculty**

There are three categories of Standing Committee: those of the Faculty as a whole, those of the Academic Faculty, and those of the Faculty Senate and Georgia Tech Staff Council, as follows:

**Faculty**
Faculty Honors Committee
Faculty Status and Grievance Committee
Statutes Committee
Faculty Services Committee

Academic Faculty

Institute Undergraduate Curriculum Committee
Institute Graduate Curriculum Committee
Student Regulations Committee
Student Academic and Financial Affairs Committee
Student Activities Committee
Student Grievance and Appeal Committee
Student Honor Committee
Student Computer Ownership Committee
Academic Integrity Committee

Faculty Senate and Georgia Tech Staff Council

Benefits Committee
Welfare and Security Committee

(See http://www.facultygovernance.gatech.edu/ for a list of members of the various Standing Committees.)

Each Committee is expected to assemble and evaluate information relevant to its charges, to propose policies or procedures for consideration by the parent body, and to make other recommendations for action by the parent body. After approval of a policy or procedure by the parent body, the Committee is charged with assuring that all employees and units of the Institute act in accord with the policy. A Committee may be empowered to act for the parent body to translate approved policy or procedure into specific actions or judgments. Such actions and judgments remain subject to the approval or disapproval of the parent body.

Procedures
Each Standing Committee may establish its own rules of procedure, consistent with the policies of the parent body.

Members
Standing Committees shall be composed of eligible Faculty, Administrators, and Students. Committee membership is by election or specific designation as provided by this Handbook. Limitations on service are covered below.

Administrators named by this Handbook to be members of Standing Committees serve permanent and continuing terms, since they represent a relevant office or staff. Members of an Administrator’s office or staff may be requested to meet with the Committee for consultation.

Election of Members
Elections of representatives of the Faculty and Administration to Standing Committees shall be conducted during the Spring semester by the Secretary of the Faculty. The Executive Board, with the assistance of its Nominating Committee, will prepare a slate of nominees that has at least 50% more candidates than positions to be filled in the election for each committee. Exceptions can be made when insufficient qualified candidates are available. Voters will indicate their preference for as many candidates as necessary to fill the indicated openings. Elections from these slates will be determined by the highest vote totals from the pool of candidates for each committee.

Elected Faculty members of a Standing Committee shall serve a three (3)-year term beginning at the start of the Fall semester and may succeed themselves once. Elected members shall serve on no more than two (2) Standing Committees simultaneously.

Student members of a Standing Committee, whether elected by the Undergraduate and/or Graduate Student Government Association or specifically designated by this Handbook, shall serve a one (1) year term beginning at the start of the Fall semester of each academic year. They may succeed themselves once.
Replacement of Members
If an elected Faculty or Administration member of a Standing Committee resigns, takes a leave of absence, or undergoes a change of assignment so that he/she no longer qualifies as a member of the unit he/she was elected to represent, the Executive Board shall designate the first runner-up from the most recent election for that position to serve the remainder of the unexpired term. If the first runner-up is unable or unwilling to serve, the position goes to the second runner-up, etc. If the entire slate of nominees for that position is unable or unwilling to serve, the Executive Board shall appoint an appropriate replacement to serve the remainder of the unexpired term upon recommendation of the Executive Board’s Nominating Committee. When the Chair of a Standing Committee is to be absent from the Institute for an entire semester, the committee shall elect a chair pro tempore for the period of absence.

When a Student member of a Standing Committee resigns or is no longer qualified for the position in which he/she serves, the Undergraduate and/or Graduate Student Government Association will appoint a successor for the remainder of the academic year and shall inform the Secretary of the Faculty.

Limitations upon Service

Executive Board Membership
Faculty members who are members of a Standing Committee (or Committees) may be candidates for the Executive Board. If elected, they must resign from the Standing Committee(s). No elected members of the Executive Board shall serve on a Standing Committee.

School Chairs
Chairs of Schools and similar level unit leaders shall, for the purpose of election to committee membership, be considered simply members of the Faculty and not as Administrators. Chairs may not be elected to membership on committees charged with reviewing or overseeing the Chair’s actions as an administrator.

Administrators
Administrators or Faculty shall not be eligible to serve on Standing Committees that are charged with reviewing or overseeing their administrative functions, unless this Handbook specifically provides otherwise. Administrators named by this Handbook to be members of Standing Committees serve permanent and continuing terms.

Voting in Committee
All members of a Standing Committee have the right to vote unless specifically excluded by this Handbook. A committee may establish its own rules of procedure insofar as such rules are in agreement with the policies of the parent body. A committee quorum shall be a majority of the regular membership.

Meetings
Any member of a committee may request that the Chair call a meeting. One-third (1/3) of the members of a committee may call a meeting by distributing to all members a jointly signed call, designating purpose, day, place, and time. Only the matters stated in such a call may be acted upon at the meeting so called. With the prior approval of the Chair, any member of a Standing Committee who is compelled to be absent from a meeting may send a representative with the power to vote. No member of a Standing Committee shall participate in the consideration of an appeal of the member’s own decision rendered in the performance of other duties.

Between meetings of the Academic Faculty, Research Faculty, or their representative bodies any matters requiring emergency action and not delegated to a Standing Committee shall be referred to the Executive Board. Standing Committees charged with judicial activities, either in initial hearings or appeals, shall proceed with dispatch to hear the cases and render decisions.

During its deliberations and before making recommendations, a Standing Committee shall consult with offices and persons having responsibility relevant to its charges.

The minutes of each meeting of a Standing Committee shall be promptly transmitted to the Secretary of the Faculty for posting online. The minutes will be presented at the next meeting of the parent body for approval including the approval of all action items. Annually, each Standing Committee shall submit a written report to the Secretary of the Faculty detailing its activities and findings. This report will be posted online and an oral summary shall be made to the Faculty.
Subcommittees
When a Standing Committee needs assistance to accomplish its charge, the Chair may appoint appropriate subcommittees with approval of a majority of the Committee and the approval of the Executive Board.

Subcommittees so appointed shall be chaired by a member of the appointing Standing Committee, unless otherwise approved by the Executive Board, and shall be composed of appropriate persons in the Institute. Sub-committees may fall into one of two categories, ad hoc or standing. An ad hoc subcommittee shall be given a specific charge and a specific terminal date for its final report to be submitted to the parent committee. A Standing Subcommittee shall exist upon a continuing basis in order to handle a specific charge of the parent committee. Members of Standing Subcommittees shall be appointed annually.

Members of a subcommittee may be present to provide whatever clarification is requested when their report is submitted to the Standing Committee and shall provide the same assistance in the meetings when the report is brought before the appropriate parent body.

2.5.1 Benefits Committee

Members
The Benefits committee shall consist of:

- Five (5) members of the Faculty elected by that body; the Administrator in charge of financial affairs;
- Three (3) staff members and one (1) retired faculty member, appointed by the Executive Board; and
- One (1) Student with at least junior standing elected jointly by the Undergraduate Student Government Association and the Graduate Student Government Association.

The Chair shall be elected annually by the committee from among the elected Faculty members. The Secretary shall be appointed by the Chair from among the other members.

Duties
The Committee shall:

- Originate or receive recommendations relative to employee benefits.
- Review annually Institute policy, plans, and procedures on such matters as insurance, retirement, sick leave, death benefits, and vacations.
- Review annually the general policy of the Institute with regard to wage scales, working conditions, and other matters of a similar nature pertaining to non-professional employees.
- Make a comprehensive review of the complete insurance program at least every fifth year.
- Promote the development of facilities for the benefit of Faculty and Staff members.

2.5.2 Faculty Honors Committee

Members
The Faculty Honors Committee shall consist of:

- Six (6) members of the Faculty elected by that body, and
- One (1) Student with at least junior standing elected jointly by the Undergraduate Student Government Association and the Graduate Student Government Association.
The Chair shall be elected annually by the Committee from among the elected Faculty members. The Chair shall appoint a Secretary from among the other members.

**Duties**
The Committee shall:

- Originate or receive names of Faculty members to be nominated for honors and awards.
- Evaluate and take appropriate action for the awarding of such honors and awards.
- Assist in planning annual events such as the retirement dinner.

### 2.5.3 Faculty Status and Grievance Committee

**Members**
The Faculty Status and Grievance Committee (FSGC) shall consist of:

- Seven (7) members of the Faculty, who are not administrators, elected by the Faculty.
- At least four (4) shall carry the rank of Professor.

The Chair shall be elected annually by the Committee. The Chair shall appoint a Secretary from among the other members.

**Duties**
The Committee may:

- Review the policy of the Institute with regard to salary scales, tenure, teaching loads, leaves of absence, and other matters of a similar nature pertaining to members of the Faculty.
- Investigate variations in the application of such policies by the units within the Institute.

This Committee will furnish recommendations from any such review to the Faculty for transmission to the President.

The Committee shall:

- Act as the first review board in cases of contested dismissals of members of the Faculty.
- Receive from any Faculty member information, suggestions, grievances, or criticisms concerning any aspect of the Institute operations or relations between or among faculty members. Evaluate these and transmit constructive criticism and recommendations to appropriate individuals or committees or directly to the Faculty.

In its distributed minutes and in the annual report of its activities and findings, the Committee shall preserve anonymity of the cases it reviews but state the type of issues involved and actions taken.

Records of Committee proceedings and supporting documents shall be preserved by the Secretary. At the end of each academic year, the Chair shall transmit to the Secretary of the Faculty the relevant records of the FSGC for appropriate archiving.

### 2.5.4 Statutes Committee

**Members**
The Statutes Committee shall consist of:

- Five (5) Faculty members elected by the Faculty,
- At least two (2) of which are also members of the Academic Faculty, and
- One (1) Student with at least junior standing elected jointly by the Undergraduate Student Government
Association and the Graduate Student Government Association.

The Chair shall be elected annually by the Committee from the elected Faculty members.

Duties
The Committee shall:

- originate, or receive and consider, all proposed amendments to this Handbook.
- maintain archival copies of previous editions of this Handbook.
- review institutional documents such as administrative manuals, regulations, and catalogs, to ensure consistency with this Handbook.

2.5.5 Faculty Services Committee

Members
The Faculty Services Committee shall consist of:

- Six (6) Faculty members elected by the Faculty,
- Two (2) Administrators elected from the Faculty; and
- One (1) Student with at least junior standing elected jointly by the Undergraduate Student Government Association and the Graduate Student Government Association.

The Chair shall be elected by the Committee from among the elected non-administrative Faculty members. The Chair shall appoint a Secretary from among the other members.

Duties
The Committee shall review annually the Institute’s policies and procedures governing functions providing support to the work of the Faculty, including the Library, Professional Education, and Research Centers.

2.5.6 Welfare and Security Committee

Members
The Welfare and Security Committee shall consist of:

- Four (4) Faculty members elected by the body,
- Two (2) Administrators elected from the Faculty;
- Three (3) Classified Staff members elected from the Classified Staff;
- One (1) Student with at least junior standing elected jointly by the Undergraduate Student Government Association and the Graduate Student Government Association; and
- One (1) person retired from Georgia Tech appointed by the Executive Board.

The Chair shall be elected annually by the Committee from among the elected non-administrative members. The Chair shall appoint a Secretary from among the other members.

Duties
The Committee shall review annually the policies and procedures governing institutional functions concerned with health, safety, and the general welfare, including campus planning, campus security, parking, safety and fire protection, radiation safety, civil defense, Auxiliary Services, and the Health Center.
2.5.7 Institute Undergraduate Curriculum Committee

Members
The Committee shall be composed of representatives of the Administration, the Academic Faculty, and the Students.

The Administration shall be represented by the Vice-Provost for Undergraduate Education and the Dean of Students. The Registrar shall be the Secretary.

The Academic Faculty shall be represented by members elected by the Academic Faculty from tenured or tenure-track Faculty members who are not Administrators, determined as follows:

- Ten (10) seats on the committee will be distributed among the Colleges in proportion to the fraction of the total number of undergraduate student credit hours produced in each College in the preceding academic year.

- Another ten (10) seats on the committee will be distributed among the Colleges in proportion to the fraction of the total number of undergraduate majors registered in each College in the fall term of the present academic year.

- Then the participation of each College will be adjusted to be at least two (2) and no more than seven (7) members. These adjustments may result in a total number somewhat different from twenty (20).

- Changes in the number of College representatives shall be made when the criterion for such changes has been met for two (2) successive years; however, any individual elected shall have a full term of office regardless of such changes in the number of representatives.

The Students shall be represented by one (1) member with at least junior standing elected by the Undergraduate Student Government Association.

The Chair shall be elected annually by the Committee from among the elected Academic Faculty members.

Duties
The Committee shall:

- Recommend to the Academic Faculty the requirements for all undergraduate degrees and propose changes in undergraduate degree requirements and curricula;

- Evaluate all proposals for new undergraduate courses and degree programs from each Instructional Unit and transmit them with recommendations to the Academic Faculty for action;

- Recommend to the Academic Faculty guidelines regulating Student petitions for course substitution and grade corrections

- Rule on requests and appeals by undergraduate Students for exceptions to established rules and regulations in academic matters

- Review new methods, aids, and techniques of instruction in order to make recommendations to the Academic Faculty or to the appropriate Instructional Unit.

2.5.8 Institute Graduate Curriculum Committee

Members
The Committee shall be composed of representatives of the Administration, the Academic Faculty, and the Students.
The Administration shall be represented by the Vice-Provost for Graduate Education and Faculty Affairs and by the Registrar who shall be Secretary.

The Academic Faculty shall be represented by members elected by the Academic Faculty from tenured or tenure-track Faculty members who are not Administrators, determined as follows:

- Twenty (20) seats on the committee will be distributed amongst the Colleges in proportion to the fraction of the total number of graduate Student majors registered in each College in the fall term of the present academic year.
- Then the participation of each College will be adjusted to be at least two (2) and no more than seven (7) members. These adjustments may result in a total number somewhat different from twenty (20).
- Changes in the number of representatives for each College shall be made when the criterion for such changes has been met for two (2) successive years; however, any individual elected shall have a full term of office regardless of such changes in representation.

The Students shall be represented by one (1) graduate Student elected by the Graduate Student Government Association.

The Chair shall be elected annually by the Committee from among the elected Academic Faculty members.

Duties
The Committee shall:

- Recommend the minimum requirements for all graduate degrees and propose changes in graduate degree requirements and curricula.
- Evaluate all proposals for new graduate courses and degree programs from each Instructional Unit and transmit them with recommendations to the Academic Faculty for action.
- Establish guidelines which will encourage appropriate research activities as an integral part of the graduate program and encourage high standards of student research, and foster the utilization of all available resources in the development of research activities that are supportive of the graduate programs of the Institute.
- Rule on requests and appeals by graduate Students for exceptions to established rules and regulations in academic matters
- Develop policy and minimum requirements for the admission of Students to graduate programs, the admission of Students to candidacy for an advanced degree, and the awarding of graduate degrees.
- Decide, in consultation with the Instructional Unit concerned, what undergraduate courses may be accepted for graduate credit.
- Develop policy for qualifications of Faculty members who teach graduate courses and direct thesis research.
- Develop policy for the awarding of graduate fellowships, scholarships, and assistant-ships.

2.5.9 Student Regulations Committee

Members
The Student Regulations Committee shall consist of:

- Four (4) members elected from the Academic Faculty, including at least two (2) tenured or tenure-track.
- Two (2) administrators elected from the Academic Faculty.
- Two (2) undergraduate Students with at least junior standing elected by the Undergraduate Student...
Government Association.
- One (1) graduate student elected by the Graduate Student Government Association.

Ex officio, without a vote:
- Vice-President for Student Affairs
- Registrar

The Chair shall be elected annually by the Committee from among the elected Faculty members. The Secretary shall be appointed by the Chair from among the other members.

Duties
The Committee shall:

- Originate or receive all proposed changes in or amendments to Institute policies and regulations pertaining to the student body, both graduate and undergraduate.
- Review any proposed changes to determine whether they are in accord with this Handbook and make recommendations concerning proposed changes to the Academic Faculty.
- Define and publish, with the approval of the Academic Faculty and the President, the official policy of the Institute concerning acceptable student conduct and academic integrity. This policy shall define categories of offenses and penalties.

2.5.10 Student Academic and Financial Affairs Committee

Members
The Student Academic and Financial Affairs Committee shall consist of

- Five (5) members elected from the Academic Faculty, including at least three (3) tenured or tenure-track;
- The Registrar, who shall be the Secretary;
- One (1) graduate student elected by the Graduate Student Government Association, and
- Two (2) undergraduate students with at least junior standing elected by the Undergraduate Student Government Association.

The Chair shall be elected annually by the Committee from among the elected Academic Faculty members. The Administrator in charge of the Georgia Tech Counseling Center shall be an ex officio member without voting rights.

Duties
The Committee shall annually review and make appropriate recommendations to the Academic Faculty concerning:

- The system for academic advising;
- Policy governing the academic standing and classification of Students;
- Both graduate and undergraduate financial aid programs;
- The counseling and career planning program; and
- The orientation program for new Students.

In addition, the Committee shall:

- Establish and periodically review the qualifications for a Student to receive academic honors and prizes and advise the office or the individual responsible for the formal programs at which such awards are presented.

- Originate or receive and make recommendations regarding all changes in policy, criteria, or procedures regarding Student admission and readmission to the undergraduate programs of the Institute. Originate or receive and make recommendations regarding all changes in policy, criteria, or procedures regarding Student admission and readmission to the undergraduate programs of the Institute.
Approve all intercollegiate schedules of extracurricular activities, such as athletics and debate, including post season athletic events.

Approve all institutional functions for which excused absences from classes for the Students involved are to be granted.

2.5.11 Student Activities Committee

Members
The Student Activities Committee shall consist of:

- Five (5) members elected from the Academic Faculty;
- Vice-President for Student Affairs;
- One (1) graduate Student elected by the Graduate Student Government Association; and
- Two (2) undergraduate Students with at least junior standing elected by the Undergraduate Student Government Association.

The Chair shall be elected annually by the Committee from among the elected Academic Faculty members. The Secretary shall be appointed by the Chair from among the members of the Committee.

Duties
The Committee shall:

- Receive and consider all proposed changes in any Constitution of the Student Body and make appropriate recommendations to the Academic Faculty.
- Consider for approval all charters of student organizations recommended by the Student Government Association and make appropriate recommendations to the Academic Faculty.
- Originate or receive, review, and recommend to the Academic Faculty all changes in regulations for the Student Government concerning social fraternities and sororities, clubs, societies, student housing, student publications, intramural athletics, the Georgia Tech Student Center, and other student organizations and activities.
- Review all proposals from the Student Government to the President recommending the amount and distribution of student activities fees.

2.5.12 Student Grievance and Appeal Committee

Members
The Student Grievance and Appeal Committee shall consist of:

- Three (3) members elected from the Academic Faculty, including two (2) tenured or tenure-track, and
- Two (2) students with at least junior standing elected jointly by the Undergraduate and Graduate Student Government Associations.

The Chair shall be elected annually by the Committee from among the elected Academic Faculty members. The Secretary shall be appointed by the Chair from among the other members.

Duties
The Committee shall:
Act on its own cognizance, or upon request of any Student or group of Students, to specify or review grievances, suggestions, or criticisms concerning any matter relevant to the Institute.

Weigh and evaluate the material and transmit constructive recommendations to appropriate individuals, offices, committees or groups.

In its distributed minutes and in the annual report of its activities and findings, the Committee shall preserve the anonymity of individuals by generalizing the issues involved and the actions taken.

2.5.13 Student Honor Committee

Members
The Student Honors Committee shall consist of:

- Twelve (12) members elected from the Academic Faculty, including at least nine (9) tenured or tenure-track;
- Six (6) undergraduate Students with at least junior standing elected by the Undergraduate Student Government Association; and
- Three (3) graduate Students elected by the Graduate Student Government Association.

The Chair shall be elected annually by the Committee from among the Academic Faculty members. The Secretary shall be appointed by the Chair from among the other Committee members.

Duties
Cases involving alleged dishonesty in academic matters on the part of a Student shall be heard and decided by a Hearing Panel formed from members of the Committee.

- This Panel shall be composed of three (3) or four (4) Academic Faculty members, of whom a majority should be tenured or tenure-track, and two (2) or three (3) Students with at least one (1) Student from the same group as the accused (undergraduate or graduate).

- Each Panel shall have a Chair appointed by the Chair of the Student Honor Committee from among the faculty members on the Panel.

- The decision in case shall be transmitted to the office, or offices, responsible for recording it, for notifying the Student officially, and for implementing the action.

In its distributed minutes and in the annual report of its activities and findings, the Committee shall preserve the anonymity of individuals by generalizing the issues involved and the actions taken.

2.5.14 Student Computer Ownership Committee

Members
The Student Computer Ownership Committee shall consist of

- Five (5) members elected by the Academic Faculty;
- One (1) Student of freshman standing elected by the Undergraduate Student Government Association;
- One (1) other Student elected by the Undergraduate Student Government Association;
- One (1) representative from the Office of Information Technology;
- One (1) representative from the Georgia Tech Computer Store; and
- One (1) representative from Auxiliary Services representing the Residential Networking group.

All members shall have the right to vote. The Chair shall be elected annually by the Committee from among the elected Academic Faculty members. The Chair shall appoint the Secretary from among the other members of the Committee.

Duties
The Committee shall:

- At least annually, review and update the standard hardware specifications for a minimally-configured student computer.
- Originate or receive all requests to add or delete specific software from the standard software suite used by the Georgia Tech community, make recommendations to the Academic Faculty regarding any significant modifications to the standard software suite, and adopt on its own discretion any minor modifications and/or revisions to the standard software suite.
- Review annually all student computer support procedures, originate or receive all requests to modify these procedures, make recommendations for minor changes or revisions to the appropriate Administrative unit, and make recommendations for any significant changes to the Academic Faculty.
- Originate or receive and make recommendations to the Academic Faculty regarding any changes to the Student Computer Ownership policy.
- Assist in the establishment and promotion of activities that encourage the use of computers in education.

2.5.15 Academic Integrity Committee

Members

The Faculty Honors Committee shall consist of:

- Three (3) members elected from the Academic Faculty, including at least two (2) tenured or tenure-track,
- The Chair of the Student Honor Committee,
- One (1) undergraduate student with at least junior standing elected by the Undergraduate Student Government Association,
- One (1) graduate student elected by the Graduate Student Government Association, and
- The student Chair of the Student Honor Advisory Council.

The Chair shall be elected annually by the Committee from among the elected faculty members. The Secretary shall be appointed by the Chair from among the other Committee members.

Duties

The Committee shall:

- Assess and benchmark the nature of academic misconduct at Georgia Tech and in the nation.
- Examine, assess, and recommend to the Academic Faculty methods and programs that can enhance the level of academic integrity at Georgia Tech.
- Review, assess, and benchmark the current organizational structure, processes, and procedures for enforcing the Student Honor Code and for hearing cases of academic misconduct. The Committee shall make appropriate recommendations to the Academic Faculty to improve this system.
- May investigate and recommend to the Academic Faculty alternate methods of dispute resolution that could enhance the administration of the Student Honor Code at Georgia Tech.
- Work in parallel with the Student Honor Advisory Council to promote the Student Honor Code as an integral part of academic values at Georgia Tech.
3. FACULTY STATUS

3.1 All Faculty

The primary function of the Institute is education through teaching and research. Acceptance of appointment obligates Faculty members to perform such service in instruction and research and discharge such other duties as may be assigned to them during the term of appointment.

Faculty members are free to express their opinion on any matter that falls within the field of knowledge they are employed to teach and study, subject to high standards of professional ethics, accurate expression, and respect for the rights, feelings, and opinions of others.

No part of this Handbook may be interpreted as abridging Faculty members' power to exercise their rights as a citizen, free from institutional censorship or discipline, but their position in the community imposes an obligation of care for the interest of the Institute. Public signing of open letters, petitions, political advertisements, etc., should preferably show the person's name only. Any indication of affiliation with the Institute should clearly state that it is for identification only and does not represent an endorsement by the Institute or by other persons in the Institute. Caution is urged on Institute members whose position in the Institute is such that private vs. official views may be difficult to distinguish by the public. A Faculty member whose civic and political activities may require a large allocation of time should consider requesting a full or partial leave of absence.

3.1.1 Appointments
3.1.2 Faculty Salaries and Evaluations
3.1.3 Notice of Resignation or Retirement
3.1.4 Professional Absence and Leave Policies
3.1.5 Academic Rank for Administrators
3.1.6 Award of Emeritus Title
3.1.7 Use of Office Space by Retired Faculty
3.1.8 Concerns, Complaints, and the Ombuds Office
3.1.9 Grievance: Process and Procedures

Right of Appeal

Members of the Faculty who believe their rights have been invaded or ignored shall have a right to request consideration of their case by the Faculty Status and Grievance Committee. They may appeal a resulting recommendation of the Committee to the President. If the President's decision does not settle the matter to their satisfaction, they may, in accordance with Section VIII of the Bylaws of the Board of Regents, apply to the Board, without prejudice to their position, for a review of the decision. The application for review shall be submitted in writing to the Senior Vice Chancellor for Human and External Resources of the Board of Regents within a period of twenty (20) days following the decision of the President.

Process

A Faculty member may request, orally or in writing, the informal assistance of the Faculty Status and Grievance Committee (FSGC) in the resolution of grievances. The Chairperson of the FSGC may receive written grievances and/or requests for investigation. Such a request is not a prerequisite to the use of the grievance procedure set forth below, and the Faculty member may choose to file a formal complaint prior to the completion of the informal process. The FSGC, through its Chair or another designated member of the FSGC, may conduct negotiations between the grievant and other relevant persons.

A recommended course of action will include:

- **Discussion with Administrator**
  Before filing a grievance with the FSGC, a Faculty member shall first review the complaint with the administrator one level above the level of the dispute in an effort to reach a resolution.

- **Initiation and Processing of Complaints**
  If a resolution is not reached, the Faculty member grievant may inquire with the chair of the FSGC about the concern, or choose to file a grievance with the FSGC. Each grievant should file written notice of the grievance which should be submitted to the FSGC through its chair within a reasonable time frame after the events or actions of concern. Grievances based entirely on events or actions that occurred more than one year before the filing date will not be considered.

- **Decision by FSGC on Proceeding**
  Within approximately six (6) weeks of receipt of the complaint, the FSGC will inform the grievant, in writing, whether it will proceed with the review, and if so, whether the FSGC will pursue informal means of resolving
the grievance, undertake an investigation, or schedule a hearing. If the FSGC decides not to review the complaint, it shall give reasons. If it decides to proceed, it shall specify in writing where and when an investigation will proceed or when and where a meeting or hearing will be held. The Chair shall send a copy of this initial response to both the grievant and the respondent. The Chair shall ensure that the person(s) against whom the grievance is filed is (are) properly identified, that specific charges are included, and that the form of requested redress is included. The Chair shall inform the grievant that this written request, together with any supporting documentation, will be given to the person(s) grievied against in an attempt to support the clarification and resolution of the case. In like fashion, any documentation made available to the FSGC by the person(s) grievied against will be given to the grievant.

- **Informal Resolution**
  If the FSGC pursues informal resolution, the Chair of the FSGC and/or designated member/s of the FSGC shall pursue negotiation, mediation, or other informal means. If the Chair or other FSGC members are unable to begin doing so within forty-five (45) working days after receipt of the grievance, the FSGC shall so notify the grievant in writing. If the FSGC determines that informal resolution is not likely to achieve resolution of a grievance, and the grievant so desires, the Committee will proceed to the investigation phase explained in the following section.

**Procedures for the Conduct of an Investigation**

The Chair shall inform each party of the names of the other parties and the nature of the complaint, if this was not already done at an earlier stage. The Chair will also advise the grievant and the respondent of the procedures in the grievance process.

The Chair will select three (3) members of an investigation subcommittee, consisting of members of the FSGC and/or individual Faculty appointed to serve as FSGC investigators by the Executive Board. The FSGC chair may serve as a member of the subcommittee. These three individuals will serve as a subcommittee for the purposes of investigating the complaint.

In the course of its investigation, the subcommittee shall interview the grievant, the respondent, and any other persons who, in the view of the subcommittee, may have relevant information. At the conclusion of the investigation, the subcommittee shall submit a written report to the FSGC. The FSGC may amend the report or accept it. The preliminary report will then be sent to both the grievant and the respondent.

The parties shall have ten (10) business days after receipt of the preliminary report to address the findings of the report. This may be in the form of a written response by either party or a request for a formal hearing by the grievant.

- A written response should state any disagreement with the committee’s findings and should not be longer than two (2) pages. The Chair shall arrange an exchange of responses between the grievant and respondent for informational purposes only. The lack of a response by a party shall be interpreted as acceptance by that party of the factual and interpretive information contained in the FSGC’s preliminary report.
- If the grievant wishes to pursue a formal hearing, a written request for a hearing must be submitted as part of the response to the FSGC’s preliminary report.
- If no request for a hearing is made at that time, the grievant has waived the right to a formal hearing, and the FSGC’s final report, together with any responses to it, shall be submitted to the President.
- The FSGC will make a report to the President within approximately ninety (90) days from the time a grievance is received.
- The President shall make a decision on the case and convey that decision in writing to the parties and to the Chair of the FSGC within twenty-one (21) days of receipt of the FSGC’s recommendations.
- If a party requests a formal hearing, the FSGC shall follow the procedures below, and no report shall be made to the President until that process is concluded.

Once considered by the FSGC, a grievance may not be reopened unless, in the judgment of the Chair, there is significant new evidence that was not available at the time of the FSGC’s decision. Future grievances will be reviewed without prejudice.

**Procedures for Parties Presenting Cases before a Formal Hearing Committee**

**Authorization**

A formal hearing shall be authorized by the Faculty Status and Grievance Committee under the following circumstances:

- A grievant makes a written request for a formal hearing within ten (10) working days after receipt of the report of the FSGC concerning an investigation; or
- This Handbook or other Institute policies require a formal hearing by the FSGC.
Notification
A copy of the charges made by the grievant(s) will be provided to the respondent(s).

Formulation of a Formal Hearing Committee
A formal hearing is conducted by a committee consisting of four faculty members chosen from the Faculty and a Chair who is a member of the FSGC.

The Office of Human Resources of Georgia Institute of Technology will generate a list of twenty-four (24) potential members of the Formal Hearing Committee by a random selection from the membership of the Faculty. If the grievance pertains to redress of decisions related to Academic Faculty status such as rank or tenure, then the generated list shall consist of only Academic Faculty of appropriate rank and tenure status. The FSGC shall remove from the list of twenty-four (24) any persons who are: members of the FSGC, Executive Committee Liaison to the FSGC, parties to the grievance, or witnesses. The number shall then be restored to twenty-four (24) by random selection. This process shall be continued until a qualified list is selected. Prior to the formal hearing, the grievant and the respondent will meet with the Chair of the FSGC for the purpose of striking names alternately until four (4) members of the Formal Hearing Committee have been selected. The last two (2) names struck will become alternates. Members of the Formal Hearing Committee must have approval of the Chair of the FSGC to be excused from the assignment. An excused person will be replaced by an alternate. The Formal Hearing Committee shall be chaired by a member of the FSGC.

The FSGC shall not be responsible for dismissal hearings for tenured faculty members, or non-tenured faculty members before the end of their contract term, if any. A separate process, consistent with the Bylaws of the Board of Regents, is set out for such hearings in Section 3.1.10 under Provision for Dismissal Hearing Committee.

Presentation of Cases
The grievant(s) and respondent(s) are normally expected to present their own cases. However, all parties may have an advisor present at the hearing, and, when justice requires, the Chair of the FSGC or the Chair of the Formal Hearing Committee shall authorize an advisor to present a case. On request, the Chair of the FSGC may appoint an advisor to assist a party or to present the case of a party. Attorneys may be advisors but may not present cases.

Time
The Chair will establish a time limit for the entire proceedings as well as for its parts. Thus, the grievant(s) and the respondent(s) will be given a specified time for their brief opening statements, for presenting their cases, for cross-examination, for redirect examination, for rebuttal (by the grievant), and for closing statements. The agenda, with time limits, will be distributed by the Chair eight working days before the hearing.

The Chair will exercise authority to cut off "filibustering" or obvious repetition, and to enforce time limits.

Who May be Present for Formal Hearings of the FSGC
The hearing may be closed except to the members of the Formal Hearing Committee, the parties, and members of the Faculty Status and Grievance Committee. Advisors to parties, as heretofore described, may be present.

Order of Presentation
1. The grievant(s) and respondent(s) will make brief opening statements. Each statement shall lay out the general nature of the case, without presenting evidence.
2. Following the opening statements, the parties will present their cases with the grievant(s) making the first presentation(s). At this time any documents or testimony relevant to the case may be presented.
3. Each party will have the right of cross-examination directly after the presentation of evidence by each witness. Redirect examination will be permitted. No new evidence may be introduced during the cross- or redirect examination.
4. An opportunity for rebuttal will be provided to the grievant.
5. Each party may make a closing statement. This is an opportunity for summary and argument and not for the presentation of new evidence.

Evidence
In general, any item may be presented as evidence so long as it is relevant and material. Each party shall prepare at least seven (7) copies of all material intended for use in the presentation: one (1) copy for each side and five (5) copies for the Formal Hearing Committee. The copies shall be provided with covers, in either notebooks or clasped folders. Lengthy materials, such as papers and publications, should be summarized or
referenced if their contents are not specifically germane to the hearing. Material not included in the copies will not be admitted at the hearing.

The copy for the other party must be delivered to the Hearing Chair ten (10) working days before the hearing. The designated recipients of these copies should arrange to obtain them from the Hearing Chair no sooner than nine (9) working days before the hearing. Material which is not available at the time that the seven copies are delivered to the Hearing Chair may still be admissible as evidence, at the discretion of the Chair. In such a case, this new material will be distributed to all parties by the Chair prior to the hearing.

Rebuttal material and background documents need not be included in the distribution copies, but must be available for examination by the other side and the Hearing Committee during the hearing. Such items will be labeled as exhibits and will become part of the record.

**Witnesses**

Each party may call witnesses. Witnesses will be sequestered upon request of a party or by direction of the Chair. At least ten (10) working days before the scheduled hearing, each party shall provide the Hearing Committee Chair a list of witnesses who will be called and a list of witnesses who may be called. The other party should arrange to obtain these lists from the Hearing Chair no sooner than nine (9) working days before the hearing. The responsibility for notifying each witness resides with the party who has designated that witness.

**Tape Recording**

The proceedings will be tape recorded or taken down by a court reporter. The tapes or the transcript will be the official record of the proceeding and will be preserved by the Secretary of the FSGC.

**Recommendations to the FSGC**

The Chair and the other four (4) members of the Formal Hearing Committee will prepare written findings and recommendations to be given to the full FSGC. The Chair of the FSGC shall submit the Formal Hearing Committee's report, together with any recommendations of the FSGC, to the parties, to the President, and to other administrators, as appropriate, normally within thirty (30) days of the hearing. In the transmittal letter, it should be stated that the recommendations are intended to aid the resolution of the case. The President shall make a final decision on the case and convey that decision in writing to the parties and to the Chair of the FSGC, normally within twenty-one (21) days of receipt of the FSGC recommendations.

- 3.1.10 Procedures for Removing Faculty Members
- 3.1.11 Possible Suspension in Cases when a Charge of Violation of State or Federal Laws is Pending

### 3.2 Non-Tenure Track Faculty

The Institute is authorized to establish professional positions designated as non-tenure track positions. The Institute shall prepare annually, along with its budget, a list of positions so designated for submission to and approval by the Chancellor or his/her designee. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the President.

Non-tenure track positions may be established for full-time professional personnel employed in administrative positions or to staff research, educational, technical, special, career, and public service programs or programs which are anticipated to have a limited lifespan or which are funded, fully or partially, through non-System sources. Some positions will have membership in the Research Faculty and some in Academic Faculty. There shall be no maximum time limitation for service in non-tenure track positions.

The following provisions shall apply to all non-tenure track professional personnel:

- Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.
- Probationary credit toward tenure shall not be awarded for service in non-tenure track positions.
- Notice of intention to renew or not to renew contracts of non-tenure track personnel who are members of the Academic Faculty shall follow the schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel.
- Individuals employed in non-tenure track positions may apply on an equal basis with other candidates for tenure track positions which may become available.

The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only.
3.2.1 Research Faculty: Hiring and Promotion Guidelines

Research Faculty members are not eligible for tenure. While they are subject to many of the general hiring and promotion criteria for tenure-track Faculty, there are significant differences. The following sections detail established positions in the Research Faculty and their promotion criteria.

Research Scientist, Engineer, and Technologist Titles

A person is normally hired into a Scientist, Engineer, or Technologist position, where appropriate, on the basis of the field of their most recent degree or their experience. Standards of evaluation will generally be based on the standards of that field. There are levels of I, II, Senior, and Principal for each of these titles.

Research Associate Titles

The title of Research Associate is held by research personnel who meet all normal requirements, but for whom the title of Engineer, Scientist, or Technologist is not appropriate. The title is intended for professional Staff for whom a specific need exists, but because of the different nature of their education or experience, should not be classified (at least initially) in the Research Engineer/Scientist/Technologist structures. In determining when it will be suitable to use the Research Associate title structure, reliance will be placed on comparison with the established criteria for Research Engineer/Scientist/Technologist. That is, the qualifications for Research Associate should have an equivalency to Research Engineer/Scientist/Technologist, but will differ in some particular aspect. In general, it will offer more flexibility in considering the candidate's total qualifications and suitability for employment at Georgia Tech. The title is intended to be broad enough in scope to include any professional categories appropriate to our needs. Examples include medical doctors, social scientists, architects, and management experts. There are levels of I, II, Senior, and Principal for each of these titles.

Promotion to a Higher Rank for Research Scientist, Engineer, Technologist, or Associate

Following are normal requirements for consideration for promotion to a higher rank. These experience and performance criteria may also be used for determining the initial rank when hiring professional research personnel. Credit for previous academic or research professional experience should be explicitly stated in writing at the time of employment. In addition to these criteria, to be considered for promotion will normally require a number of years in rank, as follows:

- Research Scientist II – Three (3) years as Research Scientist I
- Senior Research Scientist – Four (4) years as Research Scientist II
- Principal Research Scientist - Five (5) years as Senior Research Scientist

As used in this Handbook, "years of experience," "years in rank," and "years at Georgia Tech" are to be calculated as of July 1st of the year in which the promotion would take effect. Note: In the above and following sections, the term "Scientist" is used to indicate any one of the following: Scientist, Engineer, Technologist, or Associate.

Requirements for professional registration and other legal or professional certification are not identified in these revised guidelines as prerequisites for promotion. Instead, these formal evidences of competency are expected to be provided by persons assigned to duties that require them.

Research Scientist I

This is the initial rank held by research personnel who have at least a bachelor's degree and who will be performing on a professional level.

Research Scientist II

This rank requires one (1) of the following:

- A Master’s degree and three (3) years of relevant full-time experience after completion of that degree,
- A Master's degree and five (5) years of relevant full-time experience after completion of a Bachelor’s degree, or
- A Doctoral degree.

Qualified candidates who are recommended by the normal administrative process will not be reviewed by a Presidential committee. Professional recognition in one's research field will be expected.
In addition to the candidate’s education and experience, the promotion recommendation shall include substantive evidence of the candidate's progress toward developing the capabilities for performing at the level expected of research professionals in the same field holding senior research staff ranks at Georgia Tech. Such evidence might consist of papers published or contributed to, significant managerial efforts on sponsored projects, products developed and delivered to the sponsor community such as software or hardware and documented impacts of these products, or equivalent teaching responsibilities performed in an instructional unit.

**Senior Research Scientist**
This rank requires one (1) of the following:

- A Master's degree and seven (7) years of relevant full-time experience after completion of that degree,
- A Master's degree and nine (9) years of relevant full-time experience after completion of a Bachelor's degree, or
- A Doctoral degree and four (4) years' relevant full-time experience.

The rank of Senior Research Scientist is reserved for those professionals who have demonstrated a level of scholarly achievement and technical, managerial, and entrepreneurial productivity commensurate with the highest standards of Georgia Tech. Achievements should include recognized contributions to their specific technical disciplines; supervision of other research professionals through review and approval of proposals, technical reports and other communications; and representation of Georgia Tech to external organizations for the purpose of obtaining, managing, and performing high-quality sponsored research programs. Preference will be shown for qualified personnel holding a Doctoral degree in their specified discipline.

In addition to the basic requirements, above, demonstrated superior performance of professional duties is required as follows:

A. Peer recognition of mastery of a complex and difficult field of specialization as demonstrated through authorship of refereed papers and/or products developed and delivered to the sponsor community such as software or hardware, and documented impacts of these products. The latter may come in the form of sponsor satisfaction testimonials. While emphasis will be given to authorship of journal and symposium papers which have been refereed, recognition will also be given to contributions to other journals, organizational publications, widely distributed reports which effect an education and technology information transfer; and at least two (2) of the following B through E.

B. Supervision of others' work by virtue of being a program manager, project director/principal investigator, co-project director/principal investigator, or task leader on sponsored research of such magnitude as to require guidance and supervision of other professionals.

C. Important technical contributions and innovation as documented in formal reports of several projects over a minimum time of four (4) years prior to recommendation for promotion. For candidates holding the Doctoral degree, the last two (2) years of employment prior to employment at Georgia Tech will be considered if adequately documented, and the four-year time in grade requirement be reduced to two (2) years for candidates so qualified.

D. Substantial documented contributions in sponsored program development.

E. Superior ability in representing the School/Center/Laboratory/Georgia Tech in service to and dealings with outside organizations.

**Principal Research Scientist**
This rank requires either:

- A Master's degree and eleven (11) years' relevant full-time experience; or
- A Doctoral degree and seven (7) years' relevant full-time experience.

At least the most recent three (3) years of relevant experience shall have been at a responsible technical or managerial level. Preference will be shown for qualified personnel holding a Doctoral degree in their specific discipline.

In addition to the basic requirements above, the candidate for the rank of Principal Research Scientist must
A. Show clear evidence of consistent performance in the making of original and innovative contributions that are nationally recognized for their excellence as documented by external peer review of the candidate's work (See Section on Letters of Evaluation below); and have demonstrated outstanding capabilities in at least two (2) of the following research or service activities B through D:

B. Leadership in developing and managing a technical thrust involving related projects. Special consideration will be given to programs involving a broad participation by research and instructional Faculty and Students

C. Substantial contributions to Georgia Tech by service to the Institute, the State, the Nation, or to the candidate's profession

D. Broad recognition of technical stature as evidenced by invited papers or seminars, session chairperson at national symposia, memberships on national committees, offices in professional societies, or other appropriate honors

Letters of Evaluation
At least three (3) letters of evaluation must be obtained by the Institute from highly qualified persons in the candidate's professional field who are not employed by the Institute.

Additional titles may be added and described here when ready.

Joint Appointments in Instructional Units

Instances may arise where it is appropriate for a Research Faculty member not in an Instructional Unit to receive a joint appointment to such a Unit. See Section 3.3.2 concerning Joint Appointments.

3.2.2 Non-Tenure Track Academic Faculty Members

While persons holding the positions detailed under the following headings are members of the Academic Faculty, they are not eligible for tenure. While they are subject to many of the general hiring and promotion criteria for tenure-track Faculty, there are significant differences. The following sections identify non-tenure track positions in the Academic Faculty and their promotion criteria.

Professor of the Practice

The position of Professor of the Practice is for qualified academic, business, or government leaders. Due to the stature of individuals to be offered this position, the category will have only one rank: Professor of the Practice.

The qualifications and expectations for this position are:

- Have substantial bases of experience, normally at least ten (10) to fifteen (15) years, and a national/international reputation for excellence.
- Have rich and extensive backgrounds in fields and disciplines related to the school or college of appointment at the Institute.
- Will serve as liaisons between industry or government and the Institute in identifying teaching and research opportunities that support the public interest and societal needs.
- May be expected (depending on circumstances of their appointment) to generate financial resources to support and enhance the Institute programs in which they work.

The guidelines for implementation are:

- General duties and responsibilities must be agreed upon in advance with each Professor of the Practice and her/his Chair and/or Dean.
- Appointments as Professor of the Practice may be full-time or part-time. Eligibility for fringe and retirement benefits will conform to Georgia Tech employment policies.
- “Professor of the Practice” is a non-tenurable title which is consistent with Board of Regents provisions for “Non-Tenure Track Personnel”. This classification carries with it membership in the Academic Faculty of the Institute.
- The position may be described as “Professor of the Practice of X,” where X is an academic discipline or specialty. For communications purposes, a Professor of the Practice may represent himself or herself with a shorter title as “Professor of X.”
• Professors of the Practice will be reappointed annually but with no limit as to the number of years that may be served.

• Professors of the Practice will participate in an annual evaluation, as is regularly conducted for tenure track Faculty. Performance will be evaluated during this annual review, with actions and recommendations made as appropriate.

• During the term of their appointment, Professors of the Practice are subject to, and protected by, the same Institute policies concerning academic freedom as tenured and tenure track Faculty.

• Funding sources for Professors of the Practice may include the Institute, College, School, or Center, or some combination of these, and the funds may consist in whole or part of funds generated by the individual.

• Schools and Colleges at the Institute have considerable latitude in developing complementary policies and procedures for Professors of the Practice as long as they are consistent in spirit with overall policies detailed in this Section.

• The Institute and its Schools and Colleges will adopt appointment and reappointment policies. At minimum, these policies will involve letters of recommendation concerning the individual being proposed for a position as Professor of the Practice, on-campus interviews of the candidate, input into the decision by a body of the faculty in the School or College, recommendation of the Chair and/or Dean, and approval by the Provost. Faculty involvement in the decision to hire should be identical to those procedures used for hiring tenured Professors.

**Academic Professionals**

*Board of Regents Policy Manual, Section 8.3.8.3.*

Academic Professional titles may be assigned to appropriate positions (as defined below). Persons in such positions may be involved in duties of a managerial, research, technical, special, career, public service or instructional support nature.

The following stipulations apply to all Academic Professional positions:

- The position requires an appropriate terminal degree, or in rare and extraordinary circumstances, qualification on the basis of demonstrably successful related experience, which exception is expressly approved by the President.
- The Academic Professional designation may not be assigned to a position where the teaching and research responsibilities total 50% or more of the total assignment.
- The position is not a tenure-track position, and the holder of the position is not eligible for consideration for the award of tenure, or for probationary credit toward tenure.

The designation Academic Professional would apply to a variety of academic assignments that call for academic background similar to that of a Faculty member with professorial rank, but which are distinctly different from professorial positions. Examples include managing instructional laboratories, assuming academic program management roles not suited for expectations applied to Tenure-Track Faculty members, operating instructional technology support programs, being responsible for general academic advising, assuming professional student counseling center responsibilities, providing specialized skill acquisition training as support for academic programs, and working with Tenure-Track Faculty members in course and curriculum development.

General categories for Academic Professionals include:

- Training and Instructional Support. This includes educational needs assessment, program development and coordination, instructional materials and technology development, delivery of specialized or skill acquisition instruction, and program evaluation.
- Technical Assistance. An advisory or operating role which provides specialized knowledge appropriate for program support and development. The activities range from a significant or advisory or operating role to managing a technical support unit to development of organizational structures and function.
- Specialized Management. This includes supervision of clinical practice or field experience, or providing services or out-of-class educational opportunities for Students.

Career ladders may be established for Academic Professionals, using the following titles: Associate Academic Professional, Academic Professional, and Senior Academic Professional.

Reappointment of Academic Professionals is made annually. Notice of non-reappointment must be made in a timely manner consistent with Board of Regents policy, using the three-, six-, and nine-month notification schedule depending upon length of service in the position.
Criteria or guidelines for reappointment in professional ranks generally follow those established for Instructional Units as set out in Section 3.3.4. Additional criteria may be established by the President in consultation with the Executive Board, and shall be published and distributed to the Faculty.

**Lecturers/Senior Lecturers**

**Full-Time Lecturers**  
*Board of Regents Policy Manual, Sections 8.3.8.1*

To carry out special instructional functions such as basic skills instruction, the Institute may appoint instructional staff members to the position of Lecturer. Lecturers are not eligible for the award of tenure. Reappointment of a lecturer who has completed six (6) consecutive years of service to the Institute will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the Institute. The reappointment process must follow Institute procedures. Not more than twenty (20) percent of the Institute's FTE corps of primarily undergraduate instruction may be Lecturers and/or Senior Lecturers.

**Senior Lecturers**  
*Board of Regents Policy Manual, Sections 8.3.8.2*

The title of Senior Lecturer may be used at the discretion of the Institute. The Institute is discouraged from initial hiring at the Senior Lecturer level. Lecturers who have served for a period of at least six (6) years at the Institute may be considered for promotion to Senior Lecturer. Promotion to Senior Lecturer requires approval by the President. Reappointment procedures for Senior Lecturers follow the same reappointment procedures as those for Lecturers. Senior Lecturers are not eligible for the award of tenure.

**Reappointment**  
*Board of Regents Policy Manual, Section 8.3.4.*

Full-time Lecturers and Senior Lecturers are appointed on a year-to-year basis. Since individuals in these positions serve in Instructional Units, procedures for consideration of reappointment are handled by those Units in the same manner as for other Reappointments, as set out in this *Handbook*, Section 3.3.4.

Lecturers and Senior Lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

- For Lecturers with less than three (3) years of full-time service, the Institute shall provide non-reappointment notice as early as possible, but no specific notice is required.
- For Lecturers with three (3) or more years but less than six (6) years of full-time service, the Institute must provide non-reappointment notice at least thirty (30) calendar days prior to the first day of classes in the semester.
- For Senior Lecturers or Lecturers with six (6) years or more of full-time service, the Institute must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the first day of classes in the semester.

Lecturers or Senior Lecturers with six (6) or more years of full-time service and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with the procedures in this Handbook. For additional appeal procedures see Section VIII of the Bylaws of the Board of Regents.

In no case will service as a Lecturer or Senior Lecturer imply any claim upon tenure or reappointment under conditions other than those above.

**Instructors**

A person hired with the academic rank of Instructor is not eligible for tenure under Board of Regents policies. They are however afforded the same expectations and procedures for reappointment as set out in this *Handbook* in Section 3.3.4. The maximum period of time that may be served at the rank of full-time Instructor shall be seven (7) years.

Additional titles may be added and described here when ready.
The term “General Faculty” does appear occasionally in policy statements in the remainder of the *Faculty Handbook*, such Intellectual Property, Conflict of Interest, and the like. Such references can be replaced simply with “Faculty” because they are intended to refer to all faculty members.