ATLANTA METROPOLITAN STATE COLLEGE

SPARK THE FLAME. BLAZE THE TRAIL.

The Statutes

2026-2027

The *Statutes of Atlanta Metropolitan State College* are subject to the bylaws and policies of the Board of Regents of the University System of Georgia, and any provision in conflict therewith shall be null and void.

Revised 10/14/2026

INTRODUCTION

The *Statutes of Atlanta Metropolitan State College*, hereinafter referred to as the Statutes, set forth the policies that regulate the operation of the College. The articles of these *Statutes* contain the mission, purpose of the College, and outline the administrative structure for promoting the educational programs and the supporting elements desirable in an institution of higher education. The statements are in accordance with policies adopted by the Board of Regents of the University System of Georgia.

The *Classified Employees Handbook*, *Faculty Handbook*, *Student Handbook*, and the *College Catalog* provide additional detailed information about specific areas of operation within the College.

Revised 10/14/2026

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ARTICLE I - The College

1.1 Establishment and Authorization

The establishment of Atlanta Metropolitan State College (AMSC) was authorized in June 1965, and the College opened its doors to the charter class in September 1974. The College was established to provide a wide range of higher educational opportunities for the metropolitan Atlanta community.

Atlanta Metropolitan State College is subject to the general jurisdiction of the Board of Regents (BOR) of the University System of Georgia (USG). The term "Board of Regents," as used in these Statutes, *shall* mean the Board of Regents of the University System of Georgia. The Board of Regents is composed of 19 members, five of whom are appointed from the state-at-large, and one from each of the state's 14 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System.

The Board oversees the public colleges and universities that comprise the University System of Georgia and has oversight of the Georgia Archives and the Georgia Public Library Service. The governor appoints members of the Board to a seven-year term and regents may be reappointed to subsequent terms by a sitting governor. This Board has broad jurisdiction over all the units of the University System and is charged with the government, control, and management of the system of higher education in Georgia.

1.2 Accreditation

Atlanta Metropolitan State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501). AMSC is accredited as a level II institution, with the highest degree authorized being the bachelor's degree.

1.3 Mission, Values, Core Values, Guiding Principles, Alma Mater

Mission
Atlanta Metropolitan State College (AMSC), a college within the University System of Georgia, is committed to providing educational access to a diverse student population and stimulating a positive growth environment for its faculty and staff. The College offers cost-effective and career-focused degree programs, student-focused teaching, quality support services, and community engagement that leads to the success of its inter-generational graduates.

Vision
We will be a dynamic campus, bolstering enrollment, expanding educational opportunities, amplifying positive experiences, and intensifying community engagement.

"Spark the flame. Blaze the trail."

Core Values

Excellence – AMSC pursues excellence, high standards, and institutional efficiency in education, student services, and college operations.

Integrity – AMSC maintains strong moral principles and respect by cultivating quality standards in learning, leadership, innovation, and service. We are fair and honest in our dealings with students and colleagues, as well as customers and stakeholders.

Leadership – AMSC develops and empowers leaders among students, faculty, and staff through a personable, hands-on approach that promotes innovation, and effectively addresses challenging issues. We create, encourage, and foster active involvement in the implementation of the institution's vision and mission statements.

Belonging - AMSC embodies a culture of inclusion and affirms that we are all connected, supported, and respected. We understand each person is unique, and we work diligently to recognize their intrinsic gifts and talents.

Public Service – AMSC engages and enriches the quality of life in communities by willingly investing our time and effort into causes that affect our students, faculty, staff, alumni, and external stakeholders. We consistently promote the knowledge, skills, and values necessary to uplift the most vulnerable among us.

Guiding Principles

We…

Aspire for students to achieve their goals, dreams, and highest potential.
Mentor with guidance and counsel to inspire student success.
Serve to nurture student growth and development.
Commit to excellence in education.

Alma Mater

We come here searching for our inner selves.
We come seeking wisdom for our futures;
And we're proud that we chose to drink from the fountain:
The fountain of knowledge,
The fountain that flows here at Atlanta Metropolitan College.
We will long remember the smiling faces we met here.
We thank the Lord above for classmates
And those who guide us onward to our goals.

We come here searching for our inner selves.
We come seeking wisdom for our futures;
And we're proud that we chose to drink from the fountain:
The fountain of knowledge,
The fountain that flows here at Atlanta Metropolitan State College.
We hail our Alma Mater, Atlanta Metropolitan State College.

Written by: Lafayette Summers | Composer: Ojeda Penn | Rearrangement: Val Parker

1.4 Educational Programs, Degrees, and Certificates

Atlanta Metropolitan State College offers the Associate of Arts, Associate of Science, Bachelor of Arts, Bachelor of Science, and Bachelor of Business Administration degrees. Academic and certificate programs are available in a number of specialized fields. The College offers continuing education courses and continuing education credits (CEUs) across a wide range of areas. Courses and degrees are offered in the face-to-face and online modalities. Courses are offered online, face-to-face, hybrid and Hy-flex modalities ARTICLE II. Presidential Authority and Responsibilities

Source: *Board of Regents Policy Manual.* Board of Regents of University System of Georgia, Section 2, Institutional Governance

ARTICLE II. Presidential Authority and Responsibilities

The Office of the President

The President of Atlanta Metropolitan State College is the chief executive of the institution and all its departments. The President exercises such supervision and direction required to promote the efficient operation of the institution, under the supervision of the Chancellor and the Board of Regents. The President shall determine his/her direct reports, which are identified in the College's organizational chart, posted on the College's website.

2.6 Presidential Authority and Responsibilities

2.6.1 Executive Head of Institution

The President of each University System of Georgia (USG) institution shall be the executive head of the institution and all its departments and shall exercise supervision and direction to promote the efficient operation of the institution. The President is responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board of Regents and the Chancellor.

2.6.2 Ex-Officio Faculty Chair

The President shall be the ex-officio chair of the faculty and a member of all faculties and other academic bodies within the institution. The President may preside at faculty meetings. The President may call meetings of any council, senate, assembly, committee, or governance body at his or her institution at any time, may chair the governance body, and may preside at the meetings. The President shall decide all questions of jurisdiction, not otherwise defined by the Chancellor, of the several councils, faculties, and officers.

The President may veto any act of any council, faculty, or committee of his or her institution but, in doing so, shall transmit to the proper officer a written statement of the reason for such veto. A copy of each veto statement shall be transmitted to the Chancellor.

The President shall be the official medium of communication between the faculty and the Chancellor and between the council, senate, assembly, committee, or governance body and the Chancellor.

2.6.3 Personnel Policies

The Board of Regents has the Constitutional authority for the government, control, and management of the University System of Georgia (USG) and all of its institutions, which includes the oversight of institutional hiring and search processes.

The President is responsible for the initial appointment of faculty members and administrative employees of each institution and the salary and all promotions of those employees. The President may reappoint faculty members and administrative employees except as otherwise specified in this Policy Manual. The President may accept the resignation of any employee of his or her institution on behalf of the Board of Regents.

To ensure accountability and effective management of the institution, the President shall consult with the Chancellor or the Chancellor's designee about significant personnel actions involving certain administrative employees as required by other provisions of this Policy Manual. These employees include, but may not be limited to, the chief business officer, and chief academic officer.

USG institutions must have a formal search process for all senior administrator hires which would include details surrounding the search process, priorities, the make-up of committee members, hiring criteria, and the use of search firms if search firms are to be used. For purposes of this policy, senior administrators include: provosts, vice presidents, vice provosts, deans, and similar level positions.

The Board of Regents gives the authority to the Chancellor or the Chancellor's designee to make any changes to an institution's search process based on the Board's priorities. Each President is ultimately responsible for all hires at the institution.

The President may grant leaves of absence for members of the faculty for study at other institutions or for such reasons as the President may deem proper.

The President shall make such reports as required from time to time to the Board, through the Chancellor, of the condition of the institution under his or her leadership.

2.6.4 Agreements

The President may execute, accept, or deliver, on behalf of the Board of Regents, the following types of research agreements, settlement agreements, service agreements, and reciprocal emergency law enforcement agreements affecting his or her institution:

1. Research or service agreements whereby the institution concerned, for monetary compensation or other good and valuable consideration, agrees to perform certain institution-oriented research or other personal services within a time period of one year or less;
2. Agreements between USG institutions and hospitals or other organized medical facilities, both public and private, whereby the hospital or medical facility concerned agrees to provide clinical services to nursing and other students enrolled in nursing and allied health programs at the institution concerned, which are subject to cancellation by either party;
3. Reciprocal emergency law enforcement agreements between USG institutions and county and municipal authorities, as authorized by the Georgia Mutual Aid Act, as amended;
4. Settlements of grievances and complaints, including those filed by state and federal agencies, that do not include a monetary commitment of more than $100,000. Notice of settlements shall be filed with the University System Office of Legal Affairs; and, 5. Any agreements necessary for the day-to-day operation of the institution.

2.6.5 Delegation of Authority and Responsibilities

The President may delegate his or her authority and responsibilities under Board of Regents' Policy unless expressly prohibited by the Board of Regents.

2.7 Organization Structure and Changes

Presidents are authorized to develop the organizational structure required to effectively manage their institution. Changes involving the addition, deletion, or substantive name change of a unit reporting directly to the President shall be submitted to the Chancellor for review and approval prior to the change.

At the beginning of each fiscal year, each President shall submit to the Chancellor a list of all academic institutes and centers that are authorized to operate on each campus highlighting those which have been added or deleted since the prior year's submission. The addition or elimination of academic centers and institutes located at an institution does not require the Chancellor's or Regents' approval.

Absence of the President

In the absence of the President, the Provost and Vice President for Student Success will assume temporary responsibilities of the Chief Administrative Officer. Under such circumstances, the Board of Regents of the University System of Georgia will provide guidance, authority, and direction.

2.8 Administrative and Organizational Structures

The structure of the College is organized into three administrative divisions:

(1) The Division of Student Success, whose senior administrator is the Provost and Chief Academic Officer. This division consists of two academic schools: The School of Arts and Sciences and the School of Business and Technology. The senior administrator of each school is the Academic Dean. The Division of Student Success also consists of the following administrative units: Adult Learner and Faculty Development, the Center for Academic Advising and Student Success, the Center for Testing, Counseling, Career and Accessibility Services, Distance Education and Specialized Programs, Enrollment Management, Recruitment & Admissions, Institutional Effectiveness & Research, Library, Registrar, Student Life & Engagement/Student Conduct, TRiO, and Veterans Affairs.

(2) The Division of Fiscal Affairs, whose senior administrator is the Vice President for Fiscal Affairs. The Division of Fiscal Affairs consists of the following administrative units: Business Services, Financial Aid, Human Resources, Information Technology Services, Plant Operations and Facilities Planning, and Public Safety.

(3) The Division of Development and External Affairs, whose senior administrator is the Assistant Vice President for Development. This area consists of fundraising, marketing, communications and alumni engagement.

The organizational and operational structures of the institution shall be posted on the College's website.

2.9 The President's Cabinet, Extended Cabinet and Appointments

Members of the President's Cabinet, the executive leadership of the institution, and the Extended Cabinet are appointed by the President. These administrators serve at the pleasure of the President and do not have rights of tenure in the administrative offices to which they are appointed. Prior academic rank and rights of tenure held while serving as members of the corps of instruction are retained as ex-officio members of the corps of instruction. Members of the President's cabinet and administrative officers with faculty status have all the responsibilities and privileges of faculty membership.

All official business involving personnel at Atlanta Metropolitan State College and the Chancellor's Office shall be conducted through the organizational structure contained in these *Statutes*.

ARTICLE III. Governance

3.1 Governing Bodies

The governing bodies of the College permit all its components to be represented in the decision-making process. Faculty, staff, and students constitute the various committees and associations that develop, review, and implement policies and procedures upon which the College operates and is governed. General meetings of campus entities occur at least once per semester. In addition, standing committees meet at intervals determined by campus needs. The Student Government Association meets twice a month during the academic year, or at a frequency determined by its governing bylaws. All campus meetings are conducted according to the most current edition of *Robert's Rules of Order.*

3.2 Policy Formation Process

1. Proposals pertaining to non-academic policies and procedures, including student affairs matters, are referred to the Extended Cabinet and to the President's Cabinet for review and approval.

2. Proposals pertaining to academic policies and procedures on curricular matters are referred to the Educational Policy and Curriculum Committee and to the Provost and Chief Academic Officer for review and approval.

3. Proposals pertaining to budget and fiscal policies and procedures are referred to the Budget and Fiscal Affairs Committee, Vice President for Fiscal Affairs, and to the President's Cabinet for Review and approval.

4. Proposals pertaining to planning and assessment policies and procedures are referred to the Institutional Effectiveness Committee and to the President's Cabinet for review and approval.

5. Policy proposals that relate to other areas and those that are unclearly defined are referred to the President's Cabinet for determination of the proper review for further consideration and approvals.

6. Policies and procedures approved by any standing committee must be submitted to the respective Vice President(s) or Head Administrator in the area for approval (*i.e., the Provost and Chief Academic Officer for academic matters; the Vice President for Fiscal Affairs for fiscal matters; and the Assistant Vice President for Development for fundraising activities, marketing/advertising and alumni engagement*).

7. All policies and procedures of the College are subject to approval by the College President or alternatively subject to a process he/she deems appropriate. If the President determines not to approve a policy or procedure, he/she may return the item for reconsideration. Select policies and procedures must be submitted to the Board of Regents for final approval.

8. All policies and procedures of Atlanta Metropolitan State College are subject to the policies and procedures of the Board of Regents of the University System of Georgia. The Policy Manual of the Board of Regents of the University System is provided at the webpage: https://www.usg.edu/policymanual/.

3.3 Committees

Committees are of three basic types at Atlanta Metropolitan State College: 1. Standing committees are the highest-level committees. They are permanent and responsible for campus-wide planning, development, review, approval, and execution of College and/or System policies; 2. Working committees have specialized responsibilities with a focus on scheduling and process of campus services and/or programming; and 3. Special events committees are temporary in nature, responsible for planning and execution of annual and/or one-time campus events. These committees include representation from the faculty, staff, and students. Some committee members are appointed by title and their role at the institution, as dictated by the Atlanta Metropolitan State College *Statutes*, while other members are elected by their respective academic school, division, unit, or by the general faculty body.

Standing and Working Committee members generally serve two-year staggered terms. Continuous service on the same committee by an elected member must not exceed two years, except approved by the Vice President or Head Administrator in the area. A vice president or head administrator may not serve as a chairperson of a standing committee that serves in a direct advisory capacity to the President.

All students serving on College committees shall be appointed by the Student Government Association. Student representatives must be in good academic standing with the College. Students selected to serve on College committees shall be eligible to vote, except where noted. To protect the confidentiality of records and personnel issues, students shall not have access to academic records or other confidential College records.

Standing Committees

Standing Committees are responsible for development, review, and execution of College and/or system policy:

1. Academic Advising Council
2. Academic Progress/Hardship Withdrawal Committee
3. Alternative Dispute Resolution Committee
4. Behavioral Intervention Team
5. Comprehensive Program Review and Academic Assessment Committee
6. Data Governance Committee
7. Distance Education Committee
8. Educational Policy and Curriculum Committee
9. Emergency Management Committee
10. Faculty Senate
11. Hearing Panel – Student Conduct
12. Institutional Effectiveness Committee
13. Library and Intellectual Property/Copyright Committee
14. Minors on Campus Committee

15. Promotion and Tenure Committee
16. Publications Review Committee
17. Staff Senate
18. Strategic Enrollment Management Committee
19. Student Affairs Committee
20. Technology Fee Committee

Working Committees

Working Committees have liaison relationships and assist with the development and execution of College services, programming, and personnel.

1. Budget and Fiscal Affairs Committee
2. Calendar Committee
3. Registration Committee
4. Student Activities and Planning Committee
5.. Student Government

Special Events/Activities Committees

Special Events/Activities Committees are involved with the planning and execution of annual and/or one-time campus events.

1. Commencement Committee
2. Honors Day Committee
3. Founders Day/Homecoming Committee
4. Ad Hoc and Special Committees

3.3.1 Standing Committees: Purpose/Process, Function, and Membership

General Information

- The Chair and/or Chair Elect of each standing committee must be elected at the Spring General Faculty Meeting of the preceding academic year.
- Selection of committee members is made by the area Vice President/Head Administrator in consultation with Unit Heads
- In the event that no quorum is assembled, the presented agenda items will be considered without voting. Acceptable voting methods beyond that of the traditional paper voting process implemented during the scheduled committee meetings are limited to electronic means within or controlled by AMSC.
- Meeting minutes shall be recorded for all Committee meetings and shall be considered unapproved minutes until approval by the full body at the next meeting. Committee chairs are responsible for collecting, storing, and managing meeting minutes. Meeting minutes shall be made available for review by committee membership and relevant administration within five (5) business days of the meeting. When the committee approves minutes at the next meeting, the approved minutes, signed by the recorder, shall be stored in a designated location in the College's BrightSpace account within three working days to the end of the meeting.
- All reports of Committee actions shall be distributed to area Vice President/Head Administrator or his/her designee by the Committee Chair by the final day of each semester.
- A Year-End Report is required by all Standing Committees and should include (1) a list of Committee members, (2) attendance records, (3) agenda items and dispositions, and signature by the committee chair.

3.3.1.1 Academic Advising Council

Purpose/Process

The purpose of the Academic Advising Council (AAC) is to provide administrative oversight to the academic advising structure and processes. The AAC facilitates and evaluates advising consistency and continuity, promotes collaboration among advising stakeholders, identifies opportunities to improve efficiency, and provide standards of care to enhance overall advising effectiveness. AAC members serve two-year terms, and the Council Chair is elected by the AAC membership.

Function

- Creates and reviews academic advising policies
- Evaluates and makes revisions for improving academic advising procedures and practices
- Reviews and approves the academic advising communication plan and scheduling
- Ensures appropriate ongoing training and development of academic advisors
- Identifies and assist with attaining academic advising resources and resource allocation
- Identifies academic advising special populations

- Elects AAC officers
- Provides periodic reviews of the AMSC advising program and external models for benchmarking and comparison purposes
- Provides periodic reports and audits to campus stakeholders on the status of academic advising
- Assists in conducting campus-wide customer satisfaction evaluations, to effect continuously improvement of academic advising

Membership

- Chair, Elected by the AAC Membership
- Vice Chair, Executive Director of the Center for Academic Advising and Student Success (CAAS)
- Secretary, Elected by the AAC Membership
- Two Faculty Representatives, One from each Academic School
- One (1) representative from each of the following areas: Financial Aid, CAAS, Information Technology, Registrar's Office, SGA, and Division of Student Success
- Ex-officio Members: Provost, Associate Provost, VP, Student Success, School Deans

3.3.1.2 Academic Progress/Hardship Withdrawal Committee

Purpose/Process

The Academic Progress/ Hardship Withdrawal Committee examines academic metrics and data to make recommendations for improving student academic success and reducing academic jeopardy cases (i.e., academic warning, probation, suspension, and dismissal). In addition, it makes decisions on student petitions for reinstatement for readmission after academic dismissal and hardship withdrawal applications. The Academic Progress/Hardship Withdrawal Committee meets each semester and makes decisions and communicates those decisions to the Provost and Chief Academic Officer. If denied, a student may submit a written request to appeal the decision within ten (10) business days to the Provost and Chief Academic Officer.

Function

- Receives letters of appeal regarding academic standing (probation, suspension, or dismissal) for all students
- Reviews information pertinent to decisions regarding academic appeals
- Submits reports of findings and recommendations to the Provost and Chief Academic Officer
- Reviews policies related to academic standing and makes recommendations for revisions to current policies
- Archives meeting minutes and submits an annual report to the Provost and Chief Academic Officer and the Secretary of the Faculty by the last day of the spring semester each academic year

- Reviews Learning Support / Co-Requisite Appeals
- Reviews and makes decisions on Hardship Withdrawal applications
- Provides recommendations to the SAP Appeals committee when requested

Membership

- Chair: Director, Academic Advising and Student Success
- Two faculty Representatives from each Academic School (At-large)
- College Registrar or Assistant Registrar
- Director or Assistant Director of Student Life & Leadership
- Ex-officio: Provost and Chief Academic Officer

3.3.1.3 Alternative Dispute Resolution Committee

Purpose/Process

The Formal Grievance and Alternative Dispute Resolution (ADR) Committee ensures that disputes are consistently resolved through an internal process, where possible, in a timely and equitable manner through grievance and preferably mediation processes. The Office of Human Resources (HR) manages the ADR process. Updates to Grievance and ADR policies and procedures are submitted to the College President for approval. The Formal Grievance and ADR Committee provides a formal opportunity for faculty, students, and staff to exercise due process for resolving disputes/concerns in a timely and equitable manner when the informal and/or mediation processes have been exhausted without satisfaction. This Committee makes recommendation(s) to the College President for final approval.

Function

- Identifies and review policies and procedures for addressing grievances, disputes, and conflicts
- Identifies types of issues or conflicts that will be appropriate for mediation
- Recommends faculty and administrators to the HR Office for participation in the Consortium on Negotiation and Conflict Resolution
- Identifies potential sources of referral and determine the extent to which participation is voluntary
- Determines the extent to which external mediators should be utilized
- Determines the mediation model that is appropriate for the College
- Determines the cost of the program, including training, and make recommendations to the President for funding
- Serves as liaisons to the faculty and staff, in order to address and allay any fears that may arise concerning the process
- Conducts periodic reviews, at least once every three years, of the Grievance and ADR policies and guidelines
- Organizes and implements a temporary committee to provide a collaborative/formal process in which a party or parties hear grievances
- Analyzes evidence/documentations to resolve campus disputes and grievances
- Coordinates with the Office of Human Resources to document Committee recommendations for

resolution
- Archives meeting minutes and submits an annual report to the College President

Membership

- Chair: Appointed by the College President
- Faculty and Staff Members (4-6, At-Large); Appointed from a pool of Trained Faculty and Staff

3.3.1.4 Behavioral Intervention Team

Purpose/Process

The Behavioral Intervention Team (BIT) provides alternative and resolution strategies to student conduct issues prior to them escalating to a point of major negative impact to the student and campus.

Function

- Provide de-escalation strategies and training to students
- De-escalate student conduct issues prior to them raising to the level of formal hearings.
- Provide intervention and proactive training to faculty and staff to prevent student conduct issues

Membership

Chairperson: Director of Counseling and Accessibility Services
Five Faculty and Staff members, with broad representation from the campus-wide community.

3.3.1.5 Comprehensive Program Review and Academic Assessment Committee

Purpose/Process

The Comprehensive Program Review and Academic Assessment Committee conducts academic and non-academic program reviews. Program Review Reports are submitted to the Academic Schools for review and to the Provost and Chief Academic Officer for review and final approval. The review of each academic program and designated non-academic offices should be conducted on a 5-year cycle, unless otherwise indicated by the Board of Regents of the University System of Georgia. Program reviews and assessments are submitted to the respective Vice President for approval and action, after review by the respective academic School or non-academic unit.

Function

- Conducts and/or manages program reviews for academic and non-academic units
- Develops and implements a systematic process for assessing the effectiveness of teaching and learning in academic programs offered at the College

- Monitors the planning, implementation, and evaluation of programs
- Determines the appropriate assessment metrics for program quality, viability, and productivity
- Ensures all programs, academic and non-academic, are evaluated during a periodic review cycle
- Archives Committee meeting minutes and submits an annual report to the Provost and Chief Academic Officer

Membership

- Chair: Associate Vice President for Student Success and Special Programs
- Academic School Deans
- One Faculty Representative (At-Large)
- Two Staff Representative (At-Large)

3.3.1.6 Data Governance Committee

Purpose

The Data Governance Committee is responsible for the oversight, including planning, organization, implementation, and review of the College's Cybersecurity Operations. Recommendations by the Data Governance Committee are submitted to the President and Vice President for Fiscal Affairs for final approval.

Function

- Develops policies and procedures for cybersecurity operations, risk management, incident response, data governance, and data privacy
- Ensures college wide operational compliance of cybersecurity requirements
- Trains and evaluates faculty, staff, students and contractors as appropriate regarding cybersecurity

Membership

- Chair: Chief Information Officer and Chief Information Security Officer ***
- Co-Chair: Associate Provost **
- Assistant Vice President, Fiscal Affairs ***
- Assistant Vice President, Enrollment Management ***
- Learning Management System Institutional Administrator ***
- Chief Human Resources Officer ***
- Director, Financial Aid ***
- Director, Plant Operations ***
- Director, Public Safety ***
- Director, Student Life and Engagement ***
- Registrar ***
- President (Ex Officio) *
- Vice President, Fiscal Affairs (Ex Officio) **

- Provost and Chief Academic Officer, Academic Affairs (Ex Officio) **

* Data Owner
** Data Trustee
***Data Stewart

3.3.1.7 Educational Policy and Curriculum Committee

Purpose/Process

The Educational Policy and Curriculum Committee reviews and approves academic curricular matters, including new/revised policies and curricula at the program and course levels; to ensure that courses, programs, and educational policies are consistent with the University System of Georgia Core Curriculum, *Academic Affairs Handbook,* and the *Board of Regents Policy Manual.* Except in case of emergencies, proposals for the consideration of the Curriculum and Educational Polices Committee should be given to the faculty secretary (or the Curriculum Committee Chairperson), who will pass on proposals to the members of the committee at least three working days prior to the meeting. The dates and times of all Educational Policy and Curriculum Committee meetings should be made public at least one calendar week prior to the meeting. This Committee meets at least once each semester. The Educational Policy and Curriculum Committee makes recommendations to the Provost and Chief Academic Officer for final approval.

Function

- Reviews course and program proposals and revisions submitted by the academic Schools
- Examine, evaluate, and make recommendations to the Provost and Chief Academic Officer on academic curricula, educational policies, and course-related matters in order to maintain consistency with the USG curriculum and the Southern Association of Colleges and Schools Commission on College (SACSCOC) policies and guidelines
- Archives meeting minutes and submit an annual report to the Provost and Chief Academic Officer

Membership

- Chair: To be elected by the General Faculty Assembly
- Two faculty members from each academic School
- A Dean, representing the Dean's Council
- Ex-Officio:
    - Director for Academic Advising & Student Success
    - Registrar
    - Director of the Library

3.3.1.8 Distance Education Committee

Purpose

The Distance Education Committee is responsible for the oversight, including planning, organization, implementation, and review of the College's Distance Education Program. Recommendations by the Distance Education Committee are submitted to the Provost and Chief Academic Officer for final approval.

Function

- Develops policies and procedures for the College's distance education programs and courses
- Periodically evaluates the effectiveness of the College's distance education program
- Ensures online courses are equivalent in quality to campus courses
- Trains and evaluates faculty who teach online courses
- Provides policies and procedures for student orientation in online classes

Membership

- Chairperson: Director of Online and Specialized Learning Program and Student Success
- One faculty member from each academic School
- One Management Information Systems representative
- Director of the Library
- Bright Space Institutional Administrator
- One Representative from the Office of Admissions and Student Services

3.3.1.9 Emergency Management Committee

Purpose/Process

The Emergency Management Committee determines and implements safety and health policies and procedures. The Emergency Management Committee policies are approved by the College President.

Function

- Sets institutional policy and procedures related to campus emergency and safety
- Reviews and updates the College's Emergency Response Manual
- Collaborates with BOR staff to submit annual reports and requests
- Evaluates and ensures campus safety training and activities
- Ensures a Right-to-Know work environment
- Creates a mechanism for employees to report and resolve workplace and environment issues
- Reviews building renovations for safety compliance and/or problems
- Ensures faculty and staff safety on issues such as parking lot lighting, blocked hallways, and escort services to the parking lots at night
- Reviews and makes recommendation regarding new regulations and issues that impact on Title V Clean Air Act, indoor air quality and hazardous waste regulations

- Reviews and makes recommendations regarding hazardous waste management

Membership

- Chair: Chief of Police
- Assistant Vice President for Development
- Director of Information Technology Services (ITS)
- Director of Plant Operations and Facilities Planning
- Director of Counseling, Career and Accessibility Services
- Director of Marketing, Communications, and Alumni Engagement
- Faculty Representative
- Director, Student Life and Engagement
- SGA Representative

3.3.1.10 Faculty Senate

Purpose/Process and Function

The purpose of the Faculty Senate shall be to provide an orderly means of recommending policy and changes in policy, except those mandated by the Board of Regents, to the Provost and President of the College. The Faculty Senate shall serve as the mechanism for shared governance at the College and shall be responsible for recommending revisions, approving, and amending the Atlanta Metropolitan State College Statutes. All meetings should comply with all applicable laws and regulations including the Georgia Open Records Act and the Georgia Open Meetings Act. As stipulated by section 3.2.3 of the Board of Regents' Policy Manual, the Faculty Senate "shall, subject to the approval of the President of the institution:

1. Make statutes, rules, and regulations for its governance;
2. Provide committees as may be required;
3. Make statutes, rules, and regulations for students regarding admission, suspension, expulsion, classes, courses of study, the learning environment, and requirements for graduation; and,
4. Make regulations necessary or proper for the maintenance of high educational standards."

Source: Faculty Senate Meeting, Rules, and Regulations - Amended by BOR 3.2.3, Policy Manual

Membership

- Chair, Elected by the Faculty Senators; Limited to two consecutive, two-year terms
- Two Faculty Representatives Per School
- Ex-Officio Members: College President, Provost and Chief Academic Officer, Vice Presidents, Associate/Assistant Vice Presidents, Deans, Executive Directors

3.3.1.11 Hearing Panel – Student Conduct

Purpose/Process

The College Hearing Panel is responsible for resolving student code of conduct violations and faculty/staff grievance matters. The College Hearing Panel's recommendations and decisions may be appealed to the Provost and Chief Academic Officer.

Function

- Holds hearings and related activities necessary to resolve code of conduct and faculty grievances issues
- Conduct periodic reviews of the student code of conduct and employee policies and procedures relating to grievance matters, at least once every three years, and makes recommendations to the Extended Cabinet for updates/changes
- Communicate written decisions/dispositions of hearings to the appropriate parties and ensure that discovery information and decisions are documented and archived promptly
- Archive reports and hearing minutes and submits annual report on Panel Hearing activities

Membership

- Chair, Appointed by the College President, Unlimited Terms
- Two SGA Representatives or Designees
- Director – Student Life and Engagement
- Up to Two Faculty Representatives
- Up to Two Staff Representatives

3.3.1.12 Institutional Effectiveness Committee

Purpose/Process

The Institutional Effectiveness (IE) Committee oversees institutional planning/assessment and student achievement activities, including program student learning outcomes. The IE Committee oversees institutional strategic planning, annual planning, institutional assessment/evaluations, unit planning, mission reviews, accreditation and processes related to College initiatives. The recommendations from the Institutional Effectiveness Committee are passed to the President's Cabinet for review and recommendation before final approval by the College President.

Function

- Designs, plans, implements, and monitors the institutional strategic planning, budgeting, and assessment processes
- Advises and trains administrative units regarding planning, budgeting, and assessment initiatives
- Reviews and evaluates planning and assessment documents (e.g., Mission Statement), as well as processes for the purpose of providing feedback to the College to improve planning and assessment processes.
- Submits periodic reports to the College President and campus on the status of compass planning and assessment activities
- Reviews and supports SACSCOC Reaffirmation of Accreditation and related activities
- Sets policies and guidelines for student achievement and student learning outcomes collection scheduling and reviews

Membership

- Chair: Associate Provost, Student Success
- School Deans
- Vice President for Fiscal Affairs
- Associate Vice President for Student Success and Special Programs
- Assistant Vice President for Enrollment Management
- Assistant Vice President for Development
- Director of Human Resources
- Two faculty Representatives (At Large)
- Director of Plant Operations and Facilities Planning
- Director Financial Aid
- Registrar
- Chief, AMSC Police and Public Safety
- President (ex-officio)

3.3.1.13 Library and Intellectual Property/Copyright Committee

Purpose/Process

The Library and Intellectual Property Committee reviews and recommends policies governing the development and use of the library services and programs. This Committee also reviews policies related to the College's intellectual property, including ownership rights to intellectual property and to set forth the rights and obligations of the faculty, staff, and students, with regard to inventions and creations. All actions recommended by the Library and Intellectual Property/Copyright Committee are reviewed by the Associate Vice President for Student Success, who makes recommendations to the Provost and Chief Academic Officer for final approval.

Function

- Acts in an advisory capacity to the Library Director and resource body for evaluating and improving access to Library services and programs
- Promotes the use of the library services and programs
- Ensures compliance with the Digital Millennium Copyright Act, 1998 (or latest edition)
- Handle copyright infringement notifications, negotiations, and ownership
- Informs the campus community of rules and regulations governing "fair use" of print and electronic media
- Receives and evaluate reports of all inventions involving use of College funds or facilities
- Archives meeting minutes and submits an annual report to the Provost and Chief Academic Officer

Membership

- Chair: Library Director
- One faculty member from each School
- One student representative

3.3.1.14 Minors on Campus Committee

Policy Statement

Atlanta Metropolitan State College (AMSC) seeks to promote and maintain a safe campus environment for all faculty, staff, students, volunteers and stakeholders. AMSC is always proactively promoting the safety and well-being of all, especially those visitors who are minors on AMSC's campus. This policy is intended to set forth the expectations for all AMSC officials who are responsible for programs involving minors, to include the safety and reporting requirements. Minors may be on campus to participate in athletic, music or academic camps. The established AMSC Protect Minors Review Board will be responsible for maintaining the approved registry for all Authorized Programs for Minors affiliated with AMSC.

Purpose/Process

The purpose for this committee is to enhance the safety of the campus and Atlanta Metropolitan State College programs for minors who are present on campus and/or participating in programs sponsored or supported by the AMSC College.

Membership

1. Chair: AVP for Student Success and Special Programs
2. Conference Center Manger
3. Chief Human Resources Officer/Title IX Liaison
4. AVP Fiscal Affairs/ Grant Certifying Official
5. Chief of Police or designee

3.3.1.15 Promotion and Tenure Committee

Purpose/Process

Recommendations regarding tenure shall proceed through the institutional review process established by the College and the University System of Georgia. Final institutional decisions regarding tenure are made by the President in accordance with Board of Regents policy. Any further review shall be governed by applicable University System of Georgia policies and procedures.

Functions

- Provides tenure and promotion faculty training workshops
- Evaluates the portfolios of faculty applying for promotion, tenure, pre-tenure, and post-tenure review
- Ensures promotion and tenure processes are conducted in accordance with Board of Regents Policy
- Informs faculty of portfolio preparation, evaluation, and the tenure and promotion process
- Archives meeting minutes, and submits an annual report to the Provost and Chief Academic Officer
- Conducts periodic reviews, a least within each three-year period, and updates of the College's Promotion and Tenure Manual.

Membership

- The Chair and Chair-Elect (Elected by the Faculty Assembly)
- Seven full-time faculty members (three faculty members should be full professors, if possible, while the remaining members may be associate professors) inclusive of:
- Five full-time faculty members (one from each school, serving a one-year term) appointed by the President, upon recommendation of the Provost and Vice President for Student Success (The exception is when one member is elected chairperson- elect.)
- Two full-time faculty members at-large elected at the spring semester faculty meeting to serve two-year staggered terms

3.3.1.16 Publications Review Committee

Purpose/Process

The Publications Review Committee ensures the accuracy of and maintain the credibility, consistency, and quality of all printed and electronic College publications. Publication recommendations from this Committee are reviewed by the Unit Head. Primary institutional documents, such as the College Catalog, Student Handbook, and Statutes are reviewed campus-wide and approved by the Vice President in the respective areas.

Function

Reviews, edits, and makes recommendations that will result in the publishing or posting of publications that meet the editorial standards set forth by the College.

Membership

- Chair: Director, Marketing, Communications & Alumni Engagement
- Two English Faculty Members, Appointed by the Dean of the School of Arts & Sciences
- A Staff Representative (At-Large)

3.3.1.17 Staff Senate

Purpose / Process

The Staff Senate of Atlanta Metropolitan State College exists to facilitate staff participation in the College's decision-making processes and to serve as a direct liaison between staff and administration. Representing all staff members, including senior leadership and part-time employees, the Staff Senate provides a structured avenue for communication, advocacy, and engagement; promotes collaboration among staff, faculty, and administration; supports professional growth and leadership development; advances shared governance; encourages innovation and employee well-being; and aligns its initiatives with the mission, vision, and strategic priorities of Atlanta Metropolitan State College and the University System of Georgia.

Function

- Serve as the official representative body for staff employees of Atlanta Metropolitan State College.
- Act as a liaison between staff and the College administration, including the President and senior leadership.
- Provide a forum for staff to communicate concerns, recommendations, ideas, and matters affecting the workplace and institutional operations.
- Promote open communication and collaboration among staff, faculty, administration, and students, as appropriate.
- Advocate for equitable treatment of all staff and promote positive working conditions, professional standards, and employee well-being.
- Support professional development, leadership growth, staff engagement, and opportunities for meaningful participation in institutional initiatives and shared governance.
- Recognize, celebrate, and encourage excellence in staff performance and service to the College.
- Participate in shared governance by providing staff perspectives on institutional policies, procedures, and strategic initiatives.
- Collaborate with the Faculty Senate and other governance bodies to promote effective institutional decision-making and organizational effectiveness.
- Foster innovation, continuous improvement, employee engagement, workplace satisfaction, and organizational excellence.
- Support participation in the University System of Georgia Staff Council and other system-wide staff initiatives.
- Promote alignment between staff priorities and the College's mission, vision, values, and strategic plan.

Membership

- Chair
- Co-Chair
- Secretary
- Treasurer
- Parliamentarian
- Ex-Officio Member

3.3.1.18 Strategic Enrollment Management Committee

Purpose/Process

The Enrollment Management Committee develops a holistic, comprehensive, and integrated plan and approach to sustaining and growing enrollment. In addition, the purpose of the Enrollment Management Committee is to evaluate and recommend improvements to the College's policies and practices in the areas of student recruitment, admissions, orientation, outreach, and registration. The committee coordinates its efforts with the appropriate campus units to facilitate the enrollment process. Recommendations to enrollment policies are submitted to the Provost and Chief Academic Officer for final approval.

Function

- Develops, manages, implements, and reviews the College's Enrollment Management Plan
- Evaluates the College's current policies and practices in student recruitment, and recommend improvements
- Provides support for the College's recruitment activities
- Contributes to campus recruiting strategies
- Research new and innovative recruiting tools and admissions/registration methods
- Provides support for admission and registration activities
- Evaluates the College's current policies and practices in admission and registration processes, and recommendations for improvement
- Provides support for orientation and advising activities
- Evaluates the College's current policies and practices in orientation and advising, and recommends improvements
- Recommends scheduling, instructional student support strategies, and enrollment targets to enhance student access, success, retention, persistence, and goal attainment

Membership

- Chair: Assistant Vice President, Enrollment Management
- Director of Financial Aid
- Registrar's Office Representative
- Faculty Representative
- Student Representative
- Division of Fiscal Affairs Representative
- Director for Academic Advising & Student Success

3.3.1.19 Student Affairs Committee

Purpose/Process

The Student Affairs Committee maintains the welfare of the student body and promotes positive faculty/staff student interactions and outcomes. In addition, the Student Affairs Committee reviews and ensures appropriate implementation of student policies and processes. This Committee submits policy recommendations to the Extended Cabinet for approval. The Student Affairs Committee meets at least once each semester. Policies of the Student Affairs Committee are reviewed by the Associate Vice President for Student Success and Special Programs, who makes recommendations to the Extended Cabinet for approval, and final approval by the Provost and Chief Academic Officer.

Function

- Reviews and approves policies and procedures related to student affairs
- Acts as an advisory body for the Provost and Chief Academic Officer
- Reviews and updates the Student Handbook
- Reviews and approves recommendations by the Student Government Association
- Make recommendations regarding the development and implementation of policies and processes affecting student life
- Coordinates activities and finances of all campus student organizations
- Reviews, and least once every three years, and makes recommendations regarding policies of the Student Code of Conduct and judicial process
- Archives meeting minutes and submits an annual report to the Associate Vice President for Student Success

Membership

- Chair: Director of Student Life and Engagement
- One Representative from each of the following offices: Enrollment Management, Registrar's Office, Fiscal Affairs, Public Safety, Financial Aid, Counseling, Career and Accessibility Services, SGA President, and three student body representatives

3.3.1.20 Technology Fee Committee

Purpose

The Technology Fee Committee provides recommendations regarding policy, procedures, and use of the College's technology fee. Policy decisions and procedures by the Technology Fee Committee requires approval by the Vice President for Fiscal Affairs.

Function

- Maintains and assist with strategic planning related to student technology fees
- Analyzes and recommends student technology fee expenditures
- Provides input, including evaluation and recommendations, for technology related projects

Membership

- Chair: Chief Information Officer
- Faculty Representative (At-large)
- Staff Representative (At-large)
- Student Government Association President
- Two student representatives selected by the Director of Student Life and Engagement
- Associate Vice President for Student Success and Special Programs

3.4 Working Committees: Purpose/Process, Function, Membership

3.4.1 Budget and Fiscal Affairs Committee

Purpose

The Budget and Fiscal Affair Committee makes recommendations on fiscal and budget policy and procedures. Recommendations from this Committee are submitted to the Vice President for Fiscal Affairs for approval, who makes recommendations to the President's Cabinet for final approval.

Function

- Plans and Implements Campus Budget Hearings
- Manages campus budget and facilities reporting to the BOR
- Manages campus budget and fiscal related communication and activities
- Addresses special projects and activities related to fiscal mattersPlans and manages campus activities related to plant operations and facilities use
- Plans, organizes, and implements College Master Planning

Membership

- Chair: Designee of the Vice President for Fiscal Affairs
- A Representative from each of the College's three Divisions
- A Representative from the Faculty Senate
- A Staff Representative
- The SGA President

3.4.2 Calendar Committee

Purpose

The Calendar Committee develops and publishes the master and academic calendars for the College. Proposed calendars are submitted to the Office of the Provost and Chief Academic Officer for final approval by the President's Cabinet, prior to publication.

Functions

- Gathers and compiles campus important dates from the academic, fiscal and student affairs units of the College
- Creates and publishes the annual academic calendar
- Ensures that campus scheduling and calendars are coordinated and synchronized to avoid conflicts
- Develops and publishes calendars and scheduling required by the University System of Georgia
- Ensures faculty, staff, and students are aware and informed on campus events, scheduling, and calendars

- Manages and Updates the Campus Website Calendar

Membership

- Chairperson: College Registrar
- Co-Chairperson: Assistant Registrar
- One Representative from each of the following:
    - Academic Schools (one Faculty Chair and One Administrative Assistant)
    - Fiscal Affairs
    - Financial Aid
    - Admissions
    - Center for Academic Advising and Student Success
    - Office of Development

3.4.3 Registration Committee

Purpose

The Registration Committee reviews and provides recommendations for the College's registration process. Policies and procedures proposed by the Registration Committee are submitted to the Office of the Provost and Chief Academic Officer for final approval, prior to publication.

Functions

- Reviews, critiques, and provides recommendations for improving the registration process
- Ensures timely, accurate, and widespread campus communication on the registration process and scheduling
- Receives campus feedback and makes the appropriate adjustments to ensure efficient and effective registration processes

Membership:

- Chairperson: College Registrar
- Director of Information Technology Services
- Director of the Center for Academic Advising & Student Success
- Director of Financial Aid
- Division of Fiscal Affairs Representative
- Representative from Admissions and Student Services
- A Faculty Representative (At Large)

3.4.4 Student Activities Planning Committee

Purpose

The Student Activities Planning Committee assists in the development of a student activities program and planning. The Student Activities Planning Committee makes recommendations to Associate Vice President for Student Success and Special Programs for final approval.

Functions

- Recommend guest speakers, programs, events, and/or student activities
- Evaluate student activities and make recommendations for improvement
- Assist in publishing, promoting, advertising, and marketing student activities and events

Membership:

- Chairperson: Director of Student Life and Engagement
- Five AMSC Students Recommended by the SGA (At Large)
- One Faculty Representative (At Large)
- One Staff Representative (At Large)
- Ex-officio – Associate Vice President for Student Success

3.4.5 Student Government Association

Purpose/Process

The Student Government Association (SGA) serves as the voice of the student body, to work toward maximizing the student campus experience. The Director of Student Life and Engagement advises the SGA on policy and day-to-day operations and makes recommendations to the Associate Vice President for Student Success for final approval.

Functions

- Develops responsible student leadership
- Encourages a sense of loyalty and school spirit
- Assists in planning, organizing, supervising, and evaluating College life for students
- Maintains a desirable atmosphere for intellectual growth and social activity and to develop responsible student leadership
- Stimulates cooperation and common understanding among students, faculty, and administrators
- Protects the rights of students
- Sets forth general principles governing the student body
- Provides student representation on various campus committees

Membership

- The SGA President, One Year Term, Elected by Student Body
- Vice President and Secretary Officers, Elected by the Student Body
- Senators, Student Organization Presidents

Responsibilities, organization, and procedures of the Student Government Association are described in the *Constitution and Bylaws* of the *Student Handbook.*

3.5 Special Events/Activities Committees: Purpose/Process, Function, Membership

3.5.1 Commencement Committee

Purpose/Process:

The Commencement Committee coordinates the logistics and activities associated with Commencement Exercises. Implement of Commencement activities are carried out by the Commencement Committee, with consultation and support by the Offices of the President and Provost and Chief Academic Officer.

Functions:

- Coordinates ordering of caps and gowns, ordering of invitation
- Designs the Commencement Program
- Coordinates set-up of stage and gymnasium, sound and acoustics, musical selections
- Communication/correspondence with prospective graduates
- Coordinates and facilitates graduation rehearsal
- Coordinates professional photography and event media coverage
- Organizes volunteers, security, faculty, staff, and student assistants

Membership:

- Chair & Co-Chair, Representative from the Registrar's Office
- Departmental Representatives
- Campus-wide Volunteers

3.5.2 Honors Day Committee

Purpose

The Honors Day Committee organizes and implements the College's Annual Honors Day Program. The Honors Day Committee consults with the Offices of the President and Provost and Chief Academic Officer.

Function

- Determine the names of those students who have excelled academically in specific disciplines
- Determine the name of the Academic Recognition Day Scholar
- Obtain a speaker for the Honors Day ceremony
- Develop a program for the Honors Day ceremony
- Obtain assistants and rehearsal(s) for the ceremony
- Implement the Honors Day ceremony program

Membership:

- Chairperson: Associate Vice President for Student Success and Special Programs or his/her designee
- Two Faculty Representative (At-Large)
- Two Staff Representative (At-Large)
- Administrative Assistant, Provost Office

3.5.3 Founder's Day/Homecoming Committee

Purpose:

The Founder's Day and Homecoming Committee plans and facilitates the annual Founder's Day and Homecoming week events. The Founder's Day/Homecoming Committee consults with the Offices of the President and Provost and Chief Academic Officer.

Functions:

- Develops a theme for Founder's Day and Homecoming activities, with feedback from the campus
- Develops and implements events and activities for Founder's Day and Homecoming week
- Makes recommendations for speakers to the President's Office
- Coordinates set-up of stages, gymnasium, luncheon, musical and other Founder's Day/Homecoming activities
- Coordinates communication strategies for the campus, including family, friends and external supporters and attendees.

Membership:

Appointed by the President's Office

3.5.4 Ad Hoc and Special Committees

Purpose:

Ad Hoc and Special Committees may be appointed at any time to serve a particular need of the College. In Ad Hoc or Special Committee are disbanded once their charge has been accomplished.

Functions:

- Job searches, master planning, reaffirmation of accreditation, and a wide range of periodic but temporary functions of the institution
- Document reviews and updates
- Unforeseen issues that require a coordinated committee effort

Article IV. The Faculty

This section provides a general description of the faculty, its role, and responsibilities. For a full description of faculty information, policies, and procedures, consult the *AMSC Faculty Handbook*.

4.1 Faculty Rules and Regulations

Specific information concerning rules and regulations for faculty members is contained in the *AMSC Faculty Handbook.*

4.2 Faculty Membership

The faculty consists of the Corps of Instruction and the administrative officers with faculty status.

4.3 Corps of Instruction

Members and Responsibilities of the Corps of Instruction

General

Full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, principal lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding part-time and adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

> **SOURCE:** Adopted from the *Board of Regents Policy Manual.* Board of Regents of the University System of Georgia. Section 3.2.1.1, Corps of Instruction, Academic Affairs.

Responsibilities:

- Instruct all assigned classes and provide for a full instructional period
- Administer College-wide examinations
- Provide academic advisement for students
- Communicate to students grading policies, attendance policies, course requirements, and any other relevant material
- Participate in professional development activities
- Serve on College committees
- Attend Commencement exercises and Honors Day in appropriate academic regalia
- Attend required College ceremonies
- Attend faculty meetings and academic school meetings
- Complete all forms and reports in a timely manner
- Develop and distribute course syllabi
- Maintain and post office hours

- Recommend supporting materials to the Director of the LibraryParticipate according to interest and need as an instructor in College public service and continuing education programs. Remuneration will be in addition to the regular teaching contract only when all four of the conditions stated in the Board of Regents Policy Manual, Salaries Section I-26, pp. 134-135 exist and the action has the approval of the President.
- Recommend to the academic Deans course textbooks, materials, and equipment
- Assume other related responsibilities assigned by the Dean, Provost and Chief Academic Officer, or President.

4.4 Academic Schools

Educational programs are organized into two academic schools based upon related academic disciplines. They are:
The School of Arts & Sciences
The School of Business & Technology

All members of the Corps of Instruction report to their respective School Dean in carrying out professional duties and responsibilities.

Deans

The Deans report to the Provost and Chief Academic Officer. The Deans serve as members of the faculty and the administration. In addition to teaching, Deans exercise leadership and supervision of personnel, manage resources within the academic school, and ensure excellence and quality in the school's academic programs and services.

Moreover, the Dean represents the academic Schools to the student body, faculty, administrators, colleagues at System and non-System institutions, as well as other educational, public, and business communities. The position requires effective teaching, management, communication, facilitation, conflict resolution, and social skills.

Responsibilities:

The Dean is responsible for the leadership and management of the academic school. The Dean will pursue professional/scholarly activities, and work in concert with lead faculty and other unit heads to accomplish the goals and objectives of the institution. The Dean is a faculty member employed to:

- Provide continuity and leadership in planning, coordinating, and implementing the academic programs of the school
- Work with faculty to ensure quality instructional delivery
- Encourage and support faculty and staff development activities
- Lead faculty in developing, evaluating, and improving the curriculum
- Coordinate activities to accomplish the school's goals
- Initiate strategies to improve effectiveness
- Plan and conduct school meetings for faculty and staff
- Recommend, supervise, and evaluate faculty members and staff

- Schedule classes for the academic school
- Manage the school's budget in accordance with institutional procedures and priorities
- Work with the school's faculty and staff to ensure proper academic advisement
- Serve as mediator to resolve faculty and student academic problems and issues
- Participate in College ceremonies
- Serve on College committees
- Complete required reports and documents
- Assume other responsibilities as assigned by the Provost / Vice President for Academic Affairs or the President

4.5 Instructional Chairs ("Chair")

The "Chair" within an academic School will report directly to the Dean of the respective School. The responsibilities of lead chair include:

Responsibilities:

Assist in managing normal functions and processes of the academic school, including but not limited to:

- Initiating the School's academic schedule
- Selecting, evaluating, and mentoring adjunct faculty
- Managing the departmental budget, in conjunction with the Dean
- Managing departmental student issues, including student complaints
- Managing of online/distance education
- Coordinating curriculum review and revision activities in conjunction with the Dean
- Develop and provide oversight for departmental committee structure
- Spearhead and encourage faculty professional development and growth
- Spearhead and encourage the development of grant proposals for departmental initiatives
- Assume a leadership role in any related retention, graduation, and accreditation process, including SACS
- Other duties as assigned by the Dean

4.6 Appointments

All appointments, reappointments, promotions, salaries, transfers, suspensions, and dismissals of faculty shall be recommended through the appropriate academic administrative channels and are subject to approval by the President in accordance with Board of Regents policies and University System of Georgia procedures. Recommendations typically originate with the Dean and Provost and Chief Academic Officer before being presented to the President for final institutional approval.

Specific information concerning initial appointments and employment of relatives is contained in the AMSC *Faculty Handbook* and the *Board of Regents Policy Manual*.

4.7 Evaluation of Faculty

AMSC has adopted the following BOR policy regarding Faculty Evaluation.

Each institution shall establish definite and stated criteria, consistent with Regents' policies and the *Statutes* of the institution, against which the performance of each faculty member will be evaluated. The evaluation shall occur at least annually and shall follow stated procedures as prescribed by each institution. Each institution, as part of its evaluative procedures, will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of the student evaluations. The evaluation procedures may also utilize a written system of peer evaluations, with emphasis placed on the faculty member's professional development.

In those cases, in which a faculty member's primary responsibilities do not include teaching, the evaluation should focus on excellence in those areas (e.g., research, administration) where the individual's major responsibilities lie. Institutional policies and procedures shall ensure that each faculty member will receive a written report of each evaluation and that the results of the evaluation will be reflected in the faculty member's annual salary recommendations. Institutions will ensure that the individuals responsible for conducting performance evaluations are appropriately trained to carry out such evaluations. Specific information concerning evaluation of AMSC faculty members is contained in the *Faculty Handbook* and the *Board of Regents Policy Manual*.

SOURCE: Adopted from the *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 8.3.5, Evaluation of Personnel, 8.3.5.1 Faculty.

4.8 Academic Advisement

AMSC has adopted the following BOR policy regarding Academic Advisement.

The Board of Regents of the University System of Georgia requires that each member institution shall have a program for the advisement of its students. Academic advisement is the primary responsibility of the faculty and should be integrally related to the education process. Advisors must be knowledgeable about institutional policies, academic programs, and graduation requirements. Effective advisement shall be credited toward retention, tenure, and promotion. It shall be a specific topic of faculty evaluation. The institution shall ensure that all academic advisors receive ongoing training and professional development to maintain a high level of competency. Specific information concerning academic advisement is contained in the *AMSC Advising Handbook.*

Advisement Responsibilities

1. Advisors must provide accurate information on degree requirements, prerequisites, and academic policies.
2. Advisors shall assist students in exploring educational and career options, aligning academic pathways with their aspirations.
3. Faculty and professional staff advisors are responsible for monitoring and documenting student progress toward their educational goals.
4. Academic advisement includes support in developing an individualized academic plan and helping

SOURCE: Adopted from the *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 3.9, Academic Advisement.

4.9 Promotion and Tenure

AMSC has adopted the following BOR policy regarding Promotion and Tenure.

Each institution in the University System of Georgia shall establish clearly stated promotion and tenure criteria and procedures that emphasize excellence in teaching. Specific information concerning promotion and tenure is contained in the *AMSC Faculty Handbook*.

SOURCE: Adopted from the *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 8.3.6 and 8.3.7, Criteria for Promotion and Tenure and Criteria for Tenure, Personnel.

4.10 Academic Freedom

Faculty members of Atlanta Metropolitan State College have all the time-honored tenets of academic freedom that are normally found in institutions of higher education. These include freedom of inquiry and discussion, and freedom to conduct research, write and teach in any manner that increases their stature in their discipline and brings credit to the profession. Since teaching is the primary responsibility of the instructor at this institution, this aspect of his or her professional life must come first.

With freedom comes responsibility. Every instructor is expected to give an honest, objective presentation of the subject material. Specific information concerning academic freedom is contained in the *Faculty Handbook*. Adopted from the *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 6.5, Freedom of Expression and Academic Freedom.

Article V. General Policies Governing All Employees

5.1 Outside Employment

All employees of the College should avoid actual or apparent conflict of interests between their College obligations and their outside activities. The following should be adhered to before engaging in any outside employment:

An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
All full-time faculty, administrators, and other professional staff members employed by a unit of the University System are expected to give full professional effort to their assignments of teaching, research, and service.
Professional employees are encouraged to participate in professional activities that do not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.
For all activities except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the President or his designee prior to engaging in activities. Such activities include: consulting, teaching, speaking, and participating in business or service enterprises.

Before engaging in any outside occupation, pursuit, or endeavor that may interfere with the employee's regular and punctual performance of his or her responsibilities at the College, the employee should secure the "Outside Employment" form or "Consultant Services Agreement Between Institutions" form which can be obtained from the Office of Human Resources.

5.2 Consulting and Outside Activities

SOURCE. AMSC has adopted the policies from the following section of the *Board of Regents Policy Manual* Personnel Policies: General Provisions Section 8. Section 8.2.18.2 Conflicts of Interest, Conflicts of Commitment, and Outside Activities.

5.3 Consolidated Alternative Dispute Resolution Policy and Processes

Atlanta Metropolitan State College is committed to the prompt and fair resolution of the concerns of students, faculty, and staff. The College does not discriminate on the basis of race, religion, nationality, gender, age, sexual orientation, disability, or veteran status in its practices, programs, or activities. The purpose of the Atlanta Metropolitan State College Consolidated Alternative Dispute Resolution Policy is to ensure that disputes are consistently resolved at the lowest supervisory level of the College in a timely and equitable manner. This policy complies with the University System of Georgia Board of Regents' goals and directives concerning conflict resolution initiatives for institutions.

No individual's status with Atlanta Metropolitan State College shall be adversely affected in any way as a result of seeking redress under this policy, nor shall any retaliatory actions taken against an individual for participating in the Alternative Dispute Resolution Processes be tolerated. Any such action taken against an employee or student for seeking redress under this policy may be considered grounds for dismissal from employment at Atlanta Metropolitan State College.

AMSC has established and implemented the Alternative Dispute Resolution as part of its commitment to the prompt and fair resolution of the concerns of its students, faculty, and classified employees. The procedures ensure that any individual within the College community who has a grievance will have access to an internal process which provides elemental fairness to the parties involved and which has as its objective the resolution of the grievance. The procedures may be used as one of many options for grievances. A grievance or disciplinary review will be available to handle claims that a person has been harmed by any action that violates the policies of AMSC or for requested disciplinary review pursuant to the University policy, entitled Conduct, Dismissal, Demotion or Suspension. See more information on grievances and disciplinary reviews in the section entitled Grievance Policy.

The ADR Processes and operational definitions are contained in the *Faculty Handbook*, *Student Handbook*, and *Classified Staff Handbook*.

5.4 Statement on Disruptive and Obstructive Behavior

The Board of Regents of the University System of Georgia Statement on Disruptive and Obstructive Behavior is quoted in its entirety for application to Atlanta Metropolitan State College in the Faculty Handbook, Student Handbook, and Classified Staff Handbook.

Any student or employee, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, public service or other activity at any University System of Georgia (USG) institution is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in academic dismissal or termination of employment.

SOURCE: Adopted from the Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Section 6.8, Disruptive Behavior.

5.5 Time Away from Work

Employees are encouraged to consult the Office of Human Resources regarding the guidelines for requesting a leave of absence. The Unit Head should be given as much notice as possible so that adequate plans can be made. The policies regarding leave of absence are located in the *Faculty Handbook and Classified Staff Handbook.*

SOURCE: Adopted from the *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 8.2.7, Leave.

5.6 Family Medical Leave Act (FMLA)

In accordance with the federal Family and Medical Leave Act (FMLA) ~~of 1993~~, to be eligible for FMLA leave, the employee must have worked for the USG:

1. For at least twelve (12) months total; and,
2. For at least 1,250 hours during the 12-month period immediately preceding the commencement of such leave.

While family leave is unpaid leave, an eligible employee may use accumulated sick leave under conditions authorized by current sick leave policies, along with annual leave with appropriate approval, as provided by current college policies before or after requesting or utilizing unpaid family leave. Spouses who are both employed by the college are jointly entitled to a combined total of 12 work weeks of family leave for sick leave under FMLA and may be requested for the following reasons:

1. Birth and care of a newborn child of the employee;
2. Legal placement of a child with the employee for adoption or foster care;
3. Care of an immediate family member with a serious health condition; or,
4. The employee's own serious health condition, including an on-the-job injury or occupational disease covered by Worker's Compensation, which causes the employee to be unable to perform the functions of their job.

The National Defense Authorization Act (NDAA) amends FMLA to permit certain relatives of military personnel to take up to twenty-six (26) work weeks of leave to care for a member of the Armed Forces in various situations. NDAA also permits an employee to take FMLA leave for a qualifying exigency and may be requested for the following condition:

A spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

5.7 Drug Free Workplace Policy

In accordance with the Georgia Smoke free Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the agency's commitment to provide a safe and amicable workplace for all employees by protecting them from involuntary exposure to secondhand smoke. AMSC is aiming to preserve and improve the health, comfort, and environment of employees and any persons occupying our facilities.

Smoking of any substance is prohibited in all enclosed areas within the AMSC including hallways, elevators, offices, restrooms, meeting rooms, and all USG-owned or leased spaces. Additionally, smoking is banned in outdoor areas near USG facilities where smoke could enter buildings or negatively impact individuals entering or exiting.

5.8 Prohibited Discrimination, Harassment and Misconduct including Title IX

Atlanta Metropolitan State College (AMSC) is committed to a work environment in which all individuals perform with the highest ethical standard. No member of its community including faculty, academic professionals, staff, or students should engage in any form of prohibited discrimination or protected status of harassment (including sexual harassment). Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices. Atlanta Metropolitan State College complies with applicable laws which provides that it shall be an unlawful discriminatory practice for any employer, because of the sex (including gender and pregnancy discrimination), age, disability, national origin, race, religion, genetic information, or veteran status of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.

Atlanta Metropolitan State College adheres to the Board of Regents Policy 6.7 Sexual Misconduct in accordance with federal and state law including Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG) prohibits discrimination on the basis of sex in any of its education programs or activities or in employment.

In addition, Board of Regents Policy 8.2.18.5 – Sexual Harassment states that Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Sexual harassment of USG and AMSC employees or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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

Retaliation against any employee who has filed a sexual harassment complaint or has cooperated in the investigation of a sexual harassment complaint is prohibited. Any employee engaging in retaliatory conduct is subject to disciplinary action.

SOURCE: Adopted from the *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 6.7, Sexual Misconduct

5.9 Equal Employment Opportunity

Atlanta Metropolitan State College prohibits discrimination based on age, color, disability, genetic information, national origin, race, religion, sex, or veteran status. No individual shall be excluded from participation in, denied benefits of, or subjected to unlawful discrimination, harassment, or retaliation in any USG program or activity due to their protected status, nor receive preferential treatment—except for veterans when legally appropriate.

All employment processes and decisions, including but not limited to hiring, promotion, and tenure, shall be free of ideological tests, affirmations, and oaths, including diversity statements. Employment decisions must be based solely on an individual's knowledge, skills, and ability to perform the essential duties of the position. Adopted from The *Board of Regents Policy Manual, Section* 8.2.1.

5.10 Inventory and Security of Equipment

The 1971 Session of the Legislature of the State of Georgia passed into law House Bill Number 9, requiring that a central inventory system be established to maintain a complete and accurate inventory of all State-owned personal property. Equipment purchased with grant funds is subject to the same rules and regulations as stated above. Atlanta Metropolitan State College must list equipment with the State of Georgia, and, to comply with the law, must maintain an accurate and current inventory.

In order to administer these regulations, the College must keep a local inventory that will show where all equipment is located at all times. Whenever there is a need to move furniture or equipment, the individual initiating the move must complete and submit an Equipment Transfer Report Form according to the routing shown on the form.

5.11 Computer and Network Usage Security

Atlanta Metropolitan State College recognizes its responsibility to provide the widest possible access to electronic resources for its faculty, students, and community. Specific information concerning this policy is contained in the *Computer and Network Usage Handbook* and *Faculty Handbook*.

5.12 Violence in the Workplace

Atlanta Metropolitan State College will not tolerate any type of workplace violence committed by or against employees. Workplace violence, for the purpose of this policy, is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal.

To make deliberate false accusations of workplace violence violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation. Employees who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation.

5.13 Weapons

The University System of Georgia (USG) prohibits all weapons on property owned or leased by the USG and its institutions, except as specifically provided herein or as provided in federal or state law.

Exceptions

Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.

Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.

Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.

Lawful weapons carriers may possess weapons while under the lawful weapons carrier's physical control in a motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.

A lawful weapons carrier may carry a handgun in any building or on any real property owned or leased by the USG and its institutions; provided, however, that such exception shall:

(i) Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses;

(ii) Not apply to any preschool or childcare space located within such buildings or real property;

(iii) Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Georgia Code Section 20-4-37;

(iv) Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the "Move on When Ready Act" as provided for under Georgia Code Section 20-2-161.3;

(v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted; and

(vi) Only apply to the carrying of handguns which are concealed.

Definitions

The terms listed below are defined for purposes of this Policy as follows:

"Weapon" means and includes any pistol, revolver, or any instrument designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, and any stun gun or taser as defined in subsection (a) of Georgia Code Section 16-11- 106. This paragraph excludes any of these instruments used for classroom work authorized by the faculty member.

"Handgun" means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term "handgun" shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

"Electroshock weapon" means a stun gun or taser or similar commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge.

"Concealed" means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

"Preschool or childcare space" means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1 of Title 20 of the Georgia Code.

5.14 Performance Evaluations

Atlanta Metropolitan State College (AMSC) is committed to a fair and consistent performance management process that emphasizes continuous communication between supervisors and employees. All employees will be evaluated based on their performance and qualifications. Supervisors are responsible for assessing and optimizing employee performance, documenting both satisfactory and unsatisfactory performance, and implementing strategies to improve any deficiencies.

All regular-status employees will undergo a performance evaluation at the end of their first six months of employment and annually thereafter. Evaluations, conducted by the employee's immediate supervisor, serve to assess job performance. For regular full-time employees, these evaluations also inform career development opportunities and goal setting.

5.15 Political Activities

As responsible and interested citizens in a democratic society, employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for employees to manage or enter political campaigns while on duty, to perform political services at the College or to hold elective political office at the state or federal level while employed by the College. Therefore, the following policies governing political activities are hereby adopted:

1. A USG employee may not manage or take an active part in a political campaign that interferes with the performance of duties or services for which he or she receives compensation from the USG.
2. A USG employee may not hold elective political office at the state or federal level.
3. A USG employee seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office, a USG employee must resign prior to assuming office.
4. A USG employee may seek and hold elective office at other than the state or federal level, or seek and hold an appointive office, when doing so does not conflict or interfere with the employee's duties and responsibilities to the USG or the employee's institution, as applicable.
5. A USG employee engaging in political activities and/or associated political expression must do so only in their personal capacity and shall not speak on behalf of the USG or its institutions or hold themselves out as representing the USG or its institutions, unless specifically authorized by the USG or the employee's institution, as applicable.
6. When a USG employee engages in political activities and/or associated political expression in their personal capacity, such employee must take reasonable steps to avoid any appearance that such political activities and/or associated political expression represents the views of, or is endorsed by, the USG or its institutions. For example, USG employees are not prohibited from noting in a biographical description their employment status, title, or affiliation with the USG or their institution, or their background and credentials, but if an employee does so, the employee must make clear that the employee is not speaking in the employee's capacity as an employee of the USG or the employee's institution.

7. USG employees are prohibited from using state property, resources, or materials (including work email) or work time to communicate personal political views or in conjunction with any political campaigning. In addition, employees are prohibited from using any USG registered trademarks when expressing personal opinions on political issues, unless they are expressly authorized to do so.
8. USG employees shall not make any promise of preferential treatment or any threat of detrimental treatment or actually confer such treatment for the purpose of inducing the support of or opposition to any political campaign or candidate for political office, political party, or political organization.
9. Neither USG, any USG institution, nor any employee thereof shall ask or require any employee, student, or applicant for employment or admission to affirmatively ascribe to or opine about political beliefs, affiliations, ideals, or principles as a condition for employment, promotion, admission, enrollment, or any benefit or privilege related thereto. This prohibition shall not, however, prevent any employee, student, or applicant for employment or admission from voluntarily engaging in such expression.

5.16 Smoking Policy

Smoking is strictly prohibited on campus. AMSC's policy on smoking within the workplace is in accordance with the College's obligations to protect the health of its employees and is a safe and amicable workplace for all employees by protecting them from involuntary exposure to secondhand smoke. Violators of the above policies are subject to penalties approved by the College administration.

5.17 References to Policy and Procedural Documents

Specific AMSC policies are contained in various institutional documents that are listed, with their sources, in Table 1. Select offices of the Colleges are responsible to ensure that the document(s) for which it is responsible to maintain updates, availability, and publication of the document for both public and College access and review.

Table 1. AMSC Primary Documents, Units Responsible, and Publication Sources

Document	Unit Responsible	Publication Format
President's Office		
Statutes	President's Office	Website
Annual Report	Office of Development	Website and Print
Website	Office of Development	Website
Fundraising Plan	Office of Development	Website and Print
Comprehensive Marketing Plan	Office of Development	Website and Print
AMSC Organizational Chart	President's Office of Institutional Effectiveness and Research	Website and Print
Division of Academic & Student Success		
Faculty Handbook	Office of the Provost and Chief Academic Officer	Website and Print
Student Handbook	Office of Student Life and Engagement	Website and Print
College Catalog	Office of the Registrar	Website and Print
Comprehensive Program Review Manual	Office of Institutional Effectiveness and Research	Website
Instructional Delivery Plan (IDP)	Office of Online and Learning	Website
Fact Book	Office of Institutional Effectiveness and Research	Website and Print
Strategic Plan	Office of Institutional Effectiveness and Research	Website and Print
Division of Fiscal Affairs		
Staff Handbook	Office of Human Resources	Website and Print
Grants Policies and Procedures	Office of Business Services	Website
Emergency Response Plan	Office of AMSC Police and Public Relations	Website and Print
Master Plan	Office of Facilities and Plant Operations	Website and Print
Grievance and ADR Handbook	Office of Human Resources	Website and Print
Business Continuity Plan		

**Print documents are archived in the AMSC Library*

Article VI. The Statutes, Their Interpretation, Amendment, and Ratification

6.1 Distribution of the Statutes

Each person is responsible for becoming acquainted with the contents of the Statutes and any amendments that may subsequently be made and approved. Copies of the Statutes are housed in the Library, the offices of unit heads, the offices of the vice presidents, and the Office of the President. The Statutes is also posted on the College's webpage. Copies of the *Statutes* are available to employees upon request.

6.2 Interpretation of the Statutes

All questions of interpretation of these *Statutes,* and questions concerning the nature and extent of the jurisdiction of the faculty, of the several committees and of the various administrative officers under these *Statutes*, shall be determined and decided by the President or his designee(s).

6.3 Amendment Adoptions

A favorable vote by a majority constitutes approval of the proposed amendment, provided a quorum is present consisting of at least one more than two-thirds of the members are present. Amendments to these *Statutes* become effective only after the approval by the Extended Cabinet.

6.4 Board of Regents' Powers

The Board of Regents of the University System of Georgia retains the authority to modify, amend, or repeal these *Statutes* in any respect.

6.5 Repeal of All Regulations

All regulations heretofore adopted by Atlanta Metropolitan State College that are inconsistent with these *Statutes* are hereby repealed by the adoption of these official *Statutes*.

6.6. Process for Amendments to the Statutes

The President shall designate the entity responsive for leading campus efforts to ensure the upkeep of the Statutes and monitor the Statutes currency and relevance. The Extended Cabinet will monitor and make recommendations to the President's Cabinet based on periodic comprehensive reviews of the Statutes, scheduled to occur at least every two years, or as often as necessary. Amendments to the Statutes require approval, following the established line of authority, starting from the point the content originated. Any full-time faculty or staff member of the institution may propose and initiate an amendment to the Statutes.

All proposed amendments must be submitted in writing to the Extended Cabinet for study on whether the proposed amendment is warranted and should move forward. Proposed amendments are presented at a scheduled meeting for discussion and are acted upon at a subsequent meeting.
Table 2 provides the starting points in which Statutes' content originate for approval.

Table 2. Lead Units and Content for Proposing Statutes Updates

Lead Unit	Statutes Content
President (or His/Her Designee)	Reserves all rights and authority as granted by the Board of Regents of the USG
*Extended Cabinet	Mission and Statement Updates, Planning, Organizational Changes
Division of Student Success	Academic and Student Affairs Policies, and Committees
Division of Fiscal Affairs	Fiscal Matters
Enrollment Management	Recruitment, Admissions, and Student Affairs Policies and Committees
Human Resources	Human Resources Matters

*Approval Necessary for all Statute Modifications

All content updates, excluding that editorial in nature, to the Statutes shall be documented with the information provided in Table 3.

Table 3. AMSC Statute Amendments and Ratifications/Adoptions

Proposed Amendment	Date of Proposed Amendment	Version of Statutes Prior to Update	*Date of Ratification	New Version of Statutes After Ratification
Addition of the Academic Advising Counsel and Staff Senate to College's Committee Structures	10/15/2026	Version 3.0		
Modification of the College's Organizational and Committee Structures	6/15/2020	Version 3.0		
Inclusion of the Provost and Chief Academic Officer in the Committee Approval Process	3/15/2020	Version 3.0		
Revision of the Amendment Statutes Process	2/10/2020	Version 3.0		
Removal of Expired and Non-Active Campus Positions and Committees	12/5/2019	Version 3.0		
Update of Mission Change	10/10/2018	Version 3.0		

*The specific amendment changes are provided in the Approval Routing Form for "Policy and Document Changes." This form includes (1) the Proposed Amendment Details, (2) Rationale for the Amendment, (3) originator, and (4) all approvals leading to the final approval and/or denials of proposed amendments by the Extended Cabinet and President's Cabinet. Ratifications to the AMSC Statutes and supporting documentation are archived in the campus Library.