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BY-LAWS

DEPARTMENT OF MARINE SCIENCES

OCTOBER 8, 1995

The Faculty of the Department of Marine Sciences adopts the following By-Laws for its organization and governance.

ARTICLE I

FACULTY

SECTION 1. THE FACULTY

The faculty of the Department of Marine Sciences shall consist of three categories: Regular Faculty, Co-Staffed Faculty, and Adjunct Faculty.

The Regular Faculty members are those tenured and tenure-track faculty whose tenure resides in the Department of Marine Sciences and who are responsible for the teaching, research and service activities of the Department.

The Regular Faculty shall have exclusive authority respecting all personnel matters, including, but not limited to, appointment, evaluation, promotion, and tenure of all tenured and tenure-track faculty.

The Co-Staffed Faculty members are those tenured and tenure-track faculty whose tenure line resides in a department at the University other than the Department of Marine Sciences.

The Co-Staffed Faculty shall have equal and shared responsibility and voting rights in all matters within the jurisdiction of the Faculty of the Department of Marine Sciences except the exclusive authority reserved to the Regular Faculty in the provision for personnel matters set out in the paragraph above.

Adjunct Faculty are those persons who have the appropriate terminal degree in their field and are not tenured or in tenure-track positions at the University of Georgia.

SECTION 2.THE DEPARTMENT HEAD

The (Regular) Faculty of the Department of Marine Sciences shall participate in the appointment, review, and removal of the Department Head as provided in the "Bylaws of the Franklin College of Arts and Sciences. Approved: 6/5/95," a copy of which is found at http://www.franklin.uga.edu/fac_staff/govern/bylaws.htm.

SECTION 3.REGULAR MEETINGS

The Faculty of the Department shall meet at least once each quarter at a time and a place to be determined by the Head. Notices of regular meetings shall be sent to each member of the Faculty and the co-chairs of the Marine Sciences Graduate Student Association by the Head at least 5 days in advance . Faculty members may submit agenda items to the Head. The agenda for a regular meeting shall be provided to members of the Faculty 2 days before the meeting and shall constitute the total business of the meeting. The Head shall preside and shall present a report on matters of interest to the Faculty.

The Head may call an emergency meeting with less than 5 days notice in genuinely exigent circumstances.

A quorum shall be present regarding all matters requiring a vote of the Regular Faculty.

Minutes of all Faculty meetings shall be routinely kept unless waived by a majority of quorum of the Faculty.

SECTION 4.SPECIAL MEETINGS

Special meetings of the Faculty may be called by the Head. The Head must convene a special meeting within fourteen days of receiving a petition signed by 30% of the members of the Regular Faculty. Such special meetings shall have an agenda which shall be distributed one week in advance of the meeting date.

ARTICLE II

COMMITTEES OF THE DEPARTMENT

SECTION 1.ACADEMIC AFFAIRS COMMITTEE

The Academic Affairs Committee shall consist of two Faculty who shall be Co-Chairs of the Committee with jurisdiction over two subcommittees. The duties of the Academic Affairs Committee shall be to administer the Department's degree programs and to recommend changes to the faculty.

A.Subcommittee on Undergraduate Affairs

The Chair shall serve as the Undergraduate Coordinator and shall be one of the Co-Chairs of the Academic Affairs Committee.

The duties of the Subcommittee shall include the administration of the IDS Major of the Department and the formulation of recommendations to the Faculty and Head.

B.Subcommittee on Graduate Affairs

The Chair shall serve as the Graduate Coordinator and shall be one of the Co-Chairs of the Academic Affairs Committee.

The duties of the Subcommittee shall include the administration of the M.S. and Ph.D. programs of the Department and the formulation of recommendations to the Faculty and Head.

SECTION 2.RESOURCES COMMITTEE

The duties of the Resources Committee shall be to recommend priorities to the Faculty and Head respecting funding, acquisition, use of shared spaces and facilities, including but not limited to, computers, analytical equipment, field equipment, distance learning, etc.

The Head may authorize the establishment of additional standing or special committees and subcommittees, appoint chairs and members, and delineate the duties of such committees for any purpose within the responsibility and purview of the Head.

ARTICLE III

TEACHING ASSIGNMENTS AND FACULTY REVIEW

SECTION 1.TEACHING ASSIGNMENT

The Head will be responsible for assignment of all teaching duties and for oversight of the review of faculty teaching effectiveness.

SECTION 2.FACULTY REVIEW, PROMOTIONS, ETC.

a) Following the proper and current guidelines of the College and University, the Head will carry out annual reviews of the professional activities of faculty members and non-faculty staff members, and will initiate promotion and tenure procedures, following consultation with the appropriate faculty members.

b) The Head will be an advocate to the Dean or other appropriate official or agency on behalf of the faculty.

ARTICLE IV

FINANCIAL POLICY

SECTION 2.EXPENDITURE OF FUNDS

a) The Head shall retain sole authority and control over the allocation and distribution of the funds available to the Department. These shall include, but not be limited to, operating expense allocated to the Department from the College, all grant overhead funds returned by the Vice Presidents, and any other special funds. Faculty generated grant funds are not subject to control by the Head.

b) All Departmental expenditures will be made within guidelines outlined by the University for expenditure of funds.

c) The Head assumes no responsibility for the unauthorized expenditure of funds.

d) In instances where a blanket authorization of a sum of money has been made to an individual or committee for specified purposes, the Head assumes no liability for the improper use of funds. The individual, or committee in question, assumes all responsibilities and liabilities for the proper and legal expenditure of allocated funds.

SECTION 2. GRANT EXPENSES AND PERSONNEL

a) In advisement with the PI, the departmental office will carry out the normal and usual handling of personnel forms. All responsibility for proper job assignment of personnel resides with the PI; the Head only has responsibilities for proper fiscal management.

b) Upon receipt of funding, the Head and PI will enter into an agreement whereby the PI is assigned signatory rights to his/her grant. In signing this statement, the PI acknowledges that s/he has read, understands, and agrees to follow all policies as outlined in the "Research Policies and Procedures Handbook" published by OVPR at UGA. Should the PI have any questions concerning fiscal matters, these should be directed to the departmental Business Manager who serves as the agent of the Head in these matters. Specific questions may also be directed at the appropriate office in the OVPR or Dean's Office.

c) The departmental Business Manager will perform oversight functions as part of her usual grant management and ordering procedures. In the event that there are unusual expenditures that cannot be resolved with the PI, these matters will be referred to the Head.

SECTION 3. TRAVEL:

a) All travel must be carried out in strict accordance with the rules and regulations of The University of Georgia as outlined in the "Travel Regulations and Procedures" booklet available from the VP for Business and Finance.

b) Except in the case of emergency, all Authority to Travel requests must be submitted at least 5 working days before departure.

c) All travel, paid or unpaid, requires an Authority to Travel form to be filed.

d) All Authority to Travel requests must be accompanied by a statement assigning duties and responsibilities while the traveler is absent. Both traveler and the responsible individual must sign this form.

e) All travel and lodging reimbursement requests must have a bona fide bill with dates and company name (e.g. letterhead). The Department will not forward requests unless these items are present.

f) Unusual expenses must be explained.

g) The primary responsibility of the faculty is to the University and its students. Travel arrangements must be scheduled so as to not interfere with carrying out assigned and usual responsibilities.

ARTICLE V

GRIEVANCE PROCEDURE

SECTION 1. The Department shall follow the grievance procedure as promulgated by the Franklin College of Arts and Sciences.