

**Committee on Statutes, Bylaws, and Committees**  
**Agenda for 1-31-23**  
**1:00-2:00PM (Zoom)**

1. Report/update from the Chair
2. Selection of member to take minutes.
3. New Business:
  - A. PRAC Proposed Revisions to Bylaws (see attached documents received from Dr. Parastoo Azadi, Chair—email and proposal)
  - B. Staff Council Proposed Revisions to Bylaws (see attached document received from Savannah Hembree, Chair)
  - C. FPTRAC Proposed Revisions to Bylaws (documents forthcoming)
  - D. SBC internally generated proposed items for consideration/revision
    - a. Rationale and consistency in Bylaws section V.8.a? To place items on the UC agenda: 50 or more faculty signatures or 2/3 vote of UC. To call a special meeting of a standing UC committee: 10% of committee membership (documentation attached). Reasonable?
    - b. Add Presidential veto in Statues (Article XV: VETO) to Bylaws?
    - c. Proxy votes for all UC standing committees? Of special concern: CSBC, EC, FAC, FPTRAC, and UPTAP. *Robert's Rules* does not support proxies in most instances.
4. Old Business
5. Adjourn

## PRAC Bylaw Change Proposal

Parastoo Azadi <azadi@ccrc.uga.edu>

To: Barbara A. Biesecker <bbieseck@uga.edu>

Cc: Katherine Paige Chapman <ktchapman@uga.edu>



PRAC Bylaw Change Proposal 1.13.23.pdf;

Hello Barbara,

I serve as Chair of the Program Review and Assessment Committee. The spring committee meeting was held yesterday and the committee voted to approve revisions to the PRAC Committee Bylaws. I understand that the next step in this process is to send these revisions to the Statutes and Bylaws Committee for consideration.

The bylaw revisions were undertaken in response to a critical need to maintain compliance with the BOR and UGA policies on Academic Program Review. BOR and UGA policies require that all academic programs are reviewed every seven years. There are currently 111 units (departments, institutes, colleges, and schools) listed on the 7-year Academic Program Review Cycle. The number of program reviews has grown over the years as academic degree programs and degree-granting units were created. Each year there are more program reviews scheduled than PRAC has the capacity to staff, thus putting UGA out of compliance with the 7-year component of both the UGA and BOR policies.

The attached bylaw revision focuses on adding six additional faculty members to the PRAC committee. The addition of 6 new PRAC members would enable reviews to be completed on schedule every seven years and would allow the committee some flexibility for the larger more complex reviews. In addition to the membership change, there is the addition of Senior Lecturers and Principal Lecturers to the list of senior faculty who are able to serve on the PRAC committee (bringing the definition of senior faculty up to current standards).

The proposed bylaw change proposal is attached to this message. The first version in the PDF is clean, with proposed revisions. The section version is a red-line version.

It is our hope to move this proposal through University Council as quickly as possible, as PRAC members for the next year are recruited in the spring semester. I understand that UC Bylaw changes require two UC votes to pass, once they make it to the UC Agenda. What do you need from me in order to add this proposal to the next Statutes and Bylaw Committee meeting agenda for consideration?

Thank you for your help,

Parastoo Azadi, Ph.D.  
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Analytical Service & Training Laboratory

Complex Carbohydrate  
Research Center



## **Bylaws**

### **Program Review and Assessment Committee**

#### **A. Membership**

The Program Review and Assessment Committee will consist of 36 UGA senior faculty confirmed by the University Council Executive Committee to serve two-year terms running from August 1 through July 31. The composition of the committee should be proportional to the number of degree programs, review units, and senior faculty in each school or college. The following distribution of faculty on the Program Review and Assessment Committee takes these values into account:

<b>#Faculty on PRAC</b>	<b>School, College, Administrative Division</b>
10	Franklin College of Arts and Sciences
4	College of Agricultural and Environmental Sciences
1	School of Law
1	College of Pharmacy
1	Warnell School of Forestry and Natural Resources
3	Mary Frances Early College of Education
2	Terry College of Business
1	Grady College of Journalism and Mass Communication
2	College of Family and Consumer Sciences
2	College of Veterinary Medicine
1	School of Social Work
1	College of Environment and Design
1	School of Public and International Affairs
1	College of Public Health
1	Odum School of Ecology
1	College of Engineering
2	Public Service Faculty
1	Affiliate of a Center or Institute (may be from any College or School or fully funded through a Center or Institute)

All members of the Program Review and Assessment Committee should be senior faculty (i.e. at the rank of Associate Professor, Professor, Public Service Associate, Senior Public Service Associate, Associate Research Scientist, Senior Research Scientist, Clinical Associate Professor, Clinical Professor, Senior Academic Professional, Senior Lecturer or Principal Lecturer). At least 18 members should be on the Graduate Faculty. The members should be appointed in such a way that 18 rotate off each year. Members are not required also to be members of the University Council. No members should be appointed for more than two consecutive terms without first rotating off the committee for a two-year term.

**Program Review and Assessment Committee Chair:** A chair from the returning members will be elected by July 1. A chair-elect from the new members will be elected at the beginning of each academic year with the expectation that the chair-elect will accept a nomination for Chair in the second year of appointment.

**B. Duties**

1. To oversee all matter directly related to the substantive elements of academic program reviews, including establishment of review criteria and guidelines, oversight of review teams, and considering, approving, and forwarding the review team reports and recommendations.
2. To participate in program reviews as members of program review teams.
3. To oversee policies and procedures related to student learning outcomes assessment of undergraduate and graduate academic programs.
4. To evaluate student learning outcomes assessment plans and reports and provide feedback to programs on assessment practice.

## Bylaws

### Program Review and Assessment Committee

#### A. Membership

The Program Review and Assessment Committee will consist of ~~30~~ 36 UGA senior faculty confirmed by the University Council Executive Committee to serve two-year terms running from August 1 through July 31. The composition of the committee should be proportional to the number of degree programs, review units, and senior faculty in each school or college. The following distribution of faculty on the Program Review and Assessment Committee takes these values into account:

#Faculty on PRAC	School, College, Administrative Division
4	College of Agricultural and Environmental Sciences
10	The Franklin College of Arts and Sciences
3	Mary Frances Early College of Education
2	Terry College of Business
2	College of Veterinary Medicine
<del>1</del> 2	College of Family and Consumer Sciences
2*	College of Public Health
	School of Public and International Affairs
	Grady College of Journalism and Mass Communication
1	College of Public Health
1	School of Public and International Affairs
1	Grady College of Journalism and Mass Communication
1**	School of Social Work
	College of Engineering
1	School of Social Work
1	College of Engineering
1**	College of Pharmacy
	School of Law
1	College of Pharmacy
1	School of Law
1**	Warnell School of Forestry and Natural Resources
	College of Environment and Design
1	Warnell School of Forestry and Natural Resources
1	College of Environment and Design
2	Public Service Faculty
1	Odum School of Ecology
	Affiliate of a Center or Institute ( may be from any College or School or fully funded through a Center or Institute)
1	Odum School of Ecology

1	<b>Affiliate of a Center or Institute ( may be from any College or School or fully funded through a Center or Institute)</b>
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~~\*To be selected in such a way that each member from the group is from a different School or College and that no School or College will be unrepresented on the committee for more than one two-year term.~~

~~\*\*To be selected in rotation so that neither School nor College will be unrepresented on the committee for more than one two-year term~~

All members of the Program Review and Assessment Committee should be senior faculty (i.e. at the rank of Associate Professor, Professor, Public Service Associate, Senior Public Service Associate, Associate Research Scientist, Senior Research Scientist, Clinical Associate Professor, Clinical Professor, Senior Academic Professional, **Senior Lecturer or Principal Lecturer**). At least ~~15~~ **18** members should be on the Graduate Faculty. The members should be appointed in such a way that ~~15~~ **18** rotate off each year. Members are not required also to be members of the University Council. No members should be appointed for more than two consecutive terms without first rotating off the committee for a two-year term.

**Program Review and Assessment Committee Chair:** A chair from the returning members will be elected by July 1. A chair-elect from the new members will be elected at the beginning of each academic year with the expectation that the chair-elect will accept a nomination for Chair in the second year of appointment.

#### B. Duties

1. To oversee all matter directly related to the substantive elements of academic program reviews, including establishment of review criteria and guidelines, oversight of review teams, and considering, approving, and forwarding the review team reports and recommendations.
2. To participate in program reviews as members of program review teams.
3. To oversee policies and procedures related to student learning outcomes assessment of undergraduate and graduate academic programs.
4. To evaluate student learning outcomes assessment plans and reports and provide feedback to programs on assessment practice.



**UNIVERSITY OF  
GEORGIA**  
*Staff Council*

**Resolution 29-01**

**A Resolution Regarding the**

Authored by: Ad Hoc Bylaws Committee of the University of Georgia Staff Council

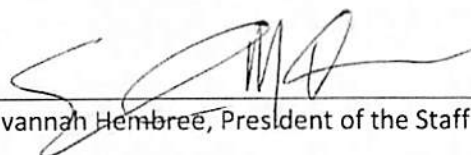
*Abstract: The purpose of this Resolution is to codify, streamline, and standardize University Council bylaws for Staff Council membership on University Council committees and membership in University Council.*

WHEREAS the UGA University Council Bylaws, Part V General Procedures, Section III Election and Appointment Procedures, Part H states, "The Staff Council shall have nine representatives on the University Council. One of these, the Staff Council President, will be an ex officio voting member of the University Council, and the remaining eight shall be elected by the Staff Council. These staff elected to the University Council will serve three-year terms."

WHEREAS recent changes to the UGA University Council bylaws pertaining to standing committees have created additional staff representatives on the Council.

WHEREAS the UGA University Council Bylaws, Part V General Procedures, Section III Election and Appointment Procedures, Part H was not updated to reflect these changes.

THEREFORE BE IT RESOLVED that the UGA University Council Bylaws, Part V General Procedures, Section III Election and Appointment Procedures, Part H should be changed to "Each Staff Council member who is a voting member of a University Council committee is also a voting member of the University Council. One of these, the Staff Council President, will be an ex-officio voting member of the University Council, and the remaining representatives shall be elected by the Staff Council. These staff elected to the University Council will serve three-year terms. The Staff Council shall always have no less than twelve voting representatives on the University Council."

  
Savannah Hembree, President of the Staff Council

October 5, 2022  
Date of Passage



- II. Term of Office
  - III. Election and Appointment Procedures
  - IV. Meetings
  - V. Amendments to the Bylaws
- 

## Part I - Standing Committees: Membership, Functions, and Duties

### I. University Council Executive Committee

The agenda and other pertinent materials shall be distributed electronically to each Council member and posted on the Council web site at least ten days prior to any Council meeting. An e-mail notice containing the link to the agenda will be sent to Faculty, Staff, and Student listservs.

#### A. Membership

**Faculty:** One voting member of the University Council Executive Committee shall be elected from the faculty of each School or College, except for the College of Agricultural and Environmental Sciences (which shall have two members), the Franklin College of Arts and Sciences (which shall have four members), and the College of Education (which shall have two members). Faculty on the Executive Committee shall be elected from and by the University Council faculty representatives of their respective Schools or Colleges and shall serve three-year terms, even if their term of membership on the University Council expires prior to their term of service on this committee. **Students:** The president of the Student Government Association and the president of the Graduate Student Association shall serve as voting members.

**Staff:** The President of the UGA Staff Council shall serve as a voting member.

**Administration:** The Senior Vice President for Academic Affairs and Provost, and the Secretary of the Council shall serve as voting members.

**Executive Committee Chair:** The Chair of the Executive Committee shall be the immediate past Chair-Elect of the Executive Committee. Each year the Executive Committee shall choose a new Chair-Elect from among the elected faculty members of the Committee who have at least one year of previous service on the Executive Committee (which could be from a previous term) and at least two years remaining on their committee term. The Chair shall serve as Grand Marshal of the University, shall represent the faculty of the University on external bodies that requires representation of Faculty Senate Leaders, and shall be an ex-officio member of the Board of Directors of the Alumni Association and an ex-officio voting trustee of the University of Georgia Foundation. With the advice of the members of the Executive Committee, the Chair shall constitute and charge any ad hoc committees approved by the Council. The Chair shall call an orientation meeting of all chairs of all University Council standing committees prior to or during the first week of Fall Semester.

#### B. Duties

1. To consider, recommend, and report to the University Council rules and regulations on general educational policy and matters dealing with the general welfare of the entire University within the powers of the Council under Article V, Section 2 of the Statutes of The University of Georgia.
2. To review, at least annually, the content and organization of the public facing information on the University Council's website and make recommendations for appropriate action to the Council.

3. To fill unexpired terms on any standing committees of the Council. When filling a committee vacancy formerly occupied by an elected representative of a particular school or college, the Executive Committee shall seek the recommendation of that school or college concerning a suitable replacement.
4. To confirm the members of the Program Review and Assessment Committee in accordance with the University's Program Review Policy.
5. To appoint a faculty representative to the UGA Retiree Association.
6. To elect a member of the Executive Committee to serve a three-year term on the University System of Georgia Faculty Council who will report on a regular basis to both the Executive Committee and the University Council at their meetings. The representative's term on the USG Faculty Council shall continue even if their term of membership on the Executive Committee expires.
7. To recommend for the Council's approval such ad hoc committees as it deems necessary.
8. To receive and prepare agenda items from the following sources for the Council when such items fall within the powers and jurisdiction of the Council as defined in Article V, Section 2 of the Statutes of the University of Georgia.
  - a. Items received from the following sources will be placed on the Council agenda:
    1. Items from the President of the University.
    2. Items endorsed by the signatures of fifty or more faculty members.
    - RRS - 3. Items approved by a two-thirds vote of the University Council.
  - b. Items received from any of the standing or ad hoc committees of the Council, including the Executive Committee, will be placed on the University Council agenda, unless the Committee decides, by a two-thirds majority vote, to refer the item back to committee for reconsideration or further development.
  - c. Items received from the following sources will be referred to the appropriate standing committee unless unusual or urgent circumstances merit prompt presentation to the Council or unless the Committee decides to refer the item back to the original source for reconsideration or further development. Each decision requires a majority vote.
    - no number  
1. Items received from the faculty of any of the schools or colleges of the University or from the duly constituted representative body of any school or college.
    - no number  
2. Items received from the Staff Council.
    3. Items received from the official governing organizations of the student body.
    4. Items received from any person or group not provided for above.
9. To act, in matters of particular urgency, on behalf of the full Council, as authorized under Article V, Section 2 (6) of the Statutes of the University of Georgia. Actions taken in this manner shall be reported to the Council at its next meeting and confirmed or revoked by a majority vote.
10. To oversee the activities of the Council and to ensure that it implement and observe faithfully the provisions of these bylaws.

## II. Committee on Facilities

### A. Membership

**Faculty:** One voting member of the Committee on Facilities shall be elected from the faculty of each School or College, except for the Franklin College of Arts and Sciences, which shall have

## Affairs and Provost.

### B. Duties

1. To conduct all their deliberations in confidence; they may not discuss an appeal with anyone who is not a member of the committee. An exception to this confidentiality relates to discussions with staff assisting the committee.
2. To review the dossiers that are required to come before the committee and advise the Senior Vice President for Academic Affairs and Provost in accordance with the University's Guidelines for Appointment, Promotion and Tenure.

## Part II - Basic Charge to Standing Committees

- I. Each Committee shall review established policies and their administration and shall offer such recommendations as it deems necessary.
- II. The Chair of each Committee shall hold an election among committee members for the following year's Chair by July 1. The new Chair shall convene the initial meeting of the committee within the first three weeks of the Fall Semester. Each standing committee shall meet at least once each semester during the regular year, except for the Faculty Grievance Committee which shall meet on an as needed basis. The Chair of the Committee shall determine whether committee members will meet face-to-face or electronically. Special meetings of standing committees shall be called in either of the following ways: 1. By the chair of the committee 2. By written petition, signed by 10% of the committee members, addressed to the committee chair.
- III. Reports providing information and results of investigations shall be submitted to the Executive Committee for inclusion on the agenda. Each Committee will specifically report on the disposition of all items referred to it.
- IV. Recommendations to the Council shall be submitted to the Executive Committee for inclusion on the agenda.
- V. Minutes of each committee meeting shall be furnished to the Secretary of the Council who shall make them available to the University community electronically.
- VI. Committee meeting times shall be posted by the committee chair on the University's master calendar.

## Part III - Appointments by the Council to Other Positions

- I. The Council shall elect faculty members to the Board of Directors of the Georgia Athletic Association in accordance with the Statutes of the Georgia Athletic Association. These faculty must be members of the University Council at the time of their election.
- II. The Council shall elect faculty members to the Board of Directors of The University of Georgia Research Foundation in accordance with the Articles of Incorporation and Bylaws of the UGARF.

## Part IV - Faculty Conference

The Faculty Conference shall provide a forum for the discussion of issues of concern to the faculty. It is composed of all University Council faculty members who are elected and those who are appointed by the Executive Committee. It shall elect a chair and a secretary. Meetings shall be called by the chair or upon petition of ten members of the Conference. Based upon its deliberations, the Conference may refer items or suitable actions to the Executive Committee or other committees of the Council. At its