

University of Georgia
Department of Marine Sciences Bylaws

Approved by the tenure/tenure-track faculty on October 31, 2018

Revised and approved by the tenure/tenure-track faculty on October 30, 2020

Revised and approved by the eligible faculty on December 6, 2023

I. Statement of Purpose

The mission of the Department of Marine Sciences is *to be an international leader in advancing the frontiers of marine science research, educating students and the public about the function and importance of marine systems, and fostering stewardship of coastal and oceanic resources.* This mission is supported by a vision in which the faculty, students and staff interact as a community of scholars who take on grand challenges in marine sciences, who use effective teaching methods to advance scientific knowledge and inquiry, and who communicate science for effective management of coastal and ocean environments.

The Department's overarching research goal is *to create and promote excellence in research and scholarship in marine sciences and effectively communicate the results to the scientific community and to the public.*

The Department's teaching goal is *to provide effective graduate and undergraduate training programs, emphasizing critical thinking, problem solving, and independent research that prepares students for successful careers in science, education, technology, and public service.*

The Department is equally committed to its public service and outreach goal of *communicating knowledge and supporting the University, profession, community, and society through active participation in service.*

We further aim for a *diverse, egalitarian, and just* Department, where all members of our community feel welcome and able to learn, explore, create, and contribute to the advancement of research, teaching, and service in marine science, and where all members foster the understanding of and respect for cultural differences necessary for an enlightened and educated citizenry. Our vision is a department where the contributions of everyone improve and accelerate progress in our understanding of the oceans.

To fulfill these goals, the Department of Marine Sciences defines its research, instructional, and service missions as broadly as possible, and recognizes the need to solve marine sciences related problems as an overriding consideration in defining the overall mission of the Department.

II. Description of Faculty Categories

The faculty in the Department of Marine Sciences consist of:

- ***Tenure and tenure-track faculty (TTTF)*** are full professors, associate professors and assistant professors having appointments in the Department or having a joint academic appointment in the Department and one or more other academic units;

- **Academic professionals** are non-tenure-track faculty positions and are part of the University of Georgia's Corps of Instruction with a well-defined Statement of Roles and Responsibilities for teaching, research, administration and service;
- **Research Scientists** are non-tenure-track faculty positions who are involved in some aspect of research, research-related instruction, research service and/or research administration as outlined in the Statement of Roles and Responsibilities.
- **Emeritus** faculty status can be requested for those who, at the time of retirement, have at least ten years or more of honorable and distinguished service in the University System;
- **Lecturers** are non-tenure-track faculty positions and are part of the University of Georgia's Corps of Instruction and don't typically have research, administration and service responsibilities and expectations;
- **Courtesy** affiliations are for UGA faculty who want to develop research and/or teaching relationships with faculty and students in the Department. Appointments are reviewed every five years; and
- **Adjunct** faculty are courtesy non-tenure-track appointments for non-UGA personnel having a rank equivalent to a UGA faculty rank. Appointments are reviewed every five years.

The eligible faculty consist of TTTF and Academic Professionals, unless otherwise stated in these bylaws.

Tenured and tenure track faculty are reviewed annually according to the [Department of Marine Sciences Policy for Annual Evaluation of Faculty](#). Third year and promotion and tenure reviews are carried out following the [UGA Guidelines for Appointment, Promotion and Tenure](#) and the Department of Marine Sciences Promotion and Tenure Criteria. Each tenured faculty member must be reviewed every five years in accordance with criteria and procedures adopted by the Department of Marine Sciences Post Tenure Review Guidelines. Details of appointment, reappointment or promotion of non-tenure track faculty (academic professionals, research scientists, lecturers, courtesy and adjunct faculty) including emeriti faculty are described below.

III. Department Head

The Department Head (Head, hereafter) is the administrator who manages the Department and will have the duties and responsibilities as outlined by the University and by the Franklin College of Arts and Sciences. Duties and responsibilities include, but are not limited to: the assignment of faculty FTE (full-time equivalent corresponding to a 100% workload in the 9 month academic year) to instructional, research and service responsibilities; budget, space and teaching assignments in the Department; performing annual evaluations that document productivity in research, effectiveness in teaching, and contributions to service and outreach activities; representing the Department in and to the Administration of the University; providing leadership and focus for the Department; and representing the Department to agencies or individuals outside of the University. The Head will serve as an ex-officio member of all committees of the Department.

Evaluations and teaching assignments for Marine Sciences TTTF at the Skidaway Institute of Oceanography (Skidaway Institute) will be made by the Head, in consultation with the Director of the Skidaway Institute. Evaluations and teaching assignments for jointly appointed TTTF will be made by the Head, in consultation with the other academic unit Head or Director. The Head will be responsible for disbursing the Department's allocation of the indirect costs (IDC) funds that are generated by Athens faculty, while the Director of Skidaway Institute is responsible for disbursing IDC funds generated at the Skidaway Institute. Each will allocate these funds, taking into consideration requests and recommendations of the faculty group generating the IDC, and departmental or institutional needs.

IV. Graduate Coordinator

The Graduate Coordinator will be appointed by and serve at the pleasure of the Head, to advise the Head in all matters pertaining to graduate programs in the Department including the Double Dawgs program. Responsibilities will include but are not limited to: overseeing recruitment of graduate students; identifying and nominating qualified students for University Fellowships; assigning Departmental teaching assistantship (TA) lines; monitoring graduate student progress and their performance through the assessment of student learning outcomes; recommending appropriate administrative actions; and chairing the Graduate Affairs Committee. The Graduate Coordinator will be reviewed by the eligible faculty after a three-year term and the Head will take nominations for the position at that time.

V. Undergraduate Coordinator

The Undergraduate Coordinator will be appointed by and serve at the pleasure of the Head to advise the Head in all matters pertaining to undergraduate programs including the Double Dawgs program for Ocean Science B.S. majors. Responsibilities will include but are not limited to: overseeing recruiting and advising undergraduate majors and certificate enrollees; monitoring undergraduate student progress and their performance through the assessment of student learning outcomes; recommending appropriate administrative actions; and chairing the Undergraduate Affairs Committee. The Undergraduate Coordinator will be reviewed by the eligible faculty after a three-year term and the Head will take nominations for the position at that time.

VI. Faculty Meetings

The faculty will meet at least once per semester for the purposes of discussing and deciding on departmental matters. The Head will schedule, set the agenda, and run the meetings. In addition, meetings may be called upon receipt by the Head of a petition signed by not less than one-third of the eligible faculty. In such meetings, discussions and actions will be limited to the items listed in the petition.

Minutes of meetings will be recorded by a faculty member designated by the Head. These minutes will be reviewed by the faculty and approved by ballot at the next scheduled meeting. All members of the faculty as defined in Section II may attend faculty meetings. In addition, one Marine Sciences staff representative, one graduate student (designated by the Marine Sciences Graduate Student Association), and one undergraduate Ocean Science major may attend. At the

Head's discretion, the student representatives and non-voting faculty members may be required to excuse themselves during discussions of sensitive or personnel-related matters.

Voting on personnel matters by the eligible faculty is carried out anonymously either online or during faculty meetings, unless otherwise stated. If an eligible faculty member cannot attend the faculty meeting, then their absentee vote along with any comments to share must be submitted to the Head prior to the start of the meeting. Voting is restricted to the following:

1. Tenured and tenure-track faculty with 100% appointment in the Department may vote on all matters (except as restricted by University policy).
2. Tenured and tenure-track faculty with joint appointments in another department may likewise vote if their FTE in Marine Sciences is 33% or greater.
3. Academic Professionals can vote on specific issues as appropriate or as needed (see section IX).

A quorum of faculty, defined as at least 2/3 of the eligible faculty, must be present for all departmental deliberations requiring a vote. Voting results from the quorum, together with absentee ballots, determines the vote count, and decisions will be based on a majority. Voting results will be announced to the faculty.

VII. Committees

Each committee is tasked to ensure inclusive excellence in all their deliberations. All faculty are encouraged to take advantage of the resources available through the [Office of Institutional Diversity](#) and the [Office of Faculty Affairs for Faculty and Leadership Development](#). Committee decisions are by majority vote and upon request, faculty can obtain information on the vote count.

- A. Standing Committees will be the Graduate Affairs Committee, the Undergraduate Affairs Committee, the Curriculum Committee, the Diversity, Equity, and Inclusion (DEI) Committee, and the Faculty Awards Committee. A Standing Committee specific to the Athens site will be the Space Committee. Standing Committees specific to the Skidaway Institute site will be the Marine Operations Committee, the Information Technology Committee, the Education Committee and the Skidaway Institute Space Committee. Each Committee will be composed of at least three faculty members. Ad hoc Committees can be assembled at the discretion of the Head and Skidaway Institute Director, as described below.
- B. The Head will appoint standing, search, and ad hoc committee members as deemed necessary for efficient management of departmental affairs, taking into consideration an equitable distribution of service to the University. The Skidaway Institute Director will appoint standing, search, and ad hoc committee members as deemed necessary for efficient management of the Skidaway Institute.
- C. Service on departmental and/or Skidaway Institute committees is expected of each faculty member as part of their participation in University governance. Faculty members are also encouraged to participate in College and University level committees.

- D. With the exception of site-specific committees, and to the extent possible, all standing committees will be balanced by discipline, academic rank and site.

VIII. Duties and Composition of Committees

A. Graduate Affairs Committee

Duties – The Graduate Affairs Committee will oversee all aspects of M.S. and Ph.D. graduate degree activities in the Department, as well as graduate certificate programs with Marine Sciences involvement. This includes but is not limited to: periodic review of degree requirements, program objectives, and the assessment of student learning outcomes; response to revised requirements from the Graduate School; organizing student recruitment events; voting on student admission into the program following the Department’s graduate admission policy; identifying and nominating qualified students for University level fellowships and other awards; and monitoring student progress relative to Department and Graduate School academic requirements. Establishment or modification of the programs or their requirements will be considered by the Committee, which will make recommendations to the eligible faculty for final action. The Committee will also consider all proposals for adding or changing graduate courses. In the case of substantive course additions or changes, the Committee will make a recommendation to the eligible faculty for action; in the case of minor course changes, the Committee will make recommendations to the Head for final action. The committee will also entertain graduate student requests for exceptions from Department requirements.

Composition – The Graduate Committee will be chaired by the Graduate Coordinator, overseeing an additional six faculty members plus the Head as an ex-officio member. Faculty membership should be drawn from the eligible faculty according to Section VII.D.

B. Undergraduate Affairs Committee

Duties – The Undergraduate Affairs Committee will oversee all aspects of the undergraduate Ocean Science major, certificate program(s), and other programs for undergraduates in the Department including the review of student learning outcomes and their assessment. Establishment or modification of the programs or their requirements will be considered by the Committee, which will make recommendations to the eligible faculty for final action. The Committee will also consider all proposals for adding or changing undergraduate courses. In the case of substantive course additions or changes, the Committee will make a recommendation to the eligible faculty for action; in the case of minor course changes, the Committee will make recommendations to the Head for final action. The Committee will make recommendations to the Head regarding the award of scholarships and other related forms of academic recognition for undergraduates in the Department.

Composition – The Undergraduate Committee will be chaired by the Undergraduate Coordinator, overseeing an additional six faculty members plus the Head as an ex-officio member. Faculty membership should be drawn from the eligible faculty according to Section VII.D.

C. Curriculum Committee

Duties – The Curriculum Committee will advise the Head on all matters related to the curriculum. The Curriculum Committee will also provide guidance and advice to faculty on developing new courses and revising the content of existing courses; work to reduce overlap between courses where appropriate; and will promote a curriculum that meets student needs and interest.

Composition – The Curriculum Committee will consist of the chair, the Graduate and Undergraduate Coordinators, and two additional eligible faculty plus the Head as an ex-officio member. In addition, one graduate student designated by the Marine Sciences Graduate Student Association will serve as a non-voting member of the Committee.

D. Diversity, Equity, and Inclusion Committee

Duties – The overall mission of this committee is to address issues of discrimination, including exclusion, inequity, and racism in the Department of Marine Sciences community. The committee will advise the Head on all matters related to DEI. The committee may make programmatic recommendations to the Head for consideration by relevant departmental members.

Composition – The committee will consist of the chair (or co-chairs), and may include faculty, staff, graduate, and undergraduate students plus the Head as an ex-officio member. At least one of the co-chairs must be faculty. Graduate students and staff may be co-chairs or be appointed by the committee or committee chairs as advisors to the co-chairs. Both campuses should be represented.

E. Search Committee for New Faculty Hires

Duties – The Search Committee for new faculty hires will be charged with drafting the job advertisement, screening applications, and identifying a list of candidates recommended for further consideration by the eligible faculty. For TTTF hires the eligible faculty are the TTTF members. Members of a Search Committee will also play an active role in the activities of the interview process. Detailed procedures for faculty searches are described below.

Composition – The Search Committee for a new faculty hire will be comprised of at least five eligible faculty members, including at least one member from a different UGA department. Employee Recruitment training through the Office of Faculty Affairs is required for all members. In the case of positions residing in Athens, the Head selects the members of the Search Committee. In the case of positions residing at the Skidaway Institute campus, the Director selects the members of the search committee, in consultation with the Head. Committee membership will be distributed as equally as possible among the Athens and Skidaway Institute faculty within the constraints of University policies regarding the composition of search committees. Neither the Head nor the Skidaway Director will serve on faculty search committees, except in an ex-officio capacity, unless required for representing specific marine sciences disciplines.

Faculty Search Procedure – The site making the hire will discuss internally their needs for faculty expertise. This recommendation will be brought to the eligible faculty for discussion and

to reach consensus. The Search Committee will be responsible for composing the job advertisement, documenting the broad distribution of the posting, creating a rubric with required and preferred candidate attributes, reviewing applications, requesting reference letters, and identifying a list of at least eight applicants whom they recommend for further consideration by the eligible faculty. This list will be unranked but may be divided into a top-tier and second-tier sub-list. The Search Committee Chair will communicate the committee's recommendations directly to the eligible faculty. At that time, all application materials for the entire pool of applicants will be made available to the eligible faculty who will have the option to review the dossiers and make recommendations for additional persons to be added to the list of candidates for further consideration. If a faculty member intends to bring a new candidate forward for consideration, they shall inform the faculty as a whole within a week of when the candidate list is disseminated. Additional persons may be added to the list of candidates, provided the candidate dossier is complete, including some letters of reference. If the Committee decides that it must recommend fewer than 8 candidates, it will report its recommendation to the eligible faculty for consideration.

The Head will call a special meeting of eligible faculty to decide which candidates will be invited to interview. This meeting will be called as soon as practicable, at least 1 week and no more than 4 weeks, following communication of the Search Committee's recommendations to the eligible faculty. At the meeting, candidates will be discussed, and a list of interviewees decided by vote of eligible faculty. Eligible faculty may submit comments and/or an absentee ballot consisting of a ranked list of candidates to the Head, which must be received no later than the stated starting time of the meeting. The voting will be supervised by the Head and conducted in such a manner that only applicants who receive a majority of votes are invited. Voting will be public unless the eligible faculty decides otherwise by an anonymous vote. Decisions regarding the viability of the search and the number and identity of invitees plus one alternate, will be decided by vote of the eligible faculty. Such decisions are binding on the Head and Skidaway Institute Director, and can only be revised by a vote of the eligible faculty. If one or more of the invitees declines to be considered, the eligible faculty may vote to invite additional applicants. This vote may be held at an *ad hoc* faculty meeting or electronically. In the latter case, the vote will be supervised by the Head and performed in such a way that a record of the voting is preserved.

Before candidates can be invited to campus for interviews, Franklin College must receive and approve the candidate rubric and a list summarizing the broad distribution of the job posting. After the completion of interviews, the Head will solicit comments and recommendations from other faculty and staff members of the Department and from the Marine Sciences Graduate Student Association. A special meeting of eligible faculty to consider the candidates will be called as soon as practicable, but no more than 4 weeks after the end of the last interview. In the discussion of candidates, eligible faculty from the site at which the position resides (i.e. Athens or Skidaway Institute) will express their opinions first, the purpose of which is to ensure that faculty from the site hiring the faculty member have the opportunity to clearly express their preferences and the eligible faculty at the other site agree to fully consider these preferences.

The candidate who will be offered the position will be decided by a vote of the eligible faculty. A vote will be held to identify if a candidate has a majority of the votes of the eligible faculty as follows. First, a vote will be taken to determine if a candidate has a majority of the votes from the eligible faculty. If no candidate has a majority, then the applicant with the fewest votes is dropped from the candidate list and another vote is taken. This continues until there is one candidate with a majority of votes of the eligible faculty. Eligible faculty who are unable to attend the meeting in person may submit comments and/or an absentee ballot consisting of a ranked list of candidates to the Head, which must be received no later than the stated starting time of the meeting. At the discretion of the eligible faculty, a second-choice candidate may also be chosen. In all cases voting will be supervised by the Head and conducted in such a manner that the final choices must receive a majority of votes. Voting will be by open ballot unless the eligible faculty decides otherwise by majority vote. Decisions regarding the viability of the search and the final candidate choice are binding on the Head and Skidaway Institute Director, and can only be revised by a vote of the eligible faculty.

The Head or Skidaway Institute Director (for Athens- or Skidaway Institute-based positions, respectively) will negotiate with the chosen candidate(s) regarding the specific offer of employment. If the first-choice candidate declines the offer, the Head or Skidaway Institute Director may initiate negotiations with the second choice, if one has been chosen by the eligible faculty and if approved by Franklin College. In the absence of a second choice, or in the case that the second choice also declines the offer, the Head will discuss with Franklin College and convene another faculty meeting to consider further action.

F. Faculty Awards Committee

Duties – Faculty members in the Department of Marine Sciences are encouraged to nominate members of the Department (or self-nominate) for local, regional, national, and international awards or fellowships. It is encouraged that all faculty monitor the availability of awards in their fields and consider their suitability and their potential for success. Candidates should send their CV together with a statement of accomplishments, along with the award information to the Faculty Awards Chair (appointed by the Department Head) and the Head, who will then form a committee, if needed. The Committee will be charged with gathering supporting information and reference letters, and assisting in preparing the nomination letter for the award. The Department Head will then submit the nomination package to the award agency.

Composition – The Faculty Awards Committee will be composed of the Chair, supporting faculty members if needed, and the Head.

G. Site-Specific Committees

The Athens Space Committee will act in an advisory capacity to the Head on matters of space and facilities, including utilization, (re)allocation, renovation, and planning. Composition includes a chair and additional faculty members.

The following are the standing committees at the Skidaway Institute:

1. Marine Operations Committee. Serves in an advisory capacity to the Marine Superintendent and the Skidaway Institute Director in all matters pertaining to management and utilization of the R/V *Savannah* and the small boat fleet, including Ocean Instrumentation (OI) and Shipboard Scientific Support Equipment (SSSE) proposals.
2. Information Technology Committee. Serves in an advisory capacity to the information technology manager to assure that our information technology infrastructure on campus supports faculty research and education missions, and to make recommendations to the director for changes/enhancements in these systems. Membership will include Athens faculty when working on inter-site issues.
3. The Education Committee. Works to plan and coordinate education efforts and activities on campus, including the Skidaway internship program and the Semester@Skidaway domestic study away program, and makes recommendations to the Director for new initiatives as appropriate.
4. Space Committee. Acts in an advisory capacity to the Director on matters of space and facilities, including utilization, (re)allocation, renovation, and planning to best support Skidaway's research and education missions through support of individual research programs.

Site-specific committees will meet with other committee members to discuss overlapping interests and concerns as needed.

IX. Academic Professional Faculty

Academic professional faculty include the ranks of Academic Professional Associate (an entry level faculty position), Academic Professional and Senior Academic Professional. Guidelines for appointment and promotion will follow the policies and procedures set forth by the University of Georgia [Guidelines for the Appointment and Promotion of Academic Professionals](#). Academic Professionals in the Department of Marine Sciences have the same voting rights and benefits as other members of the faculty, including school/college and university level committee service as allowed by University Council, and support for internal and external research funding as allowed by the policies and guidelines of the Office of Research, with the exception of appointment, promotion, post-tenure review and any other tenure-related recommendations for tenured/tenure-track faculty.

X. Research Scientist Faculty

Full-time research faculty positions in the Department of Marine Sciences will be titled Assistant, Associate, or Senior Research Scientist as defined by the Office of Research. Research scientist faculty are supported from grants or contracts, making renewal of appointment and compensation dependent on the successful acquisition of outside support and the level of funding. Appointment and promotion of research scientists follow the [University of Georgia Guidelines for Appointment and Promotion of Research Scientists](#). Active grant-funded Research Scientists: can be major advisors of graduate students and can serve on Advisory Committees if admitted to the Graduate Program Faculty; can submit grant proposals as principal

investigators; are not eligible to vote at faculty meetings; and are not eligible for tenure. Research Scientists are not bound by mandatory promotion within a set time frame, however promotion through the ranks is encouraged. Those who have spent a minimum of eight years in either Assistant or Associate rank must receive consideration for promotion if requested.

XI. Lecturers

Lecturers include the ranks of Lecturer, Senior Lecturer and Principal Lecturer. Guidelines for appointment and promotion will follow the policies and procedures set forth by the University of Georgia [Guidelines for Appointment and Promotion of Lecturers](#). Primary responsibility is undergraduate instruction, and they will not typically have research, administrative or service responsibilities in the Department.

XIII. Graduate Program Faculty

All eligible faculty in the Department are expected to work with graduate students and to qualify for appointment to the Graduate Program Faculty. Other faculty ranks can request Graduate Program Faculty. The Graduate Program Faculty within the Department of Marine Sciences are entrusted with the responsibility of recommending their faculty colleagues for Graduate Program Faculty membership in accordance with the responsibilities and qualifications set forth in the [Department of Marine Sciences Graduate Program Faculty Guidelines](#). Primary responsibilities of Graduate Program Faculty members include overseeing research/scholarship and training of master's and doctoral students; preparing master's and doctoral students for the practice of their profession; teaching advanced graduate courses as assigned by the Head; and participating in the graduate program of the unit and the university. Voting privileges extend only to the eligible Graduate Program Faculty as defined in the Guidelines.

XIV. Adjunct Faculty

Adjunct status will be provided for individuals who wish to develop professional relationships in research and instruction with faculty and students in the Department of Marine Sciences and who do not hold an appointment with the University of Georgia. Recommendations for adjunct appointment may be submitted for an equivalent University faculty rank. Individuals recommended for adjunct appointment in the Department of Marine Sciences will have non-paid faculty appointments and are expected to meet the criteria given for University faculty appointment and promotion guidelines for the requested faculty rank (see https://provost.uga.edu/faculty-affairs/Faculty-Hiring-and-Appointments/Faculty_Ranks_and_Appointment_Status/). Adjunct appointments are for a period of five years and can be renewed. The procedure for consideration of a faculty candidate for an adjunct appointment is as follows:

1. Application for an adjunct appointment should be made by letter with an accompanying CV listing three references to the Head. The letter should describe the expected or existing interaction of the nominee with Marine Sciences faculty and students.
2. After review of the initial request, the eligible faculty of the Department will conduct a preliminary consideration to determine the desirability of a given adjunct appointment.

The eligible faculty will consider the potential contribution to the Department afforded by the candidate. Given a positive majority vote of at least a quorum of the eligible faculty, letters of reference supporting the application will be obtained by the Head and become part of the dossier.

3. The nominee for adjunct status will then be invited to give a departmental seminar and meet with faculty and students.
4. After review of all materials, a formal vote with at least a quorum of the eligible faculty will be taken either during a faculty meeting or electronically. Given a positive majority vote, nomination files will be forwarded to the Dean of Franklin College.

At the end of the appointment term, the individual is either recommended for reappointment or the appointment is not renewed. Consideration for reappointment requires an updated CV and a statement describing the expected or existing interaction of the individual with Marine Sciences faculty and students. The nominee for adjunct status renewal will give a departmental seminar at least every second request (10 years) for reappointment. After review of the reappointment materials and seminar (when applicable), a formal vote of the eligible faculty is taken. Recommendations for reappointment, along with required background materials, will be submitted by the Head to the Dean of Franklin College.

XV. Courtesy Faculty

Courtesy affiliations will be provided to UGA faculty who wish to develop professional relationships in research and/or instruction with faculty and students in the Department of Marine Sciences. Courtesy appointments are for those who wish to teach Marine Sciences courses or who are the primary advisor for Marine Sciences graduate students. Courtesy affiliations are for a period of five years and can be renewed. The procedure for consideration of a faculty candidate for a courtesy appointment is as follows:

1. Applicants should submit their CV to the Head.
2. The nominee for the courtesy appointment will then be invited to give a departmental seminar and meet with faculty and students.
3. After review of all materials, a formal vote of the eligible faculty will be taken. Given a positive majority vote, nomination files will be forwarded to the Dean of Franklin College.

At the end of the appointment term, the individual is either recommended for reappointment or their courtesy affiliation expires.

XVI. Grievances

Faculty, students, and staff will be provided the opportunity to have grievances heard formally in accordance with University of Georgia procedures.

- A. Faculty Grievance: Grievances will be presented to the Head in writing or, if the grievant is a Skidaway faculty member, to the Skidaway Institute Director. In the latter case, the

Skidaway Institute Director will bring the grievance to the attention of the Department Head. Grievances will be heard by an *ad hoc* committee appointed by the Head, or if the Head is in conflict, the Head and grievant will agree on a faculty member who will assemble the committee. No member of a grievance committee will have a direct interest in the grievance.

All parties involved in the grievance have the right to appear before the committee. A written committee report will be given to the Head and, if the grievant is a Skidaway Institute faculty member, to the Director of Skidaway Institute, and to the faculty member bringing the grievance, no later than three weeks after the Head receives the written grievance. The Grievance Committee report will specify the facts reviewed in reaching their decision. The Committee decision will be reviewed by the Head, who will make the final decision; if the Head is in conflict, the grievance will proceed through the College and University channels.

- B. Student Grievance: Grievances by graduate students will be handled according to the Department of Marine Sciences [Graduate Student Conflict Resolution Policy](#). Grievances by undergraduate students will be handled by the Department of Marine Sciences Undergraduate Affairs Committee in compliance with University policy.
- C. Staff Grievance: The Head will appoint an *ad hoc* committee to hear staff grievances, or if the Head is in conflict, the Head and grievant will agree on a person who will assemble the committee. The committee will be composed of the Department of Marine Sciences faculty and staff. The Grievance Committee report will specify the facts reviewed in reaching their decision. The Committee decision will be reviewed by the Head, who will make the final decision; if the Head is in conflict, the grievance will proceed through the College and University channels. Grievances involving Skidaway Institute staff are not covered by the Department of Marine Sciences bylaws and procedures.

XVII. Adoption of Departmental Policies and Procedures

Faculty may propose procedural or policy amendments of potential benefit to the mission of the Department and the management of its programs. The proposed policy or procedure should be submitted in writing to the Head, who will circulate it among the eligible faculty at least one week prior to a faculty meeting, at which time the proposal will be discussed and voted upon. A majority of a quorum of the eligible faculty must favor adoption of the policy or procedure for it to be enacted.

XVIII. Bylaws Amendments

Faculty may propose to revise or amend all or any part of these Bylaws. The proposed revision and amendment should be submitted in writing to the Head, who will circulate it among the eligible faculty at least one week prior to a faculty meeting, at which time the proposal will be discussed and voted upon. A majority of the eligible faculty must favor adoption of the proposed change.