Approved by the faculty of Georgia State University, Byrdine F. Lewis College of Nursing and Health Professions:

April 4, 2013;
Updated April 28, 2016; November 9, 2016; November 16, 2017; April 21, 2020.
ARTICLE I

PURPOSE

Section 1. To provide the essential framework governing the composition, organization, and functions of the faculty of the Byrdine F. Lewis College of Nursing and Health Professions (The Lewis College) that is composed of the School of Nursing, Departments of Nutrition, Occupational Therapy, Physical Therapy, Respiratory Therapy, and the Health Informatics program as established July 1, 2011.

Section 2. To enable the faculty of the Lewis College to implement the authority granted to it by Article IX, Sections 1, 2, 3, 4 and 5 as contained in the Statutes of Georgia State University.

Section 3. These bylaws and amendments thereto hereafter adopted are subordinate to the Policies of the Board of Regents and the Statutes of Georgia State University.
ARTICLE II

MEMBERSHIP

Section 1. Faculty of the Lewis College are those persons who have been designated as such by the Board of Regents of the University System of Georgia. When all voting faculty members of the Lewis College meet together to conduct the business of the College, they should be referred to as the Faculty. The Perimeter College nursing program shall have one representative, with faculty rank at .75 EFT or above, who acts as a voting member on behalf of the nursing program at Perimeter College is also part of the Faculty.

Section 2. Voting faculty are defined as personnel of Georgia State University in the Lewis College who have been appointed to faculty rank at 0.38 EFT (equivalent halftime) or greater by the Board of Regents. Individuals holding adjunct, visiting, or part-time instructor rank shall be entitled to be present at faculty meetings and shall have the right to be heard, but shall not have voting privileges.
ARTICLE III

AUTHORITY OF THE FACULTY

Section 1. Subject to the Statutes of Georgia State University and the Bylaws of the Lewis College, the faculty shall legislate the educational policies and internal affairs of the Lewis College.

Section 2. The faculty shall function through units and committees. Faculty members may refer issues concerning educational policies and internal affairs to the appropriate unit head, or to a member of the responsible committee, whichever process is appropriate.

Section 3. The voting faculty may, within their jurisdiction:

A. adopt and amend the bylaws of The Lewis College;
B. elect the members for standing committees and other committees of the Faculty;
C. confirm the dean’s appointments
D. vote on issues presented to the faculty for action; and
E. present pertinent issues to the Faculty of The Lewis College.

Section 4. In any election, a majority of the votes cast, provided a quorum is present, shall be required for election. When urgent business of the Lewis College requires a faculty or staff vote and a Faculty meeting is not scheduled, on-line voting can be conducted. *Urgent College* business is an issue that requires action before the next scheduled Lewis College faculty meeting. The committee chair or unit head who needs to conduct a vote should contact the Dean who will determine if the action is urgent. The Dean will contact the College’s website coordinator with a one (1) business day lead-time and she/he can set up a secure, anonymous
survey. The survey will be sent to faculty via email with a secure link for voting. Faculty will have three (3) business days to cast their vote. It will be assumed that a quorum is present, as the survey will go to all faculty for the desired vote. A simple majority is required for most issues to pass. Bylaws changes require a two-thirds majority.

Section 5. In matters coming within the jurisdiction of faculty governance, the Lewis College shall follow a committee review procedure. Unless the faculty by a two-thirds majority votes to suspend committee review of a specific matter and act as a committee of the whole, all matters of substance shall be submitted for committee study, recommendations, and/or action prior to definitive action by the Faculty. Matters of business may be initiated by a committee, by the Dean, by the faculty of a unit within the College, an individual member of the College faculty, or by a vote of the Faculty.

Section 6. Until the faculty suspends this pattern, the committees listed in Article V. of the bylaws shall constitute the faculty governance system of the College.
ARTICLE IV

FACULTY OFFICERS AND CONDUCT OF MEETINGS

Section 1. Officers of the Faculty

A. Chairperson. In accordance with University Statutes, Article VIII, Section 3.C., the presiding officer of all Faculty meetings shall be the Dean. In the absence of the Dean, a designee of the Dean shall preside.

B. Secretary. The Secretary of the faculty will be appointed annually by the Dean and will assume the responsibilities of the office at the end of the spring term. The Secretary of the faculty will serve for one year. The Secretary of the Faculty will be supported administratively by the Dean’s Office. The Secretary shall notify the faculty in writing of the date, time, place and agenda of all College faculty meetings in accordance with Article IV. Section 3.A. of these bylaws. The Secretary shall prepare and send copies of minutes of the Faculty meetings to each faculty member and administrative officers of The Lewis College in accordance with Article IV. Section 3.E. of these bylaws.

C. A parliamentarian, appointed by the Dean, shall be present at all faculty /staff meetings to advice on questions of parliamentary law and procedure and shall advise the presiding officer prior to rulings on controversial questions. The Parliamentarian will also document whether or not a quorum is present at all meetings; this will be noted in the minutes of all faculty meetings. The most recent edition of Robert’s Rule of Orders will be used by the Parliamentarian to ensure meetings are conducted appropriately.

Section 2. Frequency of Faculty Meetings. The faculty of The Lewis College shall hold at least
one regular meeting during each semester of the academic year. The meeting
dates for each academic year shall be proposed and established by the Dean.
Special meetings may be called by initiative of the Dean.

Section 3. Order and Conduct of Meetings.

A. All members of the faculty shall be informed by the Secretary of the faculty of
all regularly scheduled meetings by written communication at least five (5)
working days prior to the scheduled meeting time. Faculty shall receive written
notification of special meetings at least twenty-four (24) hours prior to the
scheduled meeting time. Notification of all meetings shall specify the time,
date, and place of these meetings and the agenda for the meeting.

B. The text of any motions or resolutions that are to be proposed by committees
at a Faculty meeting shall be provided to the Dean within ten (10) working
days before the meeting and shall be forwarded to faculty members at least
five (5) working days prior to the meeting, as attachments to the agenda.
Similarly, persons requiring presentation time and/or a vote at regular faculty
meetings, or those wishing to make reports to the Faculty, shall submit items
with supporting documents as needed to the Dean within ten (10) working days
before the meeting, for attachment to the agenda. The purpose of special
meetings shall be stated in the notice to the faculty; materials to be discussed
and/or voted upon at special meetings shall be distributed at least twenty-four
(24) hours prior to said meetings as attachments to the agenda.

C. The order of business at faculty meetings shall be in accordance with the
agenda. All meetings shall be conducted according to the latest edition of
Robert's Rules of Order, revised.
D. Faculty shall receive a copy of the minutes of any meeting within fifteen (15) working days following the meeting, with a copy simultaneously being kept on file with the Dean’s Office.

Section 4. Quorum. A quorum is defined as a simple majority of the voting members of the faculty employed for the current semester. The Parliamentarian will publish the number of voting members and the number required for a quorum in the minutes of the fall faculty meeting.
ARTICLE V

STANDING AND SPECIAL COMMITTEES

Section 1. The Standing Committees composed of Faculty of the Lewis College shall be:

- Academic Affairs Committee (p.13)
- Bylaws Committee (p.14)
- Faculty Advisory Committee (p. 15)
- Faculty Appeals Committee (p. 16)
- Faculty Promotions and Tenure Committee (p.17)
- Graduate Faculty Committee (p. 20)
- International Services Committee (p. 21)
- Research Committee (p. 22)
- Simulation Initiative Committee (p. 23)
- Student Appeals Committee (p. 23)
- Student Services Committee (p. 24)

Section 2. Membership of Standing Committees.

A. It is the desire to have at least one faculty member from all units on each committee. Members for each of the following standing committees shall be elected by the Faculty at the last meeting of the academic year or by the end of Spring Semester: Academic Affairs, Bylaws, Faculty Appeals, Faculty Advisory, Graduate Faculty, Research, Simulation Initiative, Student Appeals, and Student Services. An alternate member is elected to each of these committees to fill vacancies that may occur during the academic year. The Faculty Promotions and Tenure Committees members shall be elected in the manner described in Section 4.E. All persons elected (or appointed) to committees other than the Faculty Promotions and Tenure Committees shall assume their responsibilities at the beginning of the following Fall semester.
and serve for two years. Members of the Faculty Promotions and Tenure Committees shall begin their service at the beginning of the Spring semester of the academic year for which they are elected. To provide continuity of membership in constituting new committees or reconstituting existing committees, the committee shall be initially divided in two groups. Lots will be drawn so that approximately half the members of the committee serve one-year terms and the remainder of the members serves two-year terms so that not all terms of office expire at the same time.

B. The Office of the Dean shall maintain a record of the members of each standing committee to include the sequence of elections and the respective terms of those elected.

C. The academic units will nominate students to serve on committees. Student representatives will be distributed across the academic units to provide opportunities for each discipline be represented.

(1) Student representation on the Student Services Committee shall be determined as follows: By September 15th, each student organization faculty advisor nominates one or more officers to serve on the Committee.

(2) The faculty members of the Student Services Committee will review the nominations and appoint student committee members to serve for the academic year.

D. The Dean, Associate Deans, Assistant Deans and Unit Heads are not eligible to serve on the Faculty Promotions and Tenure Committee, Student Services Committee, Research Committee, Academic Affairs Committee, Graduate
Faculty Committee, and the Committee for Review of Candidates to Rank of Professor, except for in extenuating situations.

E. At the end of Spring semester, the out-going chair shall deposit committee materials and official records in the Office of the Dean. For storage purposes, the outgoing chair shall inform the Office of the Dean whether or not the materials involve confidential data.

F. To facilitate committee work, each outgoing committee chair will meet with the incoming committee members prior to the end of the spring semester to orient the committee on unresolved actions and any other matters. This will allow the committee to work with the Dean over the summer to create their action items for the upcoming academic year. The out-going committee chair is responsible for providing an orientation on any outstanding committee items requiring action in the upcoming year.

G. At its first meeting of the academic year, each committee shall:

(1) elect a chairperson from among its membership,

(2) determine how to cover secretarial duties,

(3) review the policies and procedures of the committee, and

(4) provide a membership orientation to the functions of the committee.

The names of the elected officers of committees shall be reported to the Office of the Dean who will keep the information on file, as well as distribute it to the appropriate individuals. This should be done within 5 business days after the first organization meeting occurs.

H. Faculty vacancies that occur during an elected term of office shall be filled by the alternate member of that committee as follows:
(1) The chair of the committee shall notify the alternate member of the committee of the need for his/her services.

(2) If the vacancy extends beyond one academic semester, the alternate member shall serve the remainder of the term on the standing committee.

Section 3. Standing Committee Meetings.

A. Each committee shall determine the frequency and schedule of its meetings but shall have at least one meeting at the beginning of its term of service each academic year. Meetings may be called by the chairperson or by a majority of the membership of the committee. Meetings shall be conducted according to accepted business practices listed in section 3B. A committee quorum shall consist of a majority of its members.

B. Standing committees shall keep minutes of all meetings, including a list of members present and members absent. The minutes shall include attachments or otherwise the text of any actions taken by the committee that propose or implement changes in committee or College policy or procedure. It shall be the responsibility of the Office of the Dean to maintain the official copies of all such policy or procedure documents, and to have the current version of each posted on the College’s web site. Each committee’s chair shall deposit the minutes of the committee meetings with the Dean’s Office within five (5) working days following the date of their approval. Faculty/Staff meeting agendas will include a time for all approved standing committee reports. Minutes shall be kept on permanent file in the Dean’s office and shall be accessible to all members of the faculty, unless specifically designated as confidential and closed in accordance with University
Section 4. Standing Committees.

A. Academic Affairs Committee

(1) Purpose: The Academic Affairs Committee (AAC) provides oversight of all curriculum issues, including modification to the existing curriculum, the introduction of new courses, changes within specialty tracks, thesis and dissertation requirements and guidelines, and other academic related issues.

(2) Membership: The AAC shall consist of six (6) faculty members – one from each academic unit, one (1) student, either undergraduate or graduate, and the Director of the Office of Academic Assistance of the Lewis College. Student representatives shall serve for one year. One alternate is elected to fill any vacancy that may occur during the academic year. All members of the committee are to be voting members. Three (3) members shall be elected annually.

(3) Duties and Functions

The committee shall:

a. receive and review proposals at least once during fall and spring semesters, and ad hoc as needed for additions, deletions or substantive modifications of courses, curricula, and programs in The Lewis College, and make recommendations to the Faculty;

b. assist, if requested, in course, curricula and program development and evaluation;

c. review both undergraduate and graduate, college-level, academic issues and recommend to the faculty academic
policies for both undergraduate and graduate education; develop and submit for approval by the Faculty of the Lewis College policies and procedures necessary for conducting the committee’s duties and functions.

d. make recommendations and assist on academic issues that may benefit all faculty, such as, learning outcomes reporting, cross-listed courses, dual-degree programs, etc.

B. Bylaws Committee

(1) Purpose: It is the responsibility of this committee to review the Bylaws for the purpose of considering any additions and/or revisions which may be deemed necessary and advisable by the Dean and Faculty. The committee is charged with preparing and revising the Bylaws which shall provide faculty members with a detailed guideline for the accomplishment of their responsibilities and standard operating procedures.

(2) Membership: The Bylaws Committee shall consist of six (6) faculty members-one from each academic unit, and one alternate. Three (3) members shall be elected annually.

(3) Duties and Functions

The committee shall:

a. consider any proposals for amendments to the bylaws necessitated by changes in the Georgia State University Statutes or submitted by The Lewis College committees or faculty, and draft appropriate amendments to submit to the Faculty for consideration;
b. advise on questions of interpretation of the bylaws;

c. review the bylaws at least annually and recommend to the
faculty amendments, as the committee deems necessary.

C. Faculty Advisory Committee

(1) Purpose: The Faculty Advisory Committee (FAC) is an advisory body
to the dean on a range of matters relating to the administration of the
college. The FAC is also charged with a number of specific
responsibilities that include; making nominations, which can be
supplemented by nominations from the floor of a College faculty
meeting for each vacant position on standing committees of the faculty;
and making such recommendations to the faculty as it deems

(2) Membership: The Faculty Advisory Committee shall consist of six (6)
members - either tenure track or non-tenure track from each unit and
program. To be eligible to serve, faculty members must have at least
two (2) years of faculty service at Georgia State University as of the
time they would take office and must be employed as full-time faculty
members. Three (3) members shall be elected annually.

(3) Duties and Functions

The committee shall:

a. serve as an advisory committee of the faculty to the Dean

b. provide a channel through which faculty issues and policies
   may be addressed;

c. receive nominations from units for student representation on
   committees and select students for the various committees at
   the beginning of Fall semester;
d. by the end of Fall Semester, elect two (2) members from the existing Faculty Advisory Committee to serve as a nominations subcommittee with responsibility for soliciting nominations from the Lewis College faculty by February 10. This includes vacant faculty positions on the Academic Affairs, Bylaws, Faculty Advisory, Faculty Appeals, Graduate Faculty, Research, Student Appeals, and Student Services Committees.

e. Prepare a slate of candidates for faculty vote at the Spring faculty meeting. Voting will be by secret ballot and results will be sent electronically to faculty within 48 hours of the faculty meeting.

D. Faculty Appeals Committee

(1) Purpose: The Faculty Appeals is for the establishment of a fair and impartial hearing panel and for the handling of faculty complaints related to matters other than removal of a faculty member for cause or non-renewal of faculty contract.

(2) Membership: The Faculty Appeals Committee shall consist of six (6) faculty members. At least one member from each unit and one must be a tenured full professor. A faculty member elected to serve on the Faculty Promotions and Tenure Committee shall not be eligible to serve simultaneously on the Faculty Appeals Committee. For grievances originating from the School of Nursing at Perimeter College, a committee will be constituted that is a subset of the Faculty Appeals Committee from both campuses.

(3) Duties and Functions
The committee shall:

a. provide an impartial hearing to any member of the faculty who lodges a complaint with the Dean on any matter concerning that faculty member's employment relationship, other than matters involving removal of a faculty member for cause, or renewal of a faculty employment contract. When a faculty member has lodged a complaint with the Dean and is not satisfied with the decision thereon, such faculty member shall, on written request to the Faculty Appeals Committee, have the right to a fair and impartial hearing before the committee;

b. conduct the hearings in accordance with Article XII, Section 24 of the Statutes of Georgia State University;

c. engage in annual perusal of the appeals procedure and the Hearing Committee procedure for necessary revision and/or appropriate dissemination of information to the faculty.

E. Faculty Promotions and Tenure Committee

(1) Purpose: to make recommendations for tenure and/or promotion and advises the Dean on tenure and promotion decisions, and on other related matters as required.

(2) Promotion to Professor

a. Membership: The Faculty Promotion and Tenure Committee for Professor shall be elected by the faculty to review candidates applying for promotion and/or tenure to the rank of professor during Fall semester with the term of office beginning no later than March of the following semester. With the exception of the
Dean, all tenured faculty with the rank of professor are eligible to serve on this committee. If the candidate’s chair is a member of this committee, that chair is ineligible to serve for the purpose of review of that candidate. If there are eligible professors (a minimum of three) at the unit level, then the candidate for promotion to professor can be reviewed at that level. However, if there are not enough eligible professors at the unit level, there will be no unit level faculty review and the candidate will be reviewed by the Committee for Promotion to Professor. This committee shall consist of three (3) members, elected by the Faculty, who shall serve one (1)-year terms.

b. Duties and Functions

The committee shall:

i. recommend to the Faculty criteria and procedures for promotion in academic rank of faculty to professor and the awarding of tenure to faculty being promoted to professor. This committee will also perform post-tenure review for professors;

ii. serve as an advisory committee to the Dean in matters of promotion and tenure related to the rank of professor;

iii. receive applications for promotion to the rank of professor and make recommendations for promotion and tenure as outlined in The Lewis College Promotion and Tenure Manual;
iv. review College policy documents for consistency with University and Regents policy on promotion to the rank of professor and tenure;

v. review annually the duties of, functions of, and procedures for the Faculty Committee for Promotion to Professor and the criteria for promotion and tenure to professor.

(3) Promotions and Tenure Committee (P & T)

a. Membership: The P & T Committee (TT and NTT) shall consist of at least eight (8) faculty members who shall be elected for 2 year-terms; one from each unit with at least three (3) representatives being non-tenure. Representatives shall be elected during Fall semester and shall take office at the beginning of Spring Semester. All Members must hold the academic rank of associate professor or professor and must be tenured, excluding as noted above in which case the academic rank is Clinical Associate Professor or above.

b. Duties and Functions:

The committee shall:

i. recommend to the Faculty criteria and procedures for both promotion in academic rank of faculty of tenure-track (TT) (associate professor) and non-tenure-track (NTT) faculty, and the awarding of tenure to faculty being promoted to associate professor, and recommend to the Faculty criteria and procedures for
promotion of non-tenure track faculty;

ii. serve as an advisory committee to the Dean in matters of promotion and and/or tenure of faculty members;

iii. receive applications for promotion to the rank of associate professor and of non-tenure track faculty and make recommendations for promotion and tenure as outlined in the appropriate Lewis College Promotion and Tenure Manual;

iv. review College policy documents for consistency with University and Regents policy on promotion and / or tenure;

v. review annually the duties of, functions of, and procedures for the Promotions and Tenure Committee (TT and NTT).

F. Graduate Faculty Committee

(1) Purpose: The Graduate Faculty Committee reviews applications for Graduate Faculty Status, and, recommends approval of new members of the Graduate Faculty to the Dean.

(2) Membership: The Graduate Faculty Committee shall consist of six (6) faculty members, one from each unit and one alternate member. Only faculty who currently hold Graduate Research or Graduate Professional Faculty status are eligible to serve on the committee. Three (3) members shall be elected annually.

(3) Duties and Functions

The committee shall:
a. annually review criteria for membership for the College's
Graduate Faculty to ensure consistency with the current
Georgia State University Faculty Handbook, Section 306.07;
b. establish and publish fall and spring semester deadlines for
submission of materials for committee review;
c. provide results of reviews to the Dean in the form of a written
letter from the committee chair to:
   i. notify faculty of committee recommendations to the
      Dean, which will be forwarded to the Provost/Vice
      President for Academic Affairs as described in the
      Georgia State University Handbook;
   ii. provide recommendations for future submissions
       when recommending that a faculty member not
       receive graduate faculty status.

G. International Services Committee

(1) Purpose: This committee will advise the Dean on the growth of
relationships with international universities with similar programs. The
committee will assist the Dean in identifying goals and metrics for
successful international services partnerships. The committee will
assist the Dean in attainment of the identified benchmark for success
in achieving the strategic goal.

(2) Membership: The International Services Committee shall consist of six
(6) faculty members appointed by the Dean. A chairperson, selected
from among the appointees, will also be the college liaison to the Office
of International Initiatives. The Dean and Associate Dean for Academic
Affairs will serve as ex officio members.

(3) Duties and Functions

The committee shall:

a. Review Study Abroad programs, make suggestions for revisions to current programs, and suggest alternate opportunities.

b. Track and review all current international agreements and make recommendations to the Dean about ending or expanding an agreement.

c. Create and review policies/documents related to on-boarding visiting scholars, international Post-Docs, and international delegations.

H. Research Committee

(1) Purpose: The Research Committee is to encourage and actively support research in the Lewis College. This entails the specific role of reviewing all Lewis College internal research proposals and making recommendations of these proposals for funding to the dean.

(2) Membership: The Research Committee shall consist of seven (7) faculty members-at-large, five (5) tenure track and two (2) non-tenure track faculty, and the Associate Dean for Research who shall serve in an advisory capacity rather than as a voting member. Members of the Research Committee shall have an active program of research and experience in submitting grants for internal and/or external funding.

(3) Duties and Functions

The Committee shall:
a. review internal and external grant proposals and provide written feedback to principal investigators;

b. act as a liaison between the faculty and the Associate Dean for Research;

c. advise the Associate Dean for Research regarding faculty development and research support needs;

d. organize College-wide activities to promote faculty programs of research to develop or enhance faculty research skills and knowledge.

I. Simulation Initiative Committee

(1) Purpose: The Simulation Initiative is to develop an evidence-based interprofessional simulation program of the Lewis College. This includes upholding a well-designed plan for current and future progression of an interprofessional educational (IPE) curriculum and program.

(2) Membership: The Simulation Initiative Committee shall consist of six (6) key simulation champion faculty members, one from each academic unit. Three members will be elected annually.

(3) Duties and Functions:

The Committee shall:

a. identify key initiative goals for an IPE program;

b. develop an IPE curriculum plan;

c. develop and maintain plans for sustainability.

J. Student Appeals Committee

(1) Purpose: The Student Appeals Committee is to uphold the academic
standards of the Lewis College. If exceptions to academic rules and regulations are to be made, this body will adjudicate the case.

(2) Membership: The Student Appeals Committee shall consist of six (6) faculty Members, one alternate, and one student from each academic unit. Three (3) members shall be elected annually.

(3) Duties and Functions

The committee shall:

a. review annually student appeals procedures in the Lewis College for compliance with University policy and for necessary revision and/or appropriate dissemination of information to students and faculty;

b. Once the need to have a grade appeal is established, at least three (3) of its faculty members and one (1) student will serve as an advisory panel to the Dean in grade appeal cases when the Dean wishes to have such an advisory panel. The purpose of this hearing is to make recommendations to the Dean regarding final semester grades only. For any hearings that are called, the student appointed must not be in the discipline of the student who filed the appeal or from the same discipline as the student who is charged with academic dishonesty. A quorum must be present for an appeal case to be heard;

c. In cases of academic dishonesty, the hearing panel member will be convened on a case-by-case basis in accordance with the University Student Appeals and Policy and Procedures.

K. Student Services Committee
(1) Purpose: The Student Services Committee is responsible for bridging the gap between the student services provided by the University and The Lewis College. This committee also serves to increase publicity for the services and utilization of student fees and serve as the voice of students for future student services.

(2) Membership: The Student Services Committee shall consist of thirteen (13) members as follows: The Associate Dean for Academic Affairs; one (1) faculty member elected from each academic unit; and at least one student officer from each of the approved chartered student organizations within the Lewis School. The student alternates shall be selected to serve as substitute members for student members who are unable to attend. When possible, at least one of the faculty members shall be a member of the Senate Student Life and Development Committee and also, when possible, one or more of the students shall be members of the Student Government Association. The Associate Dean for Academic Affairs shall serve as presiding officer of meetings and convener of the committee, but is a non-voting member. Student alternates may attend all meetings, but vote only as designated by the Chair. A quorum for all votes of the Committee shall consist of six (6) voting members. Tie votes are to be treated as failed-to-pass.

(3) Duties and Functions

The committee shall:

a. identify and review student concerns and issues and make recommendations to the Faculty;

b. serve as The Student Activity Fee Committee for The Lewis
College by fulfilling the responsibilities of making recommendations to the Dean. This includes on how to use the student activity fee allocation to support student activities, clubs, programming, etc. within the College, and developing, implementing and enforcing policies and procedures regarding the student activity fee allocation to insure compliance with applicable University, and Board of Regents policies and State and Federal laws.

c. serve as the Student Technology Fee Committee for the Lewis College by fulfilling the responsibilities of making recommendations to the Dean about how to use the student technology fee allocation which supports student learning within the College. This allows for developing, implementing and enforcing policies and procedures regarding allocation of the student technology fees to insure compliance with applicable University, Board of Regents policies, and State and Federal laws.

d. provides names of students recommended to serve on faculty committees to the respective chair of each committee at the beginning of the academic year.

Section 5. Special Committees. The Faculty or the Dean may establish special committees and appoint and/or elect members to such committees.
ARTICLE VI

UNITS OF THE COLLEGE

Section 1. Colleges

A. In accordance with Article VIII, Section 1, of the Statutes of Georgia State University, a School may be developed within a college. The Byrdine F. Lewis College of Nursing and Health Professions consists of the School of Nursing, the Department of Nutrition, the Department of Occupational Therapy, the Department of Physical Therapy, the Department of Respiratory Therapy and the Health Informatics/Health Sciences programs.

B. The individual who is responsible for the College shall be the Dean.

Section 2. Departments

A. In accordance with Article X, Section 1, of the Statutes of Georgia State University, a department is an administrative subdivision of a college or school established for the purpose of conducting programs of instruction, research and service. The following subdivisions are departments The Lewis College:

School of Nursing
Department of Nutrition
Department of Occupational Therapy
Department of Physical Therapy
Department of Respiratory Therapy

B. The Secretary of the faculty shall add the names of additional divisions to this list as they are established. The following subdivisions are programs of the Lewis College:

Health Informatics
C. The individual who is responsible for an academic unit shall be the Unit Head, whose responsibilities and authority are described in Article X, Section 2, of the Statutes of Georgia State University.

Section 3. Schools, Departments, and Institutes

A. In accordance with the Statutes of Georgia State University and subject to direction of the faculty of the College, the Lewis College shall develop and implement policies and procedures concerning their selection of students and their educational programs and shall handle matters of internal administration.

B. The Faculty of the Lewis College shall meet at least once each semester during the academic year. Minutes shall be maintained, and copies transmitted formally to the Dean of the College.
ARTICLE VII

RATIFICATION AND AMENDMENTS

Section 1. Amendments to these bylaws shall be in effect upon approval by two-thirds of the faculty of the Lewis College present who are eligible to vote, providing a quorum is present.

Section 2. Any voting faculty member or committee may propose amendments to the Bylaws Committee for its consideration.