

The Faculty Board Regulation of Engineering Economics, Media Technologies and Social Sciences

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Contents

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|---|---|
| Article 1. Main Regulations..... | 2 |
| Article 2. Staff of The Faculty Board..... | 2 |
| Article 3. Authorization of The Faculty Board | 2 |
| Article 4. Functional and Decision-Making Procedures of The Faculty Board | 4 |
| Article 5. Enactment of The Faculty Board Regulation..... | 7 |

Article 1. Main Regulations

1. Georgian Technical University (hereinafter “University”) Charter is the basis of the Faculty Board Regulation elaboration of the Faculty of Engineering Economics, Media Technologies and Social Sciences (hereinafter “Faculty”).
2. The Faculty Board is the representative body of the Faculty, the Faculty management body.
3. The Faculty Board carries out authorization by the Law of Georgia "On Higher Education", University statute, according to the Faculty regulation, the duties defined by these regulations and other legal acts of the University.

Article 2. Staff of the Faculty Board

1. The faculty consists of all members of academic staff of the Faculty and representatives of Students’ Self-Government.
2. Academic staff consists of Professor, Associate Professor, Assistant Professor and Assistant.
3. Number of the representatives of Students’ Self-Government consists of 1/3 of the full board within the Faculty Board.

Article 3. Authorization of the Faculty Board

1. The faculty Board:
 - A) Defines and represents the draft budget of the Faculty to the Head of Administration (Chancellor);
 - B) Elects the Faculty Dean;
 - C) Elects the Head of Quality Assurance Service of the Faculty;
 - D) Elaborates and represents for the approval development strategy plan, educational and scientific research programs of the Faculty to the University Academic Board under the Dean's representations;
 - E) Elaborates the Faculty structure and statute under the Dean's representations, submits it for approval to the University Representative Board (Senate);
 - F) Introduces the statutes of the Faculty Structural Units to the Representative Board (Senate) for approval;
 - G) Elaborates the Dissertational Board's statute and submits it to the University Academic Board for approval;
 - H) Creates the Faculty Ethics Commission and approves the decisions made by the Commission;
 - I) Makes a decision, in case of violation of the rules of conduct defined by the Code of Ethics of the University on initiating disciplinary proceedings against a student. Conducts a disciplinary case against a Faculty student. (The student's rights and obligations are defined by the Code of Ethics of the University).
 - J) Creates the Faculty's permanent and temporary commissions, including educational-scientific literature sectorial commission.
 - K) Discusses the issue of early termination of the authority of the Dean, Dean's violation of Georgian legislation, entrusted on the Dean Duties inadequate fulfillment or/and inadequate to the dean on the basis of the activity, at the request of the Board of the Faculty at least 1/3.
 - L) In case of early termination of the authority of the Dean, assigns the Acting Dean.
 - M) Chooses from the Faculty academic staff University Academic Board and Representative Board (Senate) members within the quota set for the Faculty.
 - N) Makes decisions own functions at the Faculty conference about delegation, except for "Higher Education" Directly defined by Article 28 of the Law of Georgia.

- O) Approves the Regulation of the Faculty Board.
- P) Defines the qualification requirements for a person to be appointed as a Dean of the Faculty.
- Q) Defines the qualification requirements for the person to be appointed as the Head of the Faculty Quality Assurance Service.
- R) Represents candidate to the Academic Board with the purpose of awarding the title of Honorary Doctor.
- S) Honorable Doctor's title may be granted for the purpose of appreciating the special merit of the University a prominent scientist of Georgia and foreign country, state or/and public figure.
- T) Represents candidate to the Academic Board in order to grant the rank Emeritus, Emeritus rank may be granted to a person for special merit, who performs educational-scientific and public activities fruitfully at the University, also a prominent scientist of Georgia and/or foreign country, state or/and public figure.
- U) Approves the Faculty statute of scientific-research project assessment and the Approval Commission, also approves Faculty scientific-research projects.
- V) Performs other authorities within the framework of the Georgian legislation and legal acts of the University.

Article 4. Functional and Decision-Making Procedures of the Faculty Board

1. The term of authority of a member of the Faculty Board is determined in accordance with the term for the academic position. In case of expiry of the term for academic position or early termination from the academic position, the status of the member of the Faculty Board is automatically terminated.
2. The number of student self-government representatives in the Faculty Board should be 1/3 of the Board members. Students' Self-Government representative loses the right for Faculty Board membership in case of suspension/termination of student's status. Representing new members and their authority is certified according to the established rule.

3. The Faculty Board is authorized, if it is attended by more than half of the listed members of the Board members.
4. Decision on the Faculty Board should be made by open or secret ballot.
5. Decision on the Faculty Board will be accepted by a majority of the listed membership or by a majority of the attendees' votes.
6. Newly elected academic staff and the representatives of the Students' Self-Government in the Faculty Board are recognized as authoritative at the closest meeting of the Faculty Board.
7. The Faculty Board is headed by the Dean. In the absence of the Dean, the Faculty Board is chaired by the Acting Dean or Deputy Dean. (If the acting Dean is elected by the Faculty Board, then the Board is chaired by the Acting Dean).
8. The Faculty Board chooses the Faculty Dean for a four year term by secret ballot. The elected candidate will be considered valid, if the majority of the listed members have voted for him/her.
9. Faculty Board chooses the Head of the Quality Assurance Service for four years with secret ballot. The elected candidate will be considered valid, if the majority of the listed members have voted for him/her.
10. The Faculty Board chooses the Secretary of the Faculty Board by the majority of the attendees' votes at the open ballot. The Secretary of the Faculty Board Functions will be determined by the official Instruction.
11. The agenda project of The Faculty Board is elaborated by the Faculty Dean and is approved by the Faculty Board at beginning of the session.
12. The Faculty Board has the right to invite the Chairman of the Faculty Board (Dean) or Acting Dean. In case of absence of the dean, the Faculty Board has the right to invite no less than 1/3 of the members of the Board or Deputy Dean.
13. The Faculty Board calls the election of the Faculty Dean and the Head of the Faculty Quality Assurance Service.
14. The Faculty Election Commission is created in order to hold the Dean and the Head of the Quality Assurance election. Commission staff and their responsibilities are determined by the statute of GTU and management bodies of the Faculty about holding the elections.

15. In case of early termination of the Dean, the Elections are appointed by the Faculty Council for the vacant position of the Dean.

16. An Act issued by the Faculty Board on the appointment of the Dean of the Faculty determines: the requirements to the Dean candidates, the list of the documents to be submitted, the registration of candidates and the terms of holding the elections. According to the same act, the text of the statement and the date of its publication is established.

17. The Faculty Council announces the application for registration of candidates for the Dean's office at least 1 month before the start of the registration of candidates, in accordance with the statute established by the University, in accordance with the principles of transparency, equality and fair competition.

18. In case of early termination of the Head of the Faculty Quality Assurance Service, the elections are appointed by the Faculty Council for the vacant position of the Dean. The Act issued by the Faculty Board on the appointment of the elections is determined by: the requirements for candidates and the list of the documents to be submitted, the registration of candidates and the deadline for the elections. According to the same act, the text of the statement and the date of its publication shall be established.

19. Decision of the Faculty Board on early termination of the authority of the Dean is made by secret ballot, by a majority of the votes. The Dean does not participate in the ballot envisaged by this paragraph and the session is presided by the eldest member of the Council; Complaint against the decisions taken on these issues does not cause suspension of the disputable act;

20. In case of early termination of the authority of the Head of Quality Assurance Service, the Faculty Council appoints the acting person as the Head of Quality Assurance Service and calls the elections within 10 days after termination of the Head of Quality Assurance Service.

21. The Faculty Board examines all the evidence that are the basis for disciplinary proceedings of the student. The decision on the implementation of a student's disciplinary proceedings should be justified and based on the legislation of Georgia and evidence obtained by the Code of Ethics of the University.

22. The procedure for drafting the Faculty Dissertation Board and election of its Chairman is determined by the statute of the Dissertation Board elaborated by the Faculty Board, which is introduced to the Academic Council of the University.

23. Faculty Council's decision on creating Commission is made by majority of votes via open ballot.
24. In case of violation the rules established by the Code of Ethics, the Faculty Council makes a decision on commencement of disciplinary proceedings against a student via secret ballot.
25. The Faculty Council selects from the academic staff of the University Academic Council and the Representative Council (Senate) within the Faculty quota, by the majority of the votes via secret ballot.
26. The Faculty Council with the majority of the votes via open ballot, makes decisions on delegation of functions of the Faculty, except for the authorities specified in Article 28 of the Law of Georgia on Higher Education. The sphere of delegated authorities is social benefits, scientific leaves, awards, bonuses and more.
27. The Faculty Council, approves the regulations of the Faculty Board by the majority of the votes via open ballot.
28. The Faculty Council selects the candidate for the purpose of awarding the honorary Doctor by the majority of the votes by secret ballot
29. The Faculty Council selects the candidate for the purpose of awarding the title of Emeritus nominated for the Academic Council by the majority of votes via secret ballot.
30. Academic Council members are elected by the all members of the Faculty and the members of the Students' Self-Government.
31. The Faculty Council approves the statute of Scientific-Research project Evaluation and Approval of the Faculty by a majority of votes via open ballot; By the open ballot, with a majority of the composition of the list, approves the Faculty scientific-research projects (Extract from the Faculty Council Meeting and the Dean's Report Card will be submitted to the Rector of the GTU) via open ballot.
32. The protocol is recorded on every Faculty Council meeting which is signed by the Head of the Council and Secretary of the Council.

Article 5. Enactment of the Faculty Board Regulation

The regulations of the Faculty Council goes into force by the approval of the regulation by the Faculty Council.

Head of the Faculty Council of the Engineering Economics,

Ivane Jagodnishvili

Media Technologies and Social Sciences