

**THE CGSC STAFF AND FACULTY COUNCIL
(Effective Until Rescinded or Superseded)**

1. **PURPOSE.** To prescribe policy and procedures for the Staff and Faculty Council for the Command and General Staff College (CGSC).

2. **SCOPE.** This bulletin applies to all schools and staff directorates within CGSC. This bulletin supersedes CGSC Bulletin No. 925, dated 30 August 2011.

3. **MISSION.** To help insure the CGSC staff and faculty are equipped and enabled to provide all students the best instruction and support possible.

4. **EXECUTION.** The CGSC Staff and Faculty Council is an advisory body to the Dean of Academics, the Deputy Commandant, and the Commandant. The Council consists of faculty and staff members who meet to represent the views of colleagues in their departments or organizations. The Council serves as the College's independent forum for voicing staff and faculty opinions and ideas on policy, processes and procedures, administration, curriculum, teaching, faculty selection and development criteria, and other subjects of concern. In meeting its responsibilities, the Council conveys the views of its constituents primarily to the College leadership and reciprocally, conveys the views of the leadership to its constituents. In those efforts, it may initiate informal studies on topics under discussion or it may undertake such studies at the request of the College's leadership. In so doing, the Council may seek the support of other College organizations with special skills or interests in the subject area under consideration. The Council's communication channel to the Deputy Commandant and Commandant is through the CGSC Dean of Academics.

5. **PARLIAMENTARY AUTHORITY.** The Staff and Faculty Council shall use the *Standard Code of Parliamentary Procedure*, by Alice Sturgis (most recent edition), as modified by this bulletin, as the parliamentary authority for its proceedings.

6. COUNCIL MEMBERSHIP.

a. The following College "organizations" are authorized at least one but not more than two elected representatives on the council. All elected representatives or their proxy may vote.

- (1) School of Advanced Military Studies (SAMS)
- (2) School for Command Preparation (SCP)
- (3) Department for Army Tactics (DTAC)
- (4) Combined Arms Research Library (CARL) (*)
- (5) Chief of Staff (COS) organizations (**)
- (6) Dean of Academics (DOA) organization (**)

- (7) Department of Joint, Interagency, and Multinational Operations (DJIMO)
- (8) Department of Logistics and Resource Operations (DLRO)
- (9) Department of Military History (DMH)
- (10) Digital Leader Development Center (DLDC) (*)
- (11) G6/Directorate of Educational Technology (DOET) (*)
- (12) Department of Command and Leadership (DCL)
- (13) Department of Distance Education (DDE)

b. One elected voting representative each from:

- (1) Air Force Element
- (2) Command and General Staff School (office)
- (3) Marine Corps Element
- (4) Navy Element

c. One voting member from each of the CGSC Satellite Campuses (SC)

- (1) Fort Belvoir
- (2) Fort Gordon
- (3) Fort Lee
- (4) Redstone Arsenal

(*) = Due to the individual size of these departments/centers within the DOA or COS organizations, they are authorized up to two elected representatives.

(**) = Based on the current CGSC organization chart, and the overall number of staff and faculty in these organizations, these bodies are authorized up to two additional elected representatives on the Council. These positions should be selected/elected from within their organizations except CARL, DLDC and DOET, which are already represented.

7. SELECTION OF VOTING MEMBERS. Staff and Faculty Council members of the individual membership bodies listed in paragraph six, "Membership," will *elect* their representatives to the staff and faculty council annually. Council sessions normally run from August through July of the following year. The voting bodies in paragraph five will elect their representatives no later than 31 July of the year in which elections for its representatives are to be held. Newly elected representatives will take office in August of each year. These elected representatives will serve a two year term. Elected representatives may not serve more than three consecutive two-year terms. Each membership body will determine the election process used in their department/organization.

8. COUNCIL OFFICERS AND NON-VOTING MEMBERS.

a. **Council Chair:** The Chair presides over meetings of the Staff and Faculty Council and moderates its discussions. The Chair shall maintain direct liaison with the Dean of Academics and other senior college leaders, as deemed appropriate. Nominations for Chair will be received before the May meeting of the year in which the current Chair's term is to expire. Election of the Chair will occur at the May meeting, with the new Chair taking office at the August meeting in the same year. The term of office is two years. The Chair will serve no more than two consecutive terms.

b. **Vice Chair:** The Vice Chair of Staff and Faculty Council coordinate the activities of Council's committees, and in the absence of the Chair, assume leadership of Council meetings. The Vice Chair is selected in the same way the chair is selected for a two year term. If the Vice Chair must assume leadership for an extended absence of the Chair, the Council will elect an interim Vice Chair to assume duties of the Chair until the Chair returns, or until the expiration of the Vice Chair's term, whichever is sooner.

c. **Secretary:** The Council Secretary will prepare an agenda for each meeting, record minutes, enforce procedural rules during meetings, and prepare the Council meeting minutes for initial review by the Council Chair no more than five working days after the scheduled meeting. Upon the review of the chair, the Secretary will distribute to all other members electronically for review and comment. The Secretary will also maintain a comprehensive file of Council minutes, reports, and associated attachments at the Council's SharePoint site as the Council's permanent records. The Secretary shall be appointed annually by the Chair, to begin duties in preparation for the August meeting.

d. **Advisors to Council:** The following individuals or offices will be considered *advisors* to the CGSC Staff and Faculty Council, and will be a non-voting member of the council:

- (1) Dean of Academics (DOA)
- (2) Director of Graduate Degree Programs (GDP)
- (3) Faculty Development Program (FDP)
- (4) Registrar
- (5) Quality Assurance Office (QAO)
- (6) Directors of Reserve Component Programs (NG and/or USAR)

9. COUNCIL COMMITTEES.

a. **Purpose:** In order to support a focus on specific issues of special interest to the Staff and Faculty Council, the Chair will create committees from within the Council's

membership. These committees are informal bodies that serve the Council and the Council Chair by raising issues from within their area of interest at the Council's meeting, reviewing questions delegated to them by the Council Chair, and making recommendations to the Chair and the Council.

b. **Function:** The committees will normally be composed of three to six volunteers taken from the general membership of the Council. They are headed by a committee chair who serves on a voluntary basis at the request of the Council Chair. The committee's chair will normally hold a brief monthly meeting of his/her committee prior to the meeting of the entire Council. The committee's chair will normally offer a brief summary of the committee's activities at every monthly meeting of the Staff and Faculty Council. In addition, on an annual basis, each committee's chair will provide the Council Chair with a synopsis of the committee's activities during the previous academic year and anticipated agenda for the upcoming academic year.

c. **Current Committees:** The current standing committees include:

(1) **Faculty and Academic Policy:** Considers issues related to curriculum organization and design (to include course scheduling and grading policies), student-faculty relations (to include issues of academic misconduct), classroom support, and personnel policies governing the faculty (promotion/ retention and faculty professional development).

(2) **Staff and Faculty Recognition:** Fosters the institutional efforts that ensure staff and faculty are recognized for their support and contributions to the mission of the US Army Command and General Staff College. Responsible for CGSC Bulletin 6, *Staff and Faculty Recognition Awards*.

(3) **Quality of Life:** Receives and acts on issues from the faculty and staff of the CGSC that led to enhanced working conditions, improved safety, and heightened morale.

(4) **Information Technology and Knowledge Management:** Provides a venue and a means for staff and faculty to raise information technology support issues that require longer term or broader solutions than "help desk" can provide, and long-term, continuous "customer" input on knowledge management needs, processes, and procedures. Provides a feedback loop to DOET on customer satisfaction.

(5) **Staff Policy:** Addresses the issues specifically related to the staff of CGSC.

10. COUNCIL PROCEDURES.

a. **Parliamentary Authority and Procedures:** The Council will conduct its business according to *Standard Code of Parliamentary Procedure* as modified by this bulletin. This bulletin will be reviewed in the second quarter of each calendar year by the Secretary and an ad hoc Bulletin Revision Committee, and report recommendations for changes to the Council no later than its May meeting for that year. Recommended changes to this bulletin must have a 75 percent majority vote of elected members of Council for approval.

b. **Regular Meetings:** The Chair will schedule meetings on a monthly basis from August through May of each academic year, at a date, time and place to be agreed upon by the members. In addition to these monthly meetings, the Chair may also call special sessions of the Council to address issues requiring the immediate attention of its members.

c. **Summer Meetings:** The Council shall determine at its May meeting of each academic year whether June and July meetings are necessary or desired for that year. If the Chair determines a special session must be scheduled to address issues requiring immediate action, they will schedule this session at a date, time and place to ensure maximum participation of council members.

d. **Agenda:** Council members may recommend agenda items to the Chair prior to each meeting. Each member will receive an electronic copy of agenda items before each meeting. The Council shall employ the following agenda for its meetings and recording of minutes:

- (1) Call to Order
- (2) Acceptance of Minutes
- (3) Updates of Invited Guests
- (4) Report of Chair
- (5) Reports of Committees
- (6) Unfinished Business
- (7) New Business
- (8) Announcements
- (9) Adjournment

e. **Quorum:** The Staff and Faculty Council must have no less than 51 percent of voting members present in order to conduct business requiring a decision or recommendation. Meetings that fail to achieve a quorum will be for informal information exchange only, and will not result in the generation of meeting minutes. Satellite campuses' members will not be counted towards or against the quorum.

f. **Committees:** The Council may establish standing or ad-hoc committees only from within its membership. If a committee requires subject matter expertise not found within Council membership, the Staff and Faculty Council Chair may request that the Dean of Academics appoint a subject matter expert to serve as a consultant to the committee.

g. **Reports:** Council reports and recommendations may include majority and minority opinions when those views are substantially different.

h. **Annual Report:** The Chair will prepare the annual report in the November-December timeframe to summarize the Council's key or major activities for the past calendar year. The report will include input by the Committees within the Council. This report will be prepared for the Dean of Academics and will be posted for record to the Staff & Faculty Council SharePoint Library, with a notice of the posting and location forwarded electronically to all CGSC staff and faculty members by the Secretary.

11. PROPONENT. The proponent for this bulletin is the CGSC, Dean of Academics. All recommendations for change will be submitted to the Staff and Faculty Council, via its Secretary, for consideration by the Council. Recommendations for change that have met the Council's majority voting requirements will be forwarded to the Dean of Academics for final approval.


W. Chris King, Ph.D., P.E.
Dean of Academics

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