

STATUTES

OF

**ATLANTA METROPOLITAN STATE
COLLEGE**

ATLANTA, GEORGIA

University System of Georgia

Dr. Gary McGaha, President

STATUTES

of

**ATLANTA METROPOLITAN STATE
COLLEGE**

The *Statutes of Atlanta Metropolitan State College* are subject to the bylaws and policies of the Board of Regents of the University System of Georgia, and any provision in conflict therewith shall be null and void.

Approved by the President

Dr. Gary McGaha
Fall 2011

INTRODUCTION

The *Statutes of Atlanta Metropolitan State College*, herein after referred to as Statues, set forth the policies that regulate the operation of the College. The articles of these *Statutes* contain the mission, purpose and programs of the College, and outline the administrative structure for promoting the educational programs and the supporting elements desirable in an institution of higher education. The statements are in accordance with policies adopted by the Board of Regents of the University System of Georgia.

The *Classified Employees Handbook*, *Faculty Handbook*, *Student Handbook*, and the *College Catalog* provide detailed information about specific areas of operation within the College.

**2010-2011
BOARD OF REGENTS
CHANCELLOR
PRESIDENT**

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Assistant Vice President for Academic Affairs

ACADEMIC DIVISIONS

Business and Computer Science
Humanities and Fine Arts
Science, Mathematics, and Health Professions
Social Sciences

ACADEMIC UNITS

34 Peachtree Instructional Site
Academic Advisement Center
Academic Support Center
Continuing Education
Evening & Weekend College
Library
Management Information Systems
Testing Services

VICE PRESIDENT FOR FISCAL AFFAIRS

Associate Vice President for Fiscal Affairs/Budgeting

Controller/Accounting Services
Athletics
Bookstore
Cafeteria
Public Safety
Human Resources
Plant Operations and Facilities Planning

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Alumni Relations
AMSC
Foundation
Media Relations

VICE PRESIDENT FOR INSTITUTIONAL EFFECTIVENESS

Institutional Research, Planning and Assessment
Quality Enhancement Plan (QEP) Research
Analyst
Institutional Special Projects
Project Coordinator
Environmental Health and Safety & Right-to-Know

VICE PRESIDENT FOR STUDENT AFFAIRS

Counseling and Disability Services Enrollment
Services
Financial Aid
Registrar
Student Activities Student
Outreach and Access Student
Support Services
Talent Search/Educational Opportunity Centers
TRIO Programs
Upward Bound

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ARTICLE I.

THE COLLEGE

1.1 UNIVERSITY SYSTEM OF GEORGIA

The establishment of Atlanta Metropolitan State College was authorized in June 1965, and the College opened its doors to the charter class in September 1974. The College was established to provide a wide range of higher educational opportunities for the metropolitan Atlanta community.

Atlanta Metropolitan State College is subject to the general jurisdiction of the Board of Regents of the University System of Georgia. The term “Board of Regents,” as used in these *Statutes*, shall mean the Board of Regents of the University System of Georgia. The Board of Regents is composed of eighteen (18) members, one from each Congressional District in Georgia, and five from the State-at-Large. The Governor of Georgia, with the approval of the State Senate, appoints all members for a seven-year term. This board has broad jurisdiction over all the units of the University System and is charged with the government, control, and management of the system of higher education in Georgia.

1.2 ACCREDITATION

Atlanta Metropolitan State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award Associate Degrees.

1.3 DEGREES AND CERTIFICATES

The College offers the Associate of Arts and Associate of Science degrees in college transfer programs. It also offers the Associate of Applied Science degree in a variety of career programs. Certificate programs are available in a limited number of specialized fields. In addition, the College, through the Office of Continuing Education, offers certificates through a variety of non-credit courses.

ARTICLE II.

MISSION AND STATEMENT OF PURPOSE

2.1 MISSION

Atlanta Metropolitan State College, a unit of the University System of Georgia, focuses on excellence, with outstanding faculty members and committed staff who teach and facilitate the successful academic matriculation and holistic development of students. The College offers an affordable liberal arts education and prepares students from a diverse urban community to function in a global society.

2.2 STATEMENT OF PURPOSE

Atlanta Metropolitan State College is committed to high standards of excellence while providing affordable, accessible, and relevant educational programs to a diverse student population. The College is also committed to provide excellence in teaching and ongoing academic support so that all of its students, faculty, and staff can enjoy opportunities for growth and success.

The College offers two degree-granting programs: transfer programs for students intending to pursue baccalaureate degrees, and career programs for students seeking academic preparation for employment. The College also offers certificate programs in specialized occupational fields and courses to the community to facilitate lifelong learning. Learning Support courses are provided to students who need to strengthen their academic skills before entering college-level programs of study. Since the College is an integral part of the metropolitan Atlanta community, it commits its resources to address specific needs of this constituency.

The classroom activities and support services of the College are designed to increase critical thinking skills; communication skills; an appreciation of the aesthetics of art, music, and literature; a commitment to public service; preparation for increased responsibilities in the workplace, the community, and the larger society; and respect for and appreciation of the peoples of the world. Planning for the future growth and effectiveness of the College will be carried out under the provisions of the mission statement as approved by the Board of Regents.

2.3 PROGRAMS AND SERVICES

Atlanta Metropolitan State College offers programs designed to meet the general educational needs of all students. The College seeks to fulfill its mission through the following programs:

2.3.1 Transfer Programs

The transfer programs are based upon the University System Core Curriculum, a method of structuring academic programs of study which facilitates the transfer of academic credits to any

System institution. The transfer programs are designed for students who wish to pursue a baccalaureate degree at four-year colleges or universities after completing a two-year program of study. These programs present the first and second year courses in programs of study ranging from liberal arts areas such as English, history, and mathematics, to specialized programs of study such as computer information systems, pre-medical technology, and pre-occupational therapy.

2.3.2 Career Programs

Career programs are designed for persons who plan to enter the workforce or who seek to enhance their education.

2.3.3 Certificate Programs

Certificate Program offerings at Atlanta Metropolitan State College are designed for individuals with a wide range of academic preparation and educational needs. Certificate programs are offered in specialized occupational fields.

2.3.4 Academic Support Center

The Academic Support Center provides tutorial services and a variety of student workshops for academic courses.

2.3.5 Library Services

The library meets the instructional and research needs of the College through access to books, periodicals, and electronic databases. Scholarly research is enhanced through selected media (print and non-print), access to the Internet, and access to the Georgia Library Learning Online system (GALILEO).

2.3.6 Office of Academic Advisement

The Office of Academic Advisement initiates academic advisement plans, procedures, and activities.

2.3.7 Office of Counseling and Disability Services

The Office of Counseling and Disability Services provides counseling services for currently enrolled students and accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) 1990 and Section 504 of the Rehabilitation Act of 1973.

2.3.8 Office of Student Outreach and Access

The Office of Student Outreach and Access is responsible for the recruitment and admission of eligible students through college fairs, high school visits, campus tours, and a variety of marketing strategies.

2.3.9 Office of Admissions

The Office of Admissions is responsible for the recruitment and admission of eligible students both foreign and domestic. The Office also handles the verification of lawful presence.

2.3.10 Office of the Registrar

The Office of the Registrar is the official keeper of student academic records. The Office maintains transcripts for all coursework by students enrolled at the College, coordinates the registration process, and updates student records. The Office also generates course rosters, and processes and verifies enrollment data.

2.3.11 Continuing Education Program

The Office of Continuing Education offers non-credit courses, seminars, workshops, lectures, discussion groups, and conferences based upon community needs.

2.3.12 Athletics Program

The Office of Athletics is responsible for administering the College's athletics program. In addition, the Office ensures that the athletics program operates in accordance with the policies, rules, and regulations of its governing bodies.

2.3.13 Office of Human Resources

The Office of Human Resources functions to serve the best interests of both the employees and the College, and is responsible for implementing College personnel policies. The Office of Human Resources also handles employee records, orientation, benefits information, recruiting, position classification, training, and wage and salary administration.

2.3.14 Office of Alumni Relations

The Office of alumni Relations serves as a liaison between the College and its graduates. It informs them of conferences, fundraising activities, and special events. The Office coordinates alumni campus visits, conferences, fundraising activities, special events and also involves alumni in recruitment efforts.

2.3.15 Office of Environmental Health and Safety/Right-to-Know

The Office of Environmental Health and Safety/Right-to-Know plans, develops, manages, communicates, and assesses the College's environmental health and safety programs, policies, and procedures. In addition, the Office implements the Right-to-Know Program and the "Employee's Right-to-Know Act," and facilitates the "Partnership for a Smog-Free Georgia" initiative.

2.3.16 Office of Media Relations

The Office of Media Relations communicates, promotes and markets the goals, accomplishments and overall mission of the College. In addition, the Office distributes press releases, media alerts and public service announcements.

2.3.17 Instructional Site; Evening and Weekend College

The Instructional Site, located at 34 Peachtree Street, offers both mini-mesters and full-term classes. Through the Evening and Weekend College, at the main campus, classes are available in the evening and on Fridays, Saturdays and Sundays.

2.3.18 Department of Public Safety

The Department of Public Safety provides a safe and secure environment for students, faculty, staff, and visitors of Atlanta Metropolitan State College. The Department regulates campus traffic and parking and provides security services

2.3.19 Office of Student Activities

The Office of Student Activities provides direction to student clubs and organizations. It also provides opportunities for student enrichment through social, cultural, recreational, and civic engagement activities, and housing resources for current and prospective students.

2.3.20 Office of Financial Aid

The Office of Financial Aid provides financial aid counseling for students and processes student grants, scholarships and loans. Additionally, it administers and monitors the college work-study program.

2.3.21 Office of Testing Services

The Office of Testing Services is responsible for admissions testing, general testing for academic credit, and other testing services.

2.3.22 Office of Management Information Systems

The Office of Management Information Systems provides support for the College's information system and telecommunications. Additionally, the Office provides support for academic software, software distribution and licensing, computer hardware, electronic classrooms, and computer laboratories.

2.3.23 Office of Plant Operations and Facilities Planning

The Office of Plant Operations and Facilitates Planning coordinates all efforts relating to the planning and maintenance of the physical facilities of the College. The Office also provides assistance in the development and implementation of policies, procedures and services related to campus facilities. In addition, the Office manages design and construction projects; oversees the campus master planning process, including the Capital Improvement Program; and assists with real estate and facilities-related projects. The Office also prepares reports and updates as required by the University System of Georgia and other local, state, and federal agencies.

2.3.24 TRIO Programs

The Office of TRIO Programs coordinates the activities of all federally funded outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds who are at Atlanta Metropolitan State College.

ARTICLE III.

GOVERNANCE

3.1 GOVERNING BODIES

The governing bodies of the College permit all components of the College to be represented in the decision-making process. The governing bodies consist of the faculty, standing and ad hoc committees, and the Student Commission. The faculty meets at least once per semester; standing committees meet at intervals determined by committee needs; and the Student Government Association (or “Student Commission”) meets twice a month during the academic year. All faculty and standing committee meetings will be conducted according to the most current edition of *Robert’s Rules of Order, Newly Revised*.

3.2 POLICY FORMATION PROCESS

- Proposals pertaining to academic policies and procedures are referred first to the Curriculum and Educational Policies Committee and then to the Executive Committee for further consideration.
- Proposals pertaining to the curriculum are referred to the Curriculum and Educational Policies Committee and then to the Executive Committee for further consideration.
- Proposals pertaining to student affairs policies are referred to the Student Affairs Committee and then to the Executive Committee for further consideration.
- Proposals concerning non-academic or general College procedures are referred to the administrative unit head to be passed on to the appropriate Vice President and then to the Institutional Effectiveness Committee.
- Policy proposals that relate to several areas, or those that are not clearly defined, are referred to the President to be passed on to the proper group for further consideration.
- Policies and procedures approved by any standing committee must be submitted to the Executive Committee for academic affairs and student affairs matters and to the Institutional Effectiveness Committee for non-academic and non-student affairs matters and must be recommended by the appropriate Vice President(s) for approval, before the policy or procedure can be placed on the faculty meeting agenda by the President and the Secretary of the Faculty for ratification by the general faculty body.
- Upon ratification by the faculty, all policies and procedures are presented to the President for approval. If the President does not approve the policy or procedure, the President may return the item for reconsideration. Selected policies and procedures must be submitted to the Board of Regents for final approval.

3.3 STANDING COMMITTEES

Standing committees are of three basic types at Atlanta Metropolitan State College. **1.** Governance committees are directly involved with the development and execution of College and/or System policies. **2.** Working committees are committees that have liaison relationships and assist with the development and execution of College services and/or programming. **3.** Special events committees are involved with the planning and execution of annual and/or one-time campus events. These committees include representation from the faculty, staff, and students. Some faculty members are appointed by title, as dictated by the Atlanta Metropolitan State College *Statutes*, to serve on standing committees. Other faculty members are elected by their respective academic divisions or by the general faculty body.

Standing committee faculty members generally serve two-year terms. Continuous service on the same standing committee by an elected faculty member must not exceed two years, except where noted. A Vice President may not serve as a chairperson of a standing committee that serves in an advisory capacity to the Vice President.

All student members serving on College committees shall be appointed by the Student Commission President, with concurrence of the organization's cabinet. Student representatives must maintain a minimum grade point average of 2.5 and they must have earned a minimum of 12 semester hours at the College. Students selected to serve on College committees shall be eligible to vote, except where noted. To protect the confidentiality of records and personnel issues, students shall not have access to academic records or other confidential College records.

Section 1 Governance Committees

Committees that are directly involved with the development and execution of College and/or system policy:

- Academic Progress Committee
- Alternative Dispute Resolution Committee
- Athletics Committee
- Committee on College Committees
- Comprehensive Program Review and Academic Assessment Committee
- Curriculum & Educational Policies Committee
- Enrollment Management Committee
- Executive Committee
- Formal Grievance Committee
- Intellectual Property/Copyright Committee
- Library Committee
- Institutional Effectiveness Committee
- Promotion and Tenure Committee
- Publications Review Committee
- Safety & Emergency Committee
- Student Affairs Committee
- Technology Fee Committee
- Distance Education Committee

Section II Working Committee

Committees that have liaison relationships and assist with the development and execution of College services, programming, and personnel

Faculty Council
Institutional Calendar Committee
Courtesy Committee
Health Information Committee
Registration Committee
Student Activities Planning Committee
Study Abroad Committee

Section III Special Events Committees

Committees that are involved with the planning and execution of annual and/or one-time campus events.

Commencement Committee
Honors Day Committee
Pageant Committee
Recognition Day Committee
Founder's Day Committee
Ad Hoc and Special Committees
Student Commission

3.3.1 Governance Committees

3.3.1.1 Academic Progress Committee

Purpose:

To examine academic issues and to make recommendations concerning student academic appeals (academic warning, probation, suspension, and dismissal)

Note: The academic appeals for Learning Support students are processed by the Academic Appeals Committee

Functions:

- To receive letters of appeal regarding academic standing (probation, suspension, or dismissal) for non-Learning Support students
- To review information pertinent to decisions regarding appeals
- To submit reports of findings and recommendations to the Vice President for Academic Affairs
- To review policies related to academic standing and to make recommendations for revisions to current policies

- To submit an annual report to the Vice President for Academic Affairs and the Secretary of the Faculty by the last day of the spring semester
- To receive the report on the Learning Support Appeals Committee

Membership:

- Chairperson: Assistant Vice President for Academic Affairs
- One academic division Dean on an annual rotating basis
- Two faculty at-large member chairpersons, other than the division Dean, elected each spring semester from a division
- Director of Academic Advising
- Director of Learning Support
- Registrar
- Director of Counseling and Disability Services
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)

3.3.1.2 Alternative Dispute Resolution Committee

Purpose:

To ensure that disputes are consistently resolved at the lowest supervisory level at the College in a timely and equitable manner

Functions:

- To identify and review procedures for addressing grievances, disputes, and conflicts
- To identify types of issues or conflicts that will be appropriate for mediation
- To recommend faculty and administrators to the President for participation in the Consortium on Negotiation and Conflict Resolution
- To identify potential sources of referral and determine the extent to which participation is voluntary
- To determine the extent to which external mediators should be utilized
- To determine the mediation model that is appropriate for the College
- To determine the cost of the program and make recommendations to the President for funding
- To serve as liaisons to the faculty and staff, in order to address and allay any fears that may arise concerning the process
- To submit an annual report to the Consortium on Negotiation and Conflict Resolution

Membership:

- Chairperson: Alternative Dispute Resolution Liaison appointed by the President
- Members are appointed from a pool of faculty and staff who are trained by the Consortium on Negotiation and Conflict Resolution

3.3.1.3 Athletics Committee

Purpose:

To recommend policies and procedures to protect student athletes and the institution

Functions:

- To develop and recommend policies and procedures concerning the athletics program
- To ensure that the College functions within the guidelines of the University System of Georgia, the Georgia Junior College Athletic Association, and the National Junior College Athletic Association
- To approve the annual game schedule/calendar
- To recommend the budget
- To submit an annual report to the College President.

Membership:

Appointed by the President

- Five faculty members (do not have to be teaching faculty)
- Two students, as appointed by the Director of Student Activities
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)
- Vice President for Fiscal Affairs (ex-officio)
- Vice President for Student Affairs (ex-officio)
- Vice President for Institutional Advancement (ex-officio)
- Vice President for Institutional Effectiveness (ex-officio)
- Athletic Director (ex-officio)

3.3.1.4 Committee on College Committees

Purpose:

To make recommendations to the College President regarding College committees

Functions:

- To recommend the establishment of additional committees
- To recommend to standing committees any areas of study deemed necessary
- To recommend faculty and staff membership in compliance with College statutes
- To submit an annual report to the President and the Secretary of the Faculty

Membership:

- Appointed by the President

- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)
- Vice President for Student Affairs (ex-officio)
- Vice President for Institutional Effectiveness (ex-officio)
- Vice President for Institutional Advancement (ex-officio)
- Vice President for Fiscal Affairs (ex-officio)

3.3.1.5 Comprehensive Program Review and Academic Assessment Committee

Purpose:

To guide and monitor the review and assessment of academic programs

Functions:

- To develop and maintain a systematic process for assessing the effectiveness of teaching and learning in academic programs offered at the College
- To monitor the planning, implementation, and evaluation of programs
- To determine program quality, viability, and productivity
- To ensure that all programs are evaluated during an appropriate cycle
- To submit an annual report to the Vice President for Academic Affairs and to the Secretary of the Faculty by the last day of the spring semester

Membership:

- Chairperson: Assistant Vice President for Academic Affairs
- Dean from each academic division
- One faculty representative from each division
- Vice President for Institutional Effectiveness (ex-officio)
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)

3.3.1.6 Curriculum and Educational Policies Committee

Purpose:

To ensure that courses, programs and educational policies are consistent with the University System of Georgia Core Curriculum, *Academic Affairs Handbook* and the *Board of Regents Policy Manual*

Except in case of emergencies, proposals for the consideration of the Curriculum and Educational Policies Committee should be given to the faculty secretary (or the Committee Chairperson) and passed on to the members of the committee at least three working days prior to the meeting. The dates and times of all Curriculum and Educational Policies Committee meetings should be made public at least one calendar week prior to the meeting

Functions:

- To review course and program proposals and revisions submitted from the academic divisions
- To examine and evaluate the curriculum and course offerings
- To submit recommendations for changes in courses, programs, and educational policies to the Executive Committee
- To submit an annual report to the Vice President for Academic Affairs and the Secretary of the Faculty

Membership:

- Chairperson: To be appointed by the Vice President for Academic Affairs
- Two faculty members from each academic division
- Director of the Library
- Director of Academic Support Center
- Director of Enrollment Services and Registrar
- Two students
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)

3.3.1.7 Enrollment Management Committee

Purpose:

To develop a holistic, comprehensive and integrated approach to improving enrollment services

In addition, the purpose of the Enrollment Management Committee is to evaluate and recommend improvements to the College's policies and practices in the areas of student recruitment, admissions, orientation, advising, outreach, and registration. The committee coordinates its efforts with the appropriate campus units to facilitate the enrollment process.

Functions:

- Evaluate the College's current policies and practices in student recruitment, and recommend improvements
- Provide support for the College's recruitment activities
- Develop recruiting strategies
- Research new recruiting tools and methods
- Provide support for admission and registration activities
- Evaluate the College's current policies and practices in admission and registration processes, and recommend improvements
- Research new admission and registration tools and methods
- Provide support for orientation and advising activities
- Evaluate the College's current policies and practices in orientation and advising, and recommend improvements

- Research new orientation, advising tools, methods, and training
- Develop and recommend appropriate retention initiatives to achieve institutional retention and persistence goals
- Review appropriate data in making informed recommendations
- Review, monitor, and make recommendations to the Enrollment Management Plan.
- Recommend scheduling, instructional student support strategies, and enrollment targets to enhance student access, success, retention, persistence and goal attainment

Membership:

- Chairperson: Director of Enrollment Services and Registrar
- Director of Financial Aid
- Two Faculty Members (elected by the faculty)
- Director of Counseling and Disability Services
- Assistant/Associate Vice President for Academic Affairs
- Academic Advising Representative
- Two Student Representatives
- Associate Vice President of Fiscal Affairs
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)
- Vice President for Student Affairs (ex-officio)
- Vice President for Institutional Advancement (ex-officio)
- Vice President for Institutional Effectiveness (ex-officio)

3.3.1.8 Executive Committee

Purpose:

To serve in an advisory capacity to the Vice President for Academic Affairs and the Vice President for Student Affairs on all academic and student affairs matters and to approve standing committee procedures and recommendations before submission to the faculty and the President

Except in cases of emergencies, proposals for the consideration of the Executive Committee should be given to the faculty secretary (or the Committee Chairperson) and passed on to the members of the committee at least three working days prior to the meeting. The dates and times of all Executive Committee meetings should be made public at least one calendar week prior to the meeting.

Functions:

- To consider recommendations from other committees for submission to the faculty
- To receive and evaluate committee reports
- To submit recommendations to the Vice Presidents, the President, and the faculty
- To submit the minutes of each meeting to the President and the Secretary of the Faculty
- To submit an annual report of the Executive Committee to the President and to the Secretary of the Faculty by the last day of the spring semester

Membership:

- Chairperson: Elected by the committee members; must have served on the committee for one year prior to being elected for a one-year term. Chairperson may be re-elected for a maximum of two terms, but if a faculty member is elected chairperson, then that faculty member can serve for three years
- Division Deans
- the Director of Learning Support
- One faculty representative from each division
- Two students
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)
- Vice President for Student Affairs (ex-officio)
- Vice President for Institutional Effectiveness (ex-officio)

3.3.1.9 Formal Grievance Committee

Purpose:

To provide a formal opportunity for faculty, students, and staff to exercise due process for resolving disputes/concerns in a timely and equitable manner when the informal and/or mediation processes have been exhausted without satisfaction

Functions:

- To organize a temporary committee to provide a collaborative/formal process in which a party or parties hear grievances
- To analyze the evidence/documentations
- To make a recommendation to the President concerning the resolution of a dispute

Membership:

Coordinator: Appointed by the President, in consultation with the President's Cabinet

- Chairperson: selected by the committee members
- Five (5) full-time employees. Each disputant may select two members from a list of persons eligible to serve as members of the Grievance Committee Pool within five working days of the receipt of the list from the Office of Human Resources
- Each party may challenge one of the selected committee members of the opposing party. Those challenged must be replaced through the above steps
- Upon selection of the four (4) members by the disputants, the Grievance Committee Coordinator will convene a meeting of the selected Committee members who will elect the fifth (5th) committee member to serve as chair

3.3.1.10 Intellectual Property/Copyright Committee

Purpose:

To determine ownership rights to intellectual property and to set forth the rights and obligations of the faculty, staff, and students, with regard to inventions and creations which result from the employment or use of College facilities

Functions:

- To ensure compliance with the Digital Millennium Copyright Act, 1998 (or latest edition)
- To handle copyright infringement notifications, negotiations, and ownership
- To inform the campus community of rules and regulations governing “fair use” of print and electronic media
- To receive reports in writing of all inventions involving use of College funds or facilities
- To submit an annual report to the Vice President for Academic Affairs and the Secretary of the Faculty by the last day of the spring semester

Membership:

- Chairperson: Director of the Library
- One representative from Academic Affairs
- One representative from the Library staff
- One representative from the Office of Fiscal Affairs
- One representative from the Office of Management Information Systems
- Five members from faculty or staff for three-year staggered terms
- Two students
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)
- Vice President for Institutional Effectiveness (ex-officio)

3.3.1.11 Library Committee

Purpose:

To recommend policies governing the promotion, development, and use of the library

Functions:

- To meet regularly with the Director of the Library
- To act as an advisory and resource body
- To promote the use of the library
- To submit an annual report to the Vice President for Academic Affairs and the Secretary of the Faculty by the last day of the spring semester

Membership:

- Chairperson: Elected by the committee members
- One faculty member from each division
- Two students
- Director of the Library (ex-officio)
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)
- Vice President for Institutional Effectiveness (ex-officio)

3.3.1.12 Institutional Effectiveness Committee

Purpose:

To oversee non-academic and non-student affairs matters, including those pertaining to strategic planning, annual planning, institutional assessment/evaluations, mission reviews, accreditation and processes related to College initiatives

Functions:

- To design, plan, implement, and monitor the institutional effectiveness and strategic planning, budgeting, assessment processes, and scheduling
- To advise administrative units regarding planning, budgeting, and assessment initiatives
- To review and evaluate planning and assessment documents and processes for the purpose of providing feedback to the College
- To submit periodic reports to the College President and the Secretary of the Faculty

Membership:

- Chairperson: Vice President for Institutional Effectiveness
- Divisional Deans
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Fiscal Affairs
- Vice President for Institutional Advancement
- Director of Human Resources
- Director of Enrollment Services and Registrar
- Two faculty members serving staggered terms
- Two students
- Director of Plant Operations and Facilities Planning
- President (ex-officio)

3.3.1.13 Promotion and Tenure Committee

Purpose:

To facilitate and implement the promotion, tenure, pre-tenure and post-tenure review processes

Functions:

- To evaluate the portfolios of faculty applying for promotion or tenure
- To evaluate the portfolios of faculty who are undergoing pre tenure or post tenure review
- To ensure that review processes are conducted in accordance with Board of Regents Policy
- To inform faculty of the method of portfolio preparation
- To make recommendations to the Vice President for Academic Affairs
- To submit an annual report to the Vice President for Academic Affairs and Secretary of the Faculty by the last day of the spring semester

Membership:

- Chairperson: The former Chairperson-Elect of the Committee
- Chairperson-Elect is elected by the committee membership each fall semester
- Seven full-time faculty members (three faculty members should be full professors, if possible, while the remaining members may be associate professors) inclusive of:
 - Five full-time faculty members (one from each division serving a one-year term) appointed by the President, upon recommendation of the Vice President for Academic Affairs (The exception is when one member is elected chairperson-elect.)
 - Two full-time faculty members at-large elected at the spring semester faculty meeting to serve two-year staggered terms

3.3.1.14 Publications Review Committee

Purpose:

To ensure the accuracy of and maintain the credibility, consistency and quality of all printed and electronic College publication

Functions:

- To review, edit, and make recommendations that will result in the publishing or posting of publications that meet the editorial standards set forth by the College

Membership:

- Chairperson: Director of Media Relations
- Representative from the Library

- Two faculty members (appointed by the President)
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)
- Vice President for Institutional Advancement (ex-officio)
- Vice President for Institutional Effectiveness (ex-officio)

3.3.1.15 Safety & Emergency Committee

Purpose:

To serve as a resource for the College to assess general and specific safety and health issues and procedures affecting the campus

Functions:

- To review new regulations and issues that impact on Title V Clean Air Act, indoor air quality and hazardous waste regulations
- To design and implement departmental safety procedures for the College
- To review all building renovations for safety compliance and/or problems
- To review faculty and staff safety issues such as parking lot lighting, blocked hallways, and escort services to the parking lots at night
- To collect data on hazardous waste materials from departments at the College

Membership:

- Vice Chairperson: Director of Environmental Health and Safety
- Director of Media Relations
- Director of Management Information Systems
- Director of Plant Operations and Facilities Planning
- Director of Campus Safety
- Faculty in Art/Drama
- Faculty in Science, Mathematics, & Health Professions
- Office of Student Activities Representative
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)
- Vice President for Fiscal Affairs (ex-officio)
- Vice President for Institutional Effectiveness (ex-officio)
- Vice President for Institutional Advancement (ex-officio)
- Vice President for Student Affairs (ex-officio)

3.3.1.16 Student Affairs Committee

Purpose:

To promote and maintain the welfare of the student body and to promote positive faculty-student interaction

Functions:

- To act as an advisory body for the Vice President for Student Affairs
- Make recommendations regarding the development and implementation of policies affecting student life
- To coordinate the activities and finances of all student groups
- To review and implement the Student Code of Conduct
- To submit an annual report to the Vice President for Student Affairs and the Secretary of the Faculty by the last day of the spring semester

Membership:

- Chairperson: Faculty member elected by the committee members
- One faculty member from each academic division
- Student representatives equal to the number of faculty representatives
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)
- Vice President for Student Affairs (ex-officio)
- Vice President for Institutional Effectiveness (ex-officio)

3.3.1.17 Technology Fee Committee

Purpose:

- To provide recommendations regarding the College's technology fee

Functions:

- To maintain and assist with IIT strategic planning
- To analyze and recommend student technology fee expenditures
- To provide input for technology related projects

Membership:

- Chairperson: Chief Information Officer
- One faculty member
- Student Commission President
- Three student representatives selected by the Student Commission President and/or Director of Student Activities

- Vice President for Student Affairs
- President (ex-officio)
- Vice President for Academic Affairs (ex-officio)
- Vice President for Institutional Effectiveness (ex-officio)

3.3.1.18 Distance Education Committee

Purpose:

- To provide recommendations regarding the College's Distance Education Program

Functions:

- To develop policies and procedures for distance education
- To evaluate the effectiveness of the College's distance education program

Membership:

- Chairperson: Assistant Vice President for Academic Affairs/Coordinator of Distance Education
- One faculty member from each division
- One Management Information Systems representative
- Director of the Library
- Director of Enrollment Services
- Coordinator of Academic Support Center
- Blackboard Vista Institutional Administrator
- One Representative from Student Affairs
- Vice President for Academic Affairs (ex-officio)
- President (ex-officio)

3.3.2 Working Committees

3.3.2.1 Faculty Council

Purpose:

To serve in an advisory capacity and represent the faculty on matters concerning faculty growth and development

The Faculty Council makes regular reports and holds ongoing conversations with the President's Cabinet regarding policy, practice, and issues related to the College's faculty.

Function:

- To serve as a formal communication structure between faculty and the President's Cabinet in addressing matters relating to the interest of faculty
- To form a structured mechanism, procedure, and process for determining and addressing faculty concerns, growth, and development
- To serve as a representative body for faculty related issues

Membership:

- The Chair is elected by the Faculty Council members, and each member of the Faculty Council is elected by the respective academic division.
- Members of the AMSC Faculty Council shall be elected representatives of each of the four academic divisions, including Humanities and Fine Arts; Business and Computer Science; Science, Mathematics, and Health Professions; and Social Sciences.
- Each AMSC academic division will be represented by at least two council members who are full-time faculty with at least two years of employment at AMSC, which need not be consecutive.

3.3.2.2 Calendar Committee

Purpose:

To compile a master calendar for the College

Functions:

- To gather/compile important dates from the academic, fiscal and student affairs units of the College
- To ensure adherence to unified System calendar

Membership:

- Chairperson: Assistant Vice President for Academic Affairs
- One representative from Fiscal Affairs
- One representative from Student Affairs
- One representative from Financial Aid
- One representative from Enrollment Services
- One representative from Office of the Registrar
- Vice President for Institutional Advancement
- Vice President for Institutional Effectiveness

3.3.2.3 Courtesy Committee

Purpose:

To establish policies concerning the Courtesy Committee

Functions:

- To determine minimum annual contributions and to solicit these contributions from faculty and staff members
- To express sentiments as appropriate regarding illness and death
- To provide and publish an annual report of fund expenditures

Membership:

- Chairperson: Director of Human Resources
- Two representatives from Academic Affairs
- Two representatives from Student Affairs
- Two representatives from the Office of Fiscal Affairs with one from Plant Operations and one from the Business Office

3.3.2.4 Health Information Committee

Purpose:

To educate students regarding health-related issues

Function:

- To disseminate information regarding health issues

Membership:

- Chairperson: Vice President for Student Affairs
- One representative from Plant Operations

- One representative from Public Safety
- Director of Human Resources
- Director of Environmental Health and Safety/RTK
- One representative from Counseling and Disability Services
- Director of Student Activities
- Vice President for Institutional Effectiveness

3.3.2.5 Registration Committee

Purpose:

To review and provide recommendations for the College's registration process

Functions:

- To critique the registration process
- To make recommendations to the registration process as needed
- To examine registration business practices

Membership:

- Chairperson: Director of Enrollment Services and Registrar
- Vice President for Academic Affairs
- Vice President for Fiscal Affairs
- Vice President for Student Affairs
- Vice President for Institutional Effectiveness
- Vice President for Institutional Advancement
- Director of Management Information Systems
- Director of Academic Advising
- Director of Learning Support
- One Representative from Fiscal Affairs
- Director of Financial Aid
- One representative from Enrollment Services
- Two faculty-at-large elected by the faculty

3.3.2.6 Student Activities Planning Committee

Purpose:

To assist in the development of a student activities program and planning calendar for the Office of Student Activities

Functions:

- To recommend guest speakers and lecturers
- To recommend programs, events, and/or activities

Membership:

Chairperson: Director of Student Activities

- Five AMSC Students
- Three faculty members
- Two staff members

3.3.2.7 Study Abroad Committee

Purpose:

To assist with and promote study abroad and international education on the AMSC campus

Functions:

- To evaluate proposals for study abroad and give recommendations for approvals, suggestions, etc.
- To give input to faculty members coordinating study abroad trips
- To discuss strategies for promoting study abroad and international education
- To assist in exposing students to a variety of cultures
- To plan study abroad experiences
- To provide a report of committee activity annually to the Vice President for Academic Affairs
- To assist in identifying and securing financial support

Membership:

Appointed by the Vice President for Academic Affairs

- Chairperson: Appointed by the Vice President for Academic Affairs
- One faculty representative from each academic division
- One representative from the Library
- One representative from Financial Aid

3.3.3 SPECIAL EVENTS COMMITTEES

3.3.3.1 Commencement Committee

Purpose:

To coordinate the logistics and activities associated with Commencement Exercises

Functions:

- To coordinate ordering of caps and gowns

- To coordinate ordering of invitations
- To design and order programs
- To coordinate set-up of stage and gymnasium
- To coordinate sound and acoustics
- To coordinate musical selections
- To coordinate communication/correspondence with prospective graduates
- To coordinate and facilitate graduation rehearsal
- To security faculty, staff, and student assistants
- To serve as a liaison to the Committee on College Committees

Membership:

Appointed by the President

3.3.3.2 Honors Day Committee

Purpose:

To honor those students who have achieved academically

Functions:

- To secure the names of those students who have excelled academically in specific disciplines
- To secure the names of those students with highest academic averages
- To secure the name of the Academic Recognition Day Scholar
- To obtain a speaker for the ceremony
- To draft a program for the ceremony
- To obtain student assistants for the ceremony
- To serve as a liaison to the Committee on College Committees

Membership:

- Chairperson: Associate/Assistant Vice President for Academic Affairs
- One faculty member from each academic division
- One representative from Academic Affairs
- One representative from Institutional Advancement

3.3.3.3 Pageant Committee

Purpose:

To plan and facilitate the Miss/Mr. AMSC Pageant

Functions:

- To select a theme for the event
- To secure entertainment for the event
- To draft the program for the event

Membership:

Appointed by the Director of Student Activities and the Vice President for Student Affairs

- Three representatives from Student Affairs
- One representative from Plant Operations
- One representative from Fiscal Affairs
- One representative for Institutional Advancement
- Three students

3.3.3.4 Recognition Day Committee

Purpose:

To plan the annual luncheon to recognize AMSC employees and retirees for years of service to the College

Functions:

- To determine appropriate mementos and arrange for their order, payment, and pickup
- To plan the luncheon
- To promote and advertise the program to employees
- To serve as a liaison to the Committee on College Committees.

Membership:

- Chairperson: Director of Human Resources
- One representative from Academic Affairs
- One representative from Plant Operations
- Two faculty members
- Two representatives from Student Affairs
- One representative from the Business Office
- One representative from Institutional Advancement

3.3.3.5 Founder's Day Committee

Purpose:

To plan and facilitate the annual Founder's Day program for the institution

Functions:

- To coordinate the theme with President and Vice President for Academic Affairs
- To draft the program for the ceremony
- To obtain a speaker who is approved by President
- To coordinate set-up of stage and gymnasium
- To coordinate musical selections
- To coordinate communication to campus family and external supporters

Membership:

Appointed by President

3.3.3.6 Ad Hoc and Special Committees

Ad Hoc and Special Committees may be appointed by the President at any time to serve a particular need of the College. An Ad Hoc or Special Committee may be disbanded, at the discretion of the President, once its charge has been accomplished.

3.3.3.7 Student Commission

Purpose:

To serve the student body and to work toward the maintenance and improvement of the campus community

Functions:

- To develop responsible student leadership
- To encourage a sense of loyalty and school spirit

- To help plan, organize, supervise and evaluate college life
- To maintain a desirable atmosphere for intellectual growth and social activity and to develop responsible student leadership
- To stimulate cooperation and common understanding among students, faculty, and administrators
- To protect the rights of each student
- To set forth general principles governing the student body

The membership, responsibilities, organization, and procedures of the Student Government Association are described in the *Constitution and Bylaws* and the *Student Handbook*, as adopted and approved by the Student Affairs Committee, the Executive Committee, the faculty, and the President.

3.4 Administrative Organization

The College is organized into five administrative units, each of which is directed by a senior administrator who reports directly to the President of the College. The senior administrators are (1) Vice President for Academic Affairs, (2) Vice President for Fiscal Affairs, (3) Vice President for Institutional Advancement, (4) Vice President for Institutional Effectiveness, (5) Vice President for Student Affairs.

3.5 President's Administrative Staff and Appointments

Members of the President's Cabinet and other administrative officers of the College are appointed by the President. These administrators serve at the pleasure of the President and do not have rights of tenure in the administrative offices to which they are appointed. Prior academic rank and rights of tenure held while serving as members of the corps of instruction are retained as ex-officio members of the corps of instruction. Members of the President's cabinet and administrative officers with faculty status have all the responsibilities and privileges of faculty membership.

All official business involving personnel at Atlanta Metropolitan State College and the Chancellor's Office shall be conducted through the organizational structure contained in these *Statutes*. A copy of the College's organizational chart is contained in this document.

3.6 Position Description for the President and Chief Administrative Officers of the College

SOURCE: *Board of Regents Policy Manual*. Board of Regents of University System of Georgia, Section 204, Authority and Responsibility

3.6.1 The President

The President of Atlanta Metropolitan State College is the chief executive of the institution and all its departments. The President exercises such supervision and direction required to promote the efficient operation of the institution, under the supervision of the Chancellor and the Board of Regents.

The following positions report directly to the President: *Vice President for Academic Affairs, Vice Presidents for Fiscal Affairs, Vice President for Advancement, Vice President for Institutional Effectiveness, and the Vice President for Student Affairs*

Responsibilities:

- Be responsible for operating and managing the institution and executing all directives of the Board and the Chancellor
- Serve as an ex-officio chairperson of the faculty and preside at meetings of the faculty

- Serve as the official medium of communication between the faculty and the Chancellor, and between any council, committee, senate, assembly, or any such body and the Chancellor
- Serve as an ex-officio member of **all** standing committees, except the Promotion and Tenure Committee, Alternative Dispute Resolution Committee, and the Formal Grievance Committee
- Exercise the right of veto power over all legislation of the College faculty, senate, council, or other legislative body of the College
- Confer degrees upon and issue diplomas to those students who have successfully completed the required program of study and who are recommended to the president by the faculty
- Prepare the annual budget and the annual report with the assistance of the appropriate administrative officers of the College for presentation, through the Chancellor, to the Board of Regents
- Exercise such powers and duties that may be required or authorized by the Board of Regents.
- Approve and oversee the College's fundraising activities
- Govern and administer the College's extracurricular programs, including the Athletics Program

3.6.2 The Vice President for Academic Affairs

The Vice President for Academic Affairs is appointed by the President. The Vice President for Academic Affairs serves as the chief academic officer of the College and is responsible for ensuring academic excellence, through the supervision of the College's instructional programs and services.

The following positions report directly to the Vice President for Academic Affairs: *Assistant Vice Presidents for Academic Affairs, Divisional Deans, and the Chief Information Officer,*

Responsibilities:

- Provide the academic perspectives regarding the assessment of academic programs, instructional delivery, and academic and faculty policy development and implementation
- Supervise division Deans, the faculty, and instructional unit heads at the College
- Administer the academic programs of the College
- Serve as an ex-officio member of the College faculty
- Supervise the utilization of classrooms, laboratories, and instructional equipment
- Recommend faculty appointments, promotion and tenure awards, and salaries to the President
- Work with faculty to ensure the quality of curriculum and educational programs
- Prepare and administers the Academic Affairs unit budget
- Communicate and collaborate with other Vice Presidents concerning the welfare of the College constituents
- Prepare and submit to the President an annual report concerning Academic Affairs
- Assume other responsibilities as directed by the President

3.6.3 The Vice President for Fiscal Affairs

The Vice President for Fiscal Affairs is appointed by the President and serves as the Chief Fiscal Officer of the College. The Vice President for Fiscal Affairs is responsible for conducting the Fiscal Affairs of the College in accordance with the policies and procedures of the Board of Regents.

The following persons report directly to the Vice President for Fiscal Affairs: *Associate Vice President for Fiscal Affairs, Controller, Director of Athletics, Director of Plant Operations and Facilities Planning, Director of Public Safety, Director of Human Resources, Bookstore Manager and Cafeteria Manager.*

Responsibilities:

- Assist the President in preparing the institutional budget and controls budget operations
- Establish and operates an appropriate system of accounting and financial reporting
- Assume responsibility for the collection, custody, and control of all institutional funds and securities
- Examine College contracts for accordance with state laws and Regents' policies, before execution of such contracts
- Assume responsibility for procurement and central stores/inventory
- Assume responsibility for property control (including inventory and College vehicles)
- Supervise auxiliary enterprises
- Supervise personnel responsible for the operation and maintenance of the physical plant.
- Supervise personnel responsible for facilities planning, design, and construction
- Assume responsibility for personnel administration
- Administer faculty and staff benefits
- Exercise fiscal supervision over student organizations and loan funds
- Manage invested funds, endowment funds, and trust funds
- Supervise personnel responsible for campus safety and security
- Administer business and financial details of sponsored programs: instruction, research and public service
- Communicate and collaborates with other Vice Presidents
- Prepare and submits an annual report to the President
- Assume other responsibilities as assigned by the President

3.6.4 Vice President for Institutional Advancement

The Office of Institutional Advancement is responsible for securing both public and private financial support; engaging alumni and stakeholders in the life of the institution as volunteers, advocates and supporters; in addition to promoting or marketing the institution to prospective students, their parents and others. The Vice President for Institutional Advancement provides leadership and coordination of all College development programs and activities. Also, the Vice President develops, coordinates, and implements a comprehensive advancement plan for the College that includes fundraising, alumni outreach and media relations to communicate to the

general public about Atlanta Metropolitan State College, focusing on those individuals who have a stake in the success of the institution, including community members, business leaders, government officials, the press and others.

The following persons report directly to the Vice President for Institutional Advancement: Coordinator of Alumni Relations, Director of Media Relations and Director for Development (if applicable).

Responsibilities:

- Develop and implement annual giving and alumni relations programs.
- Manage Annual Giving Fund program
- Develop and implement long and short term strategies to secure increased donor/alumni participation
- Coordinate alumni events, in conjunction with the alumni director/coordinator.
- Plan, manage, direct and evaluate the College's relations with alumni and other key constituencies
- Serve as the Chief Advancement Officer by providing leadership and oversight in all matters relating to fundraising, marketing and advertising
- Oversee the production of annual giving reports
- Supervise the director of Media Relations, director of Development, and Alumni Director
- Ensure that data bases and alumni records are current
- Acknowledge all gifts to the College on behalf of the President
- Manage all IA departmental budgets within specified guidelines
- Facilitate and manage the AMSC Foundation, Inc.
- Serve as the executive director for the Foundation on behalf of the President
- Assume other responsibilities as assigned by the President

3.6.5 Vice President for Institutional Effectiveness

The Office of Institutional Effectiveness guides and monitors the College's strategic and annual planning, assessment, mission reviews, and accreditation requirements. The Office also collects, analyzes, and publishes statistical data and information for internal/external reports. The Vice President for Institutional Effectiveness is appointed by the President of the College. The Vice President for Institutional Effectiveness (VPIE) manages the overall direction of programs and services provided by the office. The VPIE is also responsible for the development and implementation of the institutional effectiveness system, including strategic planning, budgeting and assessment, mission reviews, accreditation matters for administrative and academic units, and administration of the College's data security integrity, and quality.

The following persons report directly to the Vice President for Institutional Effectiveness: *Director of Institutional Research, Planning, and Assessment, Quality Enhancement Plan Director, Research Analysts, and the Special Projects Director and Coordinator.*

Responsibilities:

- Organize, develop, implement, and regularly review of the College's strategic planning, budgeting and assessment and processes
- Assist the College President in special initiatives
- Monitor and administer accreditation issues related to the College and prepare the appropriate reports to ensure that the College satisfies SACS requirements
- Review, monitor, and evaluate the College's mission review and evaluation process
- Organize, Chair, and implement the Institutional Effectiveness Committee meetings and business
- Prepare institutional documents and reports related to institutional data and statistics, including the *Fact Book* and related periodic reports, for the President, Administrative Staff, and campus at-large
- Ensure that substantive changes of the College are consistent with the requirements of accrediting bodies
- Supervise the College's data collection, analysis, and dissemination processes
- Monitor and ensures the security, integrity, and quality of the College's data
- Ensure the accuracy and publication of the College's planning, assessment, and accreditation documents
- Direct the College's Reaccreditation activities
- Assume responsibility for personnel administration and evaluations
- Communicate and collaborate with other Vice Presidents on special projects
- Prepare and submit annual reports to the President
- Administer internal and external data and information requests related to College statistics
- Administer and manage the College's Planning, Budgeting, and Assessment communication and the corresponding medium for distribution among units
- Contribute to various College Committee Work outlined in the College Statutes
- Assume other responsibilities as assigned by the President

3.6.6 The Vice President for Student Affairs

The Vice President for Student Affairs is appointed by the President. The Vice President for Student Affairs is the chief student affairs officer of the College and is responsible for providing leadership for the planning, development, implementation and strategic management of services, and also facilitating student development in support of the educational and co-curricular needs of the students. The following positions report directly to the Vice President for Student Affairs: *Director of Counseling and Disability Services, Director of Financial Aid, Director of Student Activities, Director of Enrollment Services/ Registrar, Director of Student Outreach and Access, Executive Director of TRIO Programs and the Office of Admissions.*

Responsibilities:

- Supervise the development and interpretation of policies and procedures for the Student Affairs Unit
- Exercise jurisdiction over the Student Commission and the social functions sponsored by the Commission
- Supervise the revision, compilation and publication of the *Student Handbook* and the Code of Conduct
- Communicate and collaborate with other Vice Presidents
- Ensure that a professionally trained staff is available to support the work of the unit
- Promote student programs of leadership development, conduct, behavior, and human relations
- Consult and confer with students, parents, and faculty regarding student affairs matters
- Serve on various College committees
- Prepare and submit to the President an annual report concerning the Student Affairs Unit
- Assume other responsibilities as assigned by the President

3.7 POSITION DESCRIPTIONS FOR OTHER ADMINISTRATIVE STAFF OF THE COLLEGE

3.7.1 Key Administrative Positions that Report to the Vice President for Academic Affairs

3.7.1.1 Assistant Vice President for Academic Affairs/Coordinator for Faculty Development

The Assistant Vice President for Academic Affairs/Coordinator for Faculty Development provides support for the Vice President for Academic Affairs (VPAA) in all duties related to Academic Affairs, serves on various college committees as assigned by the VPAA, supervises the Library, Evening, Weekend and 34 Peachtree coordinators, coordinates the Center for Excellence in Teaching and Learning and Continuing Education, seeks funding and assists in grant writing for AA - related programming and assumes other responsibilities as directed by the VPAA.

3.7.1.2 Assistant Vice President for Academic Affairs/Coordinator for Distance Education

The Assistant Vice President for Academic Affairs/Coordinator for Distance Education assists the Vice President for Academic Affairs in ensuring academic excellence through careful planning, execution, and oversight of a robust Distance Education program at Atlanta Metropolitan State College. In addition, the Assistant Vice President for Academic Affairs oversees the smooth functioning of the offices of Academic Advisement, Learning Support, Testing Services, and the Academic Support Center.

3.7.1.3 Chief Information Officer

The Chief Information Officer directs and manages computing and information technology strategic plans, policies, programs and schedules for business and finance data processing, computer services, network and telecommunications, and management information services to accomplish organizational goals and objectives.

3.7.1.4 Director of the Library

The Director of the Library supervises library personnel and services. The director plans, organizes, communicates, and administers library activities and services that meet the needs of the campus and community.

3.7.1.5 Director of Continuing Education

The Director of Continuing Education develops and administers non-credit continuing education courses and programs.

3.7.1.6 Director of Academic Advisement

The Director of Academic Advisement facilitates the academic advisement process. Additionally, the director coordinates the College's effort to provide accommodations for students with disabilities in accordance with the Americans with Disabilities Act of 1990 or later edition and Section 504 of the Rehabilitation Act of 1973 or later edition.

3.7.1.7 Coordinator of the Academic Support Center

The Coordinator of the Academic Support Center supervises the operations of the Academic Support Center. Additionally, the Coordinator acts as a liaison to the academic Deans for planning and coordinating supplemental support programs.

3.7.1.8 Coordinators of the Instructional Site and the Evening and Weekend College

The Instructional Site Coordinator and the Evening and Weekend College Coordinator serve as intermediaries between instructional site students, evening and weekend students, teachers, administrators and the Vice President for Academic Affairs.

3.7.1.9 Coordinator of Testing Services

The Coordinator of Testing Services supervises the operations of the institutional testing programs.

3.7.2 Key Administrative Positions that Report to the Vice President for Student

Affairs

3.7.2.1 Director of Enrollment Management and Registrar

The Director of Enrollment Management supervises the personnel responsible for recruiting and admitting students in accordance with Board of Regents' policies and Atlanta Metropolitan State College admissions requirements. The Registrar administers all Board of Regents and Atlanta Metropolitan State College policies pertaining to the retention, graduation, and transfer of students. The Registrar maintains official records of student academic achievement and also plans and implements registration procedures and policies.

3.7.2.2 Director of Financial Aid

The Director of Financial Aid supervises personnel and implements operational policies and procedures regarding students' financial aid.

3.7.2.3 Director of Student Activities

The Director of Student Activities supervises the administration of campus student activity programs and services. This position supervises co-curricular, recreational, social, and cultural programming; student development; and student clubs, organizations, and publications. Responsibilities also include planning, coordinating, implementing, and facilitating leadership development and training programs for student organization leaders.

3.7.2.4 Director of Counseling and Disability Services

The Director of Counseling and Disability Services coordinates the overall administration of counseling and disability services to students at Atlanta Metropolitan State College according to the directions stipulated in the Standards for Counseling Centers in the University System of Georgia manual, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973.

3.7.2.5 Director of Student Outreach and Access

The Director of Student Outreach and Access supervises the personnel responsible for recruiting and admitting students in accordance with Board of Regents' policies and Atlanta Metropolitan State College admissions requirements.

3.7.2.6 Executive Director of TRIO Programs

The Executive Director supervises all federally funded outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds who are at Atlanta Metropolitan State College.

3.7.3 Key Administrative Positions that Report to the Vice President for Fiscal Affairs

3.7.3.1 Associate Vice President for Fiscal Affairs/Budget Director

The Associate Vice President for Fiscal Affairs/Budget Director has the primary responsibility to prepare, monitor, and manage the budgetary process. The Budget Director works directly with the Vice President for Fiscal Affairs and the President in the preparation of the annual budget. The Budget Director ensures timely submission and adherence to BOR budgetary guidelines.

3.7.3.2 Controller

The Controller manages all aspects of accounting services, including the daily general ledger, accounts payable, cashiering, students' accounts and payroll, grants and contract management and accounting, internal control review and compliance, preparation for external and internal audits, and monthly and annual financial statement reporting.

3.7.3.3 Director of Public Safety

The Director of Public Safety serves as the chief campus police officer. The Director also administers the operations of the Department of Public Safety.

3.7.3.4 Director of Human Resources

The Director of Human Resources administers the operations of the comprehensive human resources program.

3.7.3.5 Director of Plant Operations and Facilities Planning

The Director of Plant Operations and Facilities Planning coordinates the master planning process for the College's facilities. In addition, the Director supervises the operations of the physical plant, and coordinates major repair and renovation projects with the Board of Regents' Office of Facilities.

3.7.3.6 Bookstore Manger

The Bookstore Manager oversees the operation of the College's bookstore, including textbook purchases, maintains an efficient POS system, receives and ships textbooks, handles buyback operations and ensures customer service standards are upheld.

3.7.3.7 Cafeteria Manager

The Cafeteria Manager is responsible for the overall operations and management of the College cafeteria services, including planning, organizing, and directing the daily activities of the cafeteria and catering services in an effective and efficient manner.

3.7.4 Key Administrative Positions that Report to the Vice President for Institutional Advancement

3.7.4.1 Coordinator of Alumni Relations

The Coordinator for Alumni Relations is responsible for building life-long relationships with alumni of the institution, facilitating two-way communication between the institution and alumni, maintaining the administration and management of effective alumni programs, maintaining the alumni database, coordinating with the Alumni Association, planning events, developing chapter membership, and completing other special projects as assigned by the Vice President.

3.7.4.2 Director of Media Relations

The Director for Media Relations is responsible for coordinating communications and marketing efforts across the institution. In addition, this person provides specific communications and marketing services such as publications, press releases and external information when requested, along with other responsibilities as assigned by the President and Vice President for Institutional Advancement.

3.7.4.3 Director of Development

This position is responsible for securing financial support in the form of annual giving, major gifts, planned gifts and corporate and foundation gifts through strategically developed fundraising campaigns that will assist the institution in achieving its goals. This position will build and steward relationships with potential and current donors, including alumni, community members, corporations, foundations, board members, faculty and staff, parents and current students and others. In addition, the Director will assist with managing and analyzing relevant data regarding donors, gifts and giving trends.

3.7.5 Key Administrative Positions that Report to the Vice President for Institutional Effectiveness

3.7.5.1 Director of Institutional Research, Planning, and Assessment

The Director of Institutional Research, Planning, and Assessment (IRPA) is responsible for managing and implementing the planning and assessment structure for the institution. In addition, the responsibilities include collecting, analyzing, and distributing planning and assessment results in an effective manner to ensure that the College successfully achieves its strategic planning and evaluation processes. The Director of IRPA is responsible for providing data and reports as requested by departments of the College, as well as external agencies, including requests from the Board of Regents and the Department of Education. Other responsibilities include developing policies and procedures that ensure the storage, security, and preservation of the College's data.

3.7.5.2 Director of the Quality Enhancement Plan

The Quality Enhancement Plan (QEP) Director is responsible for the management and implementation of the College's Quality Enhancement Plan, a requirement of the Southern Association of Colleges and Schools. These responsibilities include: (1) planning, organizing, and implementing faculty and staff QEP training, (2) collecting and analyzing QEP results, (3) ensuring QEP course implementation and evaluation, (4) chairing, organizing, and implementing meetings of a QEP Steering Committee, and (5) preparing internal and external updates and reports, keeping all parties aware of the progress/status of the QEP.

3.7.5.3 Research Analyst

The Research Analyst has the primary responsibility of collecting, analyzing, and disseminating internal and external data and reports. These responsibilities include assisting the Director of IRPA in storing, securing, and preserving the College's data. The Research Analyst assists the Director of IRPA in developing sound practices for data collection and analysis, and provides staff training/support for utilization of the planning and assessment software collection process.

3.7.5.4 Director of Institutional Special Projects

The Special Projects Director has the responsibility of planning, organizing, and implementing projects developed by the institution with external agencies that involve multi-departmental involvement. These responsibilities include: (1) serving as a primary liaison to ensure that the conditions set forth by AMSC partnerships are effectively executed, (2) ensuring effective and ongoing scheduling and communication with partnership agencies, (3) planning, organizing, and implementing appropriate support services to ensure that partnerships are efficient and effective, (4) working with the Director of IRPA to ensure that partnerships and collaborations are appropriately evaluated to ensure success, and (5) submitting regular reports to provide updates on the growth and progress of institutional partnerships and collaborations.

3.7.5.5 Project Coordinator

The Project Coordinator provides primary support to the Vice President for Institutional Effectiveness. As such, the Project Coordinator is responsible for the management of the day-to-day operations of the Office of the VPIE. Responsibilities also include supporting projects associated with the Quality Enhancement Plan, and other projects within the Office of the VPIE.

3.7.5.6 Director Environmental Health and Safety/Right-to-Know

The Director of Environmental Health and Safety/Right-to-Know (EHSRK) is responsible for ensuring a safe campus with respect to hazardous and non-hazardous material. In addition, this position ensures that chemical waste is safely handled, stored, and removed from the campus. The Director of Environmental Health and Safety/Right to Know ensures employee training of state and federal policies, guidelines, and best practices governing a safe work and learning environment. The Director of EHSRK serves as a liaison to the Board of Regents and represents the College on matters related to the environmental health and safety of employees and students.

3.7.5.7 Chair of the Institutional Review/Research Board

The Chair of the Institutional Review/Research Board (IRB) is responsible for organizing and implementing the IRB. The IRB has the responsibility of ensuring that all research on the AMSC campus, human or otherwise, is conducted in a safe and secure manner, preserving the rights and confidentiality of all AMSC employees and interests.

ARTICLE IV.

THE FACULTY

4.1 FACULTY MEMBERSHIP

The faculty consists of the Corps of Instruction and the administrative officers with faculty status.

4.1.1 Corps of Instruction

Full-time professors, associate professors, assistant professors, instructors, lecturers, and teaching personnel with other titles approved by the President and the Board of Regents comprise the Corps of Instruction.

4.1.2 Administrative Officers

Administrative officers with potential faculty status include: the President, Vice President for Academic Affairs, Vice President for Institutional Effectiveness, Vice President for Student Affairs, Vice President for Institutional Advancement, Vice President for Fiscal Affairs, Director of the Library, Director of Enrollment Management and Registrar, and other full-time administrative officers as designated by the President. Administrative Officers shall be appointed by the President.

4.2 INSTRUCTIONAL DIVISIONS

The Corps of Instruction is organized into instructional divisions based upon related academic disciplines. They are:

- Division of Business & Computer Science
- Division of Humanities and Fine Arts
- Division of Science, Mathematics & Health Professions
- Division of Social Sciences

All members of the Corps of Instruction will report to their respective Deans in carrying out professional duties and responsibilities.

4.3 DEANS

The Deans report to the Vice President for Academic Affairs. The Deans serve as members of the faculty and the administration. In addition to teaching, Deans exercise leadership and supervision of personnel, manage resources within the division, and ensure excellence and quality in the division's academic programs and services.

Moreover, the Dean represents the division to the student body, other faculty, other administrators, colleagues at System and non-System institutions, as well as other educational, public, and business communities. The position requires effective teaching, management, communication, facilitation, conflict resolution, and social skills.

Responsibilities:

The Dean is responsible for the leadership and management of the division. The dean will pursue professional/scholarly activities, teach three hours per semester, and work in concert with other unit heads to accomplish the goals and objectives of the institution. The Dean is a faculty member employed to:

- Provide continuity and leadership in planning, coordinating, and implementing the academic programs of the division
- Work with faculty to ensure quality instructional delivery
- Encourage and support faculty and staff development activities
- Lead faculty in developing, evaluating, and improving the curriculum
- Coordinate activities to accomplish the division's goals
- Initiate strategies to improve divisional effectiveness
- Plan and conduct division meetings for faculty and staff
- Recommend, supervise, and evaluate faculty members and staff
- Schedule division classes
- Manage the division budget in accordance with institutional procedures and priorities
- Work with division faculty and staff to ensure proper academic advisement
- Serve as mediator to resolve faculty and student academic problems and issues
- Participate in College ceremonies
- Serve on College committees
- Complete required reports and documents
- Assume other responsibilities as assigned by the Vice President for Academic Affairs or the President

4.4 DEPARTMENT HEADS

The Department Head (10 month position) within an Academic Division will report directly to the Dean of the respective division and have one-course reassigned time devoted to fulfilling the duties and responsibilities of the Department Head. Department Heads should be available 5-6 hours per week to perform their responsibilities. The Dean will be responsible for the annual evaluations of the Department Head. This position is a two-year assignment (subject to a semester-

to-semester review), which after the first two-year term (2010-2012) will be determined by a formal election by the faculty within the department. The Department Head will be

appointed by the Dean for the first two-year term. Department Heads may serve in this role for no more than two *consecutive* terms (four years).

Responsibilities:

Assist in managing normal functions and processes of the department, including but not limited to:

- Initiating department academic schedule
- Selecting, evaluating, and mentoring adjunct faculty
- Managing the departmental budget, in conjunction with the Dean
- Managing departmental student issues, including student complaints
- Managing of online/distance education
- Coordinating curriculum review and revision activities in conjunction with the Dean
- Develop and provide oversight for departmental committee structure
- Spearhead and encourage faculty professional development and growth
- Spearhead and encourage the development of grant proposals for departmental initiatives
- Assume a leadership role in any related retention, graduation and accreditation process, including SACS
- Other duties assigned by the Dean

4.5 MEMBERS OF THE CORPS OF INSTRUCTION

SOURCE: *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 3.2.1.1, of Instruction, Academic Affairs.

General

Full-time professors, associate professors, assistant professors, instructors, lecturers, and teaching personnel with such other titles as may be approved by the Board are the Corps of Instruction. Full-time research and extension personnel and duly certified librarians are included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles are not considered to be members of the faculty.

Responsibilities:

- Instruct all assigned classes and provide for a full instructional period
- Administer College-wide examinations
- Provide academic advisement for students
- Communicate to students grading policies, attendance policies, course requirements, and any other relevant material
- Participate in professional development activities
- Serve on College committees
- Attend commencement exercises and Honors Day in appropriate academic regalia
- Attend required College ceremonies
- Attend faculty meetings and division meetings

- Complete all forms and reports in a timely manner

- Develop and distribute course syllabi
- Maintain and post office hours
- Recommend supporting materials to the Director of the Library
- Participate according to interest and need as an instructor in College public service and continuing education programs. Remuneration will be in addition to the regular teaching contract only when all four of the conditions stated in the *Board of Regents Policy Manual*, Salaries Section I-26, pp. 134-135 exist and the action has the approval of the President.
- Recommend to the division chairperson course textbooks, materials, and equipment
- Assume other related responsibilities assigned by the Dean, Vice President for Academic Affairs, or President

4.6 APPOINTMENTS

SOURCE: *Board of Regents Policy Manual*. Board of Regents of University System of Georgia. Personnel Policies, Section II: Classified Employees (E); Section 2.5, Institutional Governance; Authority and Responsibilities.

All appointments, re-appointments, promotions, salaries, transfers, suspensions, and dismissals of faculty are executed by the President. Such recommendations originate with the Vice President for Academic Affairs in consultation with the deans of the academic divisions. Faculty appointments are made at the following academic ranks: instructor, assistant professor, associate professor, and professor.

Specific information concerning initial appointments and employment of relatives is contained in the *Faculty Handbook* and the *Board of Regents Policy Manual*.

4.7 EVALUATION OF FACULTY

SOURCE: *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 8.3.7, Evaluation of Faculty, Personnel.

Each institution shall establish definite and stated criteria, consistent with Regents' policies and the *Statutes* of the institution, against which the performance of each faculty member will be evaluated. The evaluation shall occur at least annually and shall follow stated procedures as prescribed by each institution. Each institution, as part of its evaluative procedures, will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of the student evaluations. The evaluation procedures may also utilize a written system of peer evaluations, with emphasis placed on the faculty member's professional development. In those cases in which a faculty member's primary responsibilities do not include teaching, the evaluation should focus on excellence in those areas (e.g., research, administration) where the individual's major responsibilities lie. Institutional policies and procedures shall ensure that each faculty member will receive a written report of each evaluation and that the results of the evaluation will be reflected in the faculty member's annual salary recommendations. Institutions will ensure that the individuals responsible for conducting performance evaluations are appropriately trained to carry out such evaluations.

Specific information concerning evaluation of AMSC faculty members is contained in the *Faculty Handbook* and the *Board of Regents Policy Manual*.

4.8 FACULTY RULES AND REGULATIONS

SOURCE: *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 3.2.4 Faculty Rules and Regulations, Academic Affairs.

The faculty, or the council, senate, assembly, or such other comparable body, shall make, subject to the approval of the president of the institution, the Chancellor and the Board, statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards.

A copy of the *Statutes* and rules and regulations made by the faculty shall be filed with the Chancellor. The faculty shall prescribe rules for the regulation of student publications, athletics, intercollegiate games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to the approval of the president of the institution, the Chancellor and the Board.

Specific information concerning rules and regulations for faculty members is contained in the *Faculty Handbook*.

4.9 ACADEMIC ADVISEMENT

SOURCE: *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 3.9, Academic Advisement.

Each institution shall have a program for the advisement of its students. Academic advisement is the primary responsibility of the faculty and should be integrally related to the education process. Effective advisement shall be credited toward retention, tenure, and promotion. It shall be a specific topic of faculty evaluation.

Specific information concerning academic advisement is contained in the *Faculty Handbook*.

4.10 PROMOTION AND TENURE

SOURCE: *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 8.3.6 and 8.3.7, Promotion and Tenure, Personnel.

Each institution in the University System of Georgia shall establish clearly stated promotion and tenure criteria and procedures that emphasize excellence in teaching.

Specific information concerning promotion and tenure is contained in the *Faculty Handbook*.

4.11 ACADEMIC FREEDOM

Faculty members of Atlanta Metropolitan State College have all the time-honored tenets of academic freedom that are normally found in institutions of higher education. These include freedom of inquiry and discussion, and freedom to conduct research, write and teach in any manner that increases their stature in their discipline and brings credit to the profession. Since teaching is the primary responsibility of the instructor at this institution, this aspect of his or her professional life must come first.

With freedom comes responsibility. Every instructor is expected to give an honest, objective presentation of the subject material. Specific information concerning academic freedom is contained in the *Faculty Handbook*.

4.12 TUITION ASSISTANCE PROGRAM (TAP)

The Tuition Assistance Program (TAP) is an employee supplemental educational assistance program which results in the waiver of tuition and fees when an employee attends any University System of Georgia (USG) institution. Tuition assistance requires TAP application approval for each semester and is based upon space availability within the course(s) and/or degree program of the institution attended. Participation in the Tuition Assistance Program shall be available to full-time benefits-eligible employees who have successfully completed at least six (6) months of employment in a benefits-eligible position as of the date of the Tuition Assistance Program application deadline for the desired academic semester.

Full-time employees (who meet the applicable admissions standards and who have received appropriate prior authorization from their institution) may enroll in up to nine (9) academic semester credit hours for each of the three (3) designated semester periods: fall semester, spring semester, and summer semester. Student status will be secondary to employee status in all considerations, including student fee waivers. Tuition assistance is the waiver of tuition and the waiver of certain fees. Tuition Assistance Program participation will be granted on a space-available basis. For limited-slot enrollment programs, approval must be granted by the teaching institution. An employee must receive a grade of C or better in each approved Tuition Assistance Program academic course.

Employees may not enroll in the following professional schools:

- Dental
- Medical
- Pharmacy
- Veterinary
- Law
- Executive/premiere or comparable graduate programs

ARTICLE V.

POLICIES GOVERNING ALL EMPLOYEES

5.1 OUTSIDE EMPLOYMENT

All employees of the College should avoid actual or apparent conflict of interests between their College obligations and their outside activities. The following should be adhered to before engaging in any outside employment:

- An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
- All full-time faculty, administrators, and other professional staff members employed by a unit of the University System are expected to give full professional effort to their assignments of teaching, research, and service.
- Professional employees are encouraged to participate in professional activities that do not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of professional development; (2) serves the community, state or nation; or (3) is consistent with the objectives of the institution.
- For all activities except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the President or his designee prior to engaging in activities. Such activities include: consulting, teaching, speaking, and participating in business or service enterprises.

Before engaging in any outside occupation, pursuit, or endeavor that may interfere with the employee's regular and punctual performance of his or her responsibilities at the College, the employee should secure the "Outside Employment" form or "Consultant Services Agreement Between Institutions" form which can be obtained from the Office of Human Resources.

5.2 CONSULTING AND OUTSIDE ACTIVITIES

SOURCE: *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Personnel Policies: General Provisions Section 8. Section 8.2.15.2, Consulting Activities and Section 8.2.15 Outside Activities.

5.3 CONSOLIDATED ALTERNATIVE DISPUTE RESOLUTION POLICY AND PROCESSES

5.3.1 Policy

Atlanta Metropolitan State College is committed to the prompt and fair resolution of the concerns of students, faculty, and staff. The College does not discriminate on the basis of race, religion,

nationality, gender, age, sexual orientation, disability, or veteran status in its practices, programs, or activities.

5.3.2 Purpose

The purpose of the Atlanta Metropolitan State College Consolidated Alternative Dispute Resolution Policy is to ensure that disputes are consistently resolved at the lowest supervisory level of the College in a timely and equitable manner. This policy complies with the University System of Georgia Board of Regents' goals and directives concerning conflict resolution initiatives for institutions. (See Appendix.) Note: No individual's status with Atlanta Metropolitan State College shall be adversely affected in any way as a result of seeking redress under this policy, nor shall any retaliatory actions taken against an individual for participating in the Alternative Dispute Resolution Processes be tolerated. Any such action taken against an employee or student for seeking redress under this policy may be considered grounds for dismissal from employment at Atlanta Metropolitan State College.

5.4 ALTERNATIVE DISPUTE RESOLUTION (ADR)

AMSC has established and implemented the Alternative Dispute Resolution as part of its commitment to the prompt and fair resolution of the concerns of its students, faculty and classified employees. The procedures ensure that any individual within the College community who has a grievance will have access to an internal process which provides elemental fairness to the parties involved and which has as its objective the resolution of the grievance. The procedures may be used as one of many options for grievances. Alternative Dispute Resolution includes those mechanisms usually involving a third party or neutral mediator to facilitate agreement between two parties outside the judicial forum.

The ADR Processes and operational definitions are contained in the *Faculty Handbook*, *Student Handbook*, and *Classified Staff Handbook*.

5.5 STATEMENT ON DISRUPTIVE AND OBSTRUCTIVE BEHAVIOR

SOURCE: *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 4.6.3, Disruptive Behavior.

The Board of Regents of the University System of Georgia Statement on Disruptive and Obstructive Behavior is quoted in its entirety for application to Atlanta Metropolitan State College in the *Faculty Handbook*, *Student Handbook*, and *Classified Staff Handbook*.

5.6 LEAVE OF ABSENCE

SOURCE: *Board of Regents Policy Manual*. Board of Regents of the University System of Georgia. Section 8.2.7, Personnel Leave. The policy governing a leave of absence is

located in the *Board of Regents Policy Manual*, *Faculty Handbook*, and *Classified Staff Handbook*.

Faculty members are encouraged to consult the Office of Human Resources regarding the guidelines for requesting a leave of absence. The Dean, the appropriate Vice President, and the President should be given as much notice as possible so that adequate plans can be made.

5.7 POLICY ON HUMAN IMMUNODEFICIENCY VIRUS/ACQUIRED IMMUNE DEFICIENCY SYNDROME

For the purpose of this policy, the term “HIV infection” applies to all forms of human immunodeficiency virus infection, including acquired immune deficiency syndrome (AIDS), as well as the individuals perceived to have any form of the HIV infection. HIV infection is a disabling condition under applicable federal and state, and local laws (ADA, Sections 4503 and 504 of the Rehabilitation Act of 1973) and College policies.

Employees with the HIV infection in any form will not be excluded from or restricted in enrollment, employment (including benefits, promotions, and other terms and conditions of employment), or access to College services or facilities, unless medically-based judgments in individual cases establish that some exclusion or restriction is necessary to protect the individual or the College community.

With respect to HIV infection, Atlanta Metropolitan State College is committed to:

- Protecting the rights of all employees of the College community
- Educating employees about HIV
- Providing a humane response to those with any form of HIV infection
- Taking every reasonable precaution to provide a safe environment on campus

The College will provide employees with education regarding the HIV infection to prevent its spread and to increase the understanding of and compassion for those with the disease. College officials will make every effort to ensure confidentiality of individuals with the HIV infection and to make reasonable accommodations.

5.8 FAMILY MEDICAL LEAVE ACT (FMLA)

The *Board of Regents Policy Manual* 8.2.7.6 has been amended to provide the Family Leave Policy, effective January 1, 1993, written as follows:

Any regular employee who has been employed on a full time basis for at least twelve months is eligible for twelve workweeks of family leave. Family leave shall be unpaid; however, if an employee is eligible to use accumulated sick leave, the employee, after obtaining permission from the employer, may do so exclusive of the twelve weeks of family leave. The employee may also utilize any accrued annual leave with the approval of the employer.

Family leave shall be granted to an eligible employee in the event of:

- The birth of the employee's child and in order to care for the child;
- The placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition; or,
- A serious health condition that renders the employee incapable of performing the functions of his or her job.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement.

When the need is foreseeable and such notice is practical, employees seeking to use FMLA are required to provide a 30-day advance request of the effective date FMLA leave will begin. In addition, the employee must provide medical certification to support the request for leave. For the duration of FMLA leave, the employer must maintain the employee's group health insurance coverage. Upon return from FMLA leave, an employee must be restored to the employee's original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

5.9 DRUG FREE WORKPLACE POLICY

The United States Congress has enacted the Drug Free Workplace Act of 1988. The purpose of this law is to ensure that work done under federal contracts or federal grants is performed in a Drug-free environment.

In addition to prohibiting employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace, the College prohibits its employees from engaging in such illegal activity at all times and at all places. Such activity, even during non-working hours, clearly affects the employee's ability to perform his/her duties. Therefore, Atlanta Metropolitan State College adopts the following as its drug-free policy:

No employee of Atlanta Metropolitan State College may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place, including while at the workplace. Such unlawful activity will be considered a sufficient ground for a serious adverse personnel action, including dismissal from employment.

Failure to comply with any part of this policy will result in serious adverse personnel action, including possible dismissal from employment. Any questions concerning this policy should be directed to the Office of Human Resources.

5.10 HARASSMENT POLICY

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, gender, sex, national origin, sexual orientation, age, disability, or that:

1. has the purpose or effect of creating an intimidating, hostile or offensive working environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance;
3. otherwise adversely affects an individual's employment opportunities

Sexual harassment is defined as sexual conduct of any nature, which is not freely and mutually agreeable to both parties. Examples include, but are not limited to:

- Making, as a condition of employment, acceptance of unwelcome sexual advances or requests, requests for sexual favors, or other verbal or physical conduct of a sexual nature
- Making submission to or rejection of such conduct the basis for employment decisions
- Creating an intimidating, offensive, or hostile work environment by such conduct

Employees who believe they have suffered any form of harassment or retaliation may immediately report the alleged conduct to their supervisor or to the supervisor of the person who is behaving objectionably, so that a confidential investigation of the complaint can be undertaken. Alternatively, the employee may report the alleged conduct to the Office of Human Resources/Affirmative Action Officer. Further, any employee who observes conduct by another employee which he or she believes to be harassing, retaliatory, or discriminatory must report such conduct as outlined above. All complaints of harassment will be treated confidentially and will be investigated promptly and thoroughly.

5.11 SEXUAL HARASSMENT POLICY AND PLAN FOR FACULTY, CLASSIFIED STAFF, AND STUDENTS

5.11.1 Summary Statement

The complete text of the Atlanta Metropolitan State College Sexual Harassment Policy and Plan, which is contained in the College's Affirmative Action Plan, is available in each unit office, the library and the Human Resources Office.

5.11.2 Policy Governing Prohibition of Sexual Harassment

SOURCE: *Board of Regents Policy Manual*, Board of Regents of the University System of Georgia. Section 8.2.16, Sexual Harassment

5.11.2.1 Civil Rights - The Board of Regents of the University System of Georgia and Atlanta Metropolitan State College shall comply with the provisions of the Title VII, Title VI of the Civil Rights Act of 1964, as amended, Executive Order 11426.

5.11.2.2 Harassment: Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire or to otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this Federal law.

Sexual harassment of employees or students in the University System/Atlanta Metropolitan State College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements.

Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or a condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such an individual; or
3. Such conduct reasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

5.12 AFFIRMATIVE ACTION POLICY

Atlanta Metropolitan State College is an Equal Opportunity/Affirmative Action Employer. The College provides equal employment opportunities for all faculty, staff, students and applicants without regard to race, color, religion, gender, age, national origin, marital status, physical disability, or military status, in compliance with applicable federal and state laws pertaining to nondiscrimination. Each action shall include, but is not limited to, employment, promotion, advertising, layoff or separation, rates of pay or other forms of compensation, and selection for training programs.

All employment decisions are consistent with practices that promote equality and fairness. Individuals responsible for making such decisions are to use such practices for employing administrative, professional staff, and faculty personnel. Policies and procedures may be superseded by actions of the Board of Regents. If, for any reason, the information contained in these *Statutes* is not in agreement with policies of the Board of Regents, the Board of Regents Policy will prevail.

It is important to note that under the guidelines established by the Board of Regents of the University System of Georgia and by the United States Department of Labor, "minority" at AMSC is defined as "non-Black."

5.13 INVENTORY AND SECURITY OF EQUIPMENT

The 1971 Session of the Legislature of the State of Georgia passed into law House Bill Number 9, requiring that a central inventory system be established to maintain a complete and accurate inventory of all State-owned personal property.

Equipment purchased with grant funds is subject to the same rules and regulations as stated above. Atlanta Metropolitan State College must list equipment with the State of Georgia, and, to comply with the law, must maintain an accurate and current inventory.

In order to administer these regulations, the College must keep a local inventory that will show where all equipment is located at all times. Whenever there is a need to move furniture or equipment, the individual initiating the move must complete and submit an Equipment Transfer Report Form according to the routing shown on the form.

5.14 COMPUTER AND NETWORK USAGE POLICY

Atlanta Metropolitan State College recognizes its responsibility to provide the widest possible access to electronic resources for its faculty, students, and community. Specific information concerning this policy is contained in the *Computer and Network Usage Handbook* and *Faculty Handbook*.

5.15 VIOLENCE IN THE WORKPLACE

Atlanta Metropolitan State College will not tolerate any type of workplace violence committed by or against employees. Workplace violence, for the purpose of this policy, is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal.

To make deliberate false accusations of workplace violence violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation. Employees who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation.

5.16 FIREARMS IN THE WORKPLACE

In accordance with O.C.G.A. 16-11-127, AMSC strictly prohibits the possession or transportation of firearms in, on, or within 1000 feet of the College. This applies to all employees with the exception of AMSC security and law enforcement officers. Employees failing to comply with this policy may be subject to employment termination and criminal prosecution.

5.17 POLITICAL ACTIVITIES

As responsible and interested citizens in a democratic society, employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for employees to manage or enter political campaigns while on duty, to perform political services at the College or to hold elective political office at the state or federal level while employed by the College. Therefore, the following policies governing political activities are hereby adopted:

- Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which they receive compensation from AMSC.
- Employees may not hold elective political office at the state or federal level.
- A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at AMSC, with or without compensation.
- Employees seeking elective political office at the state or federal level must first request a leave of absence without pay prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office, such person must resign prior to assuming office.
- Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the AMSC or the USGA.

5.18 SMOKING POLICY

Smoking is strictly prohibited on campus. AMSC's policy on smoking within the workplace is in accordance with the College's obligations to protect the health of its employees and to protect the College against compensation damages under the Occupational Health Safety and Welfare Act (1986).

AMSC is a smoke Free Institution. Violators of the above policies are subject to penalties approved by the College administration and should be immediately reported to the Office of Environmental Health and Safety.

ARTICLE VI.

THE STATUTES, THEIR INTERPRETATION, AMENDMENT, AND RATIFICATION

6.1 DISTRIBUTION OF STATUTES

Each person is responsible for becoming acquainted with the contents of the Statutes and any amendments that may subsequently be made and approved. Copies of the Statutes are housed in the library, the offices of unit heads, the offices of the vice presidents, and the Office of the President. Copies of the *Statutes* are available to employees upon request.

6.2 INTERPRETATION

All questions of interpretation of these *Statutes*, and questions concerning the nature and extent of the jurisdiction of the faculty, of the several committees and of the various administrative officers under these *Statutes*, shall be determined and decided by the President.

6.3 INITIATION OF AMENDMENTS

Any member of the faculty may initiate an amendment to the *Statutes* through an ad hoc or standing committee. All proposed amendments must be submitted in writing to the President for study and assignment to an appropriate standing committee or ad hoc committee of the faculty for consideration. Proposed amendments are presented at one scheduled meeting for discussion and acted upon at a subsequent meeting.

6.4 AMENDMENT ADOPTION

A favorable vote by a majority of the general faculty constitutes approval of the proposed amendment, provided a quorum is present consisting of at least one more than two-thirds of the members of the faculty (as defined in Article IV of these *Statutes*). Amendments to these *Statutes* approved by such majority vote of the faculty become effective only after the approval of the President, the Chancellor, and the Board of Regents.

6.5 REGENTS' POWERS

The Board of Regents of the University System of Georgia retains the authority to modify, amend, or repeal these *Statutes* in any respect.

6.6 REPEAL OF ALL REGULATIONS

All regulations heretofore adopted that are inconsistent with these *Statutes* are hereby repealed by the adoption of these official *Statutes* of Atlanta Metropolitan State College.

6.7 REVISION AND RATIFICATION PROCESS

- President initiates review of *Statutes* by the appointment of a Statutes Ad Hoc Committee.
- Committee reviews and updates *Statutes*.
- Publications Review Committee reviews and edits the document for consistency with Board of Regents policies and other College publications.
- Committee makes recommendations for policy revisions/and or amendments to the Curriculum and Educational Policies Committee.
- Curriculum and Educational Policies Committee, upon review and approval of recommendations, forwards the document to the Executive Committee.
- Executive Committee reviews and approves policy revisions and/or amendments then forwards them back to the Statutes Ad Hoc Committee.
- Statutes Ad Hoc Committee reviews and approves the document then sends the revised document to the faculty for ratification.
- Faculty votes on (ratifies) revisions and/or amendments.
- Office of Publications reviews graphics and visual/layout standards of the document, makes it camera ready, then forwards it back to the Statutes Ad Hoc Committee.
- Statutes Ad Hoc Committee reviews and approves the document then forwards it to the President.