

STATUTES
OF
ATLANTA METROPOLITAN COLLEGE
ATLANTA, GEORGIA

University System of Georgia



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Submitted to the Faculty
by the
Ad Hoc Committee for Reviewing College Documents
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STATUTES
of
ATLANTA METROPOLITAN COLLEGE



The **Statutes of Atlanta Metropolitan 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. Harold E. Wade

1.1 INTRODUCTION

The Statutes of Atlanta Metropolitan College sets 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 catalog provide detailed information about specific areas of operation within the college.

Atlanta Metropolitan College Organizational Structure

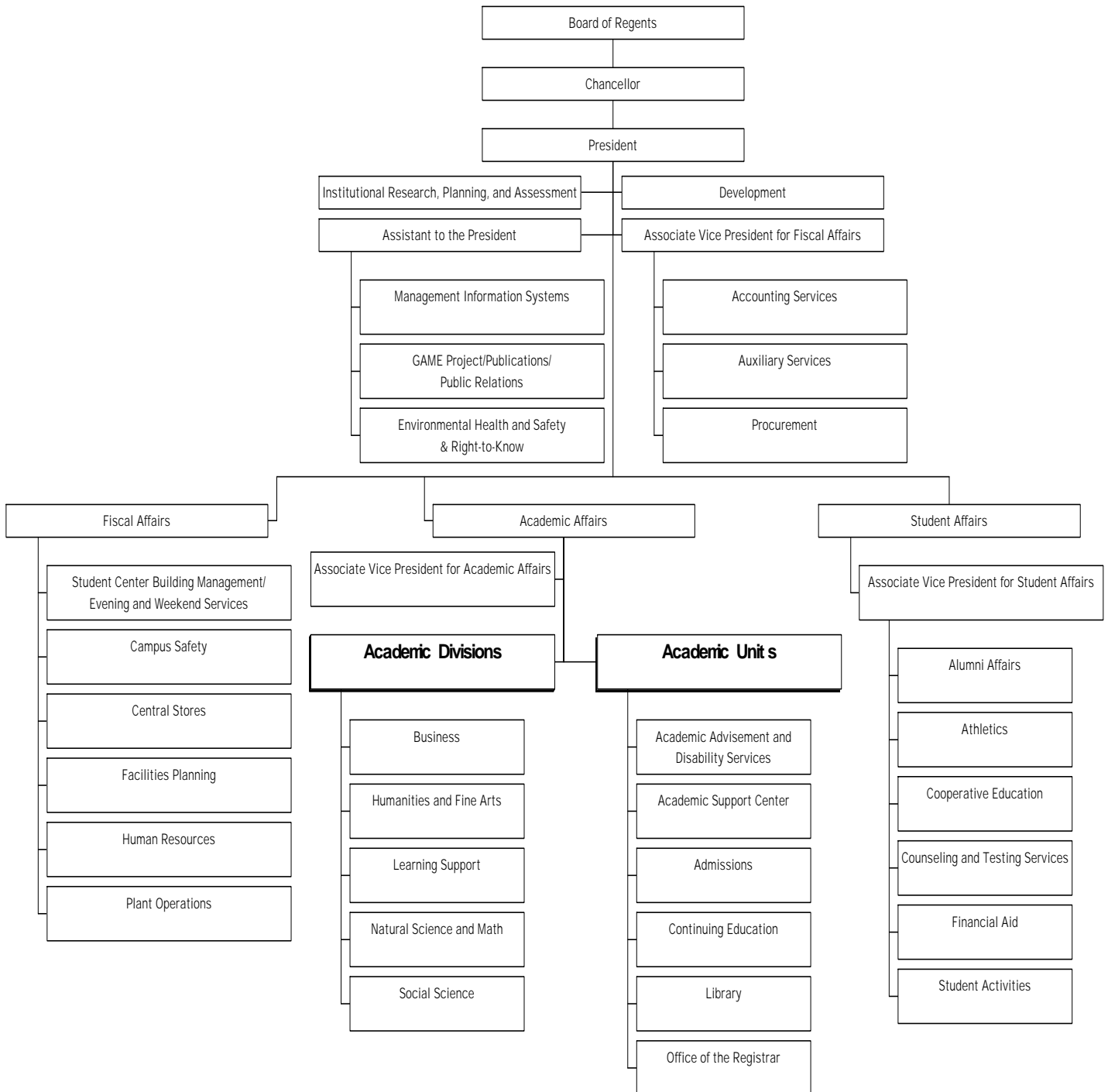


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ARTICLE I.

THE COLLEGE

1.1 UNIVERSITY SYSTEM OF GEORGIA

The establishment of Atlanta Metropolitan 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 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 sixteen (16) 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 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 and cooperative programs with Atlanta Technical College. 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 College, located in the southwest quadrant of Atlanta and originally established as Atlanta Junior College, is an institution of the University System of Georgia. The two-year programs at Atlanta Metropolitan College, as well as the academic and student support services, reflect the commitment of the college to instructional excellence and high academic standards,

while providing affordable, accessible, and relevant education for the diverse populations of metropolitan Atlanta.

Atlanta Metropolitan College shares with every institution in the University System the following core characteristics:

- ◆ a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- ◆ cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs which embody the ideals of an open, democratic, and global society;
- ◆ technology to advance educational purposes, including instructional technology, student support services, and distance education;
- ◆ collaborative relationships with other System institutions, state agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

Atlanta Metropolitan College shares with other two-year colleges of the University System the following core characteristics:

- ◆ a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics which have a magnet effect throughout the region or state;
- ◆ a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- ◆ a high quality general education program which supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical institute programs;
- ◆ a commitment to public service, continuing education, technical assistance, and economic development activities which address the needs, improve the quality of life, and raise the education level with the college's scope of influence;
- ◆ a commitment to scholarship and creative work to enhance instructional effectiveness and meet local needs.

Atlanta Metropolitan College is an exemplary teaching institution which specializes in providing challenging, supportive, individualized, and innovative learning experiences for both traditional and non-traditional students as they prepare for transfer to baccalaureate programs; for entry or re-entry

into the labor force; and for effective, productive, and responsible participation in a rapidly changing, technologically sophisticated, global society. The high-quality learning experiences are delivered within an institutional culture which values on-going faculty-student interactions, faculty development for the study and implementation of innovative educational technologies, meaningful student participation in all aspects of college life, and a respect for intellectual and creative endeavors throughout the college community.

Program offerings at Atlanta Metropolitan College are designed for individuals with a wide range of academic preparation and educational needs.

Degree-granting programs: transfer programs for students intending to pursue baccalaureate degrees; career programs for students seeking academic preparation for immediate entry into the labor force; and joint programs with Atlanta Technical College to complement vocational/technical certification.

Certificate programs in specialized occupational fields.

Focused learning support programs for students who need to strengthen their academic skills.

Pre-college programs: enrichment programs to help students in at-risk situations prepare to enter college ready to succeed; and early admission and joint enrollment programs for academically talented high school students.

Teaching and learning institutes for professionals to study pedagogical theories and strategies and to acquire training in state-of-the-art educational, information, and management technologies.

Cultural, co-curricular, and continuing education programs to facilitate lifelong learning as well as community and business development. The college seeks to fulfill its vital role within the University System and the Atlanta community more effectively by forging stronger collaborations with school systems, four-year colleges, government agencies, and business, corporate, community, and civic entities. Furthermore, the college seeks to serve as an effective change agent within its geographical scope of influence through community revitalization efforts, relevant curricular and co-curricular activities, and expanded public service initiatives.

Across all disciplines, Atlanta Metropolitan College seeks to cultivate within its students: a knowledge-base and repertoire of skills for success upon transfer and in a competitive workplace; a habit of informed, critical thinking; and a strong sense of personal and collective responsibility. Matriculation at Atlanta Metropolitan College enables students to assume their roles as competent, reflective, and socially conscious thinkers.

2.2 STATEMENT OF PURPOSE

Atlanta Metropolitan College is committed to high standards of excellence while providing affordable, accessible, and relevant educational programs to a diverse student population. The college aims 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 three degree-granting programs: transfer programs for students intending to pursue baccalaureate degrees; career programs for students seeking academic preparation for employment; and joint programs with Atlanta Technical College to complement vocational/technical certification. The college also offers certificate programs in specialized occupational fields and courses to the community to facilitate lifelong learning. A Division of Learning Support is provided for students who need to strengthen their academic skills before entering college-level programs of study. Because 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 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 that 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 general 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 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 Cooperative Programs

Several Cooperative Programs are offered in conjunction with Atlanta Technical College. These programs allow students to learn technical skills while earning an associate degree.

2.3.5 Academic Support Center

The Academic Support Center provides tutorial services for academic courses. In addition, opportunities are available each term for participation in technology training and professional development seminars.

2.3.6 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 to the Georgia Library Learning System (GALILEO).

2.3.7 Office of Academic Advisement and Disability Services

The Office of Academic Advisement and Disability Services initiates academic advisement plans, procedures, and activities. Further, the office provides 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 Admissions

The Office of Admissions is responsible for the recruitment and admission of eligible students through college fairs, high school visits, campus tours, and various marketing strategies.

2.3.9 Office of the Registrar

The Office of the Registrar is the official keeper of student academic records. The office maintains transcripts for all course work 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.

2.3.10 Office of Continuing Education

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

2.3.11 Office of Athletics

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.

2.3.12 Office of Human Resources

The Office of Human Resources communicates and monitors specified college personnel policies. In addition, the office maintains employee records and information regarding benefits, develops position classifications and descriptions, advertises vacant positions, and conducts professional development training for faculty and staff.

2.3.13 Office of Alumni Affairs

The Office of Alumni Affairs serves as a liaison with the college's graduates. It informs them of conferences, fund raising activities, and special events. The office also coordinates their campus visits and involves them in recruitment efforts.

2.3.14 Office of Environmental Health and Safety/Right-to-Know Program

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.

2.3.15 Office of Publications and Public Relations

The Office of Publications and Public 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.

2.3.16 Office of Student Center Building Management/Evening and Weekend Services

The Office of Student Center Building Management/Evening and Weekend Services receives space requests for non-academic events on campus and monitors the activities in the Student Center. Additionally, the office provides assistance to students and faculty during evening and weekend hours.

2.3.17 Office of Facilities Planning

The Office of Facilities Planning 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.

2.3.18 Office of Auxiliary Services

The Office of Auxiliary Services is responsible for food and vending services, the bookstore, the game room and the photocopy center.

2.3.19 Office of Campus Safety

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

2.3.20 Office of Development

The Office of Development provides support to the college in all matters related to solicitation of funds. Additionally, the office is responsible for approving all gift agreements.

2.3.21 Office of Institutional Research, Planning and Assessment

The Office of Institutional Research, Planning and Assessment collects, analyzes, and publishes statistical data and reports. The office guides and monitors the college's strategic planning and assessment efforts.

2.3.22 Office of Student Activities

The Office of Student Activities provides guidance for student organizations and publications, and arranges recreational and cultural enrichment activities.

2.3.23 Office of Cooperative Education

The Office of Cooperative Education facilitates students' participation in experiential work assignments related to academic programs of study.

2.3.24 Office of Financial Aid

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

2.3.25 Office of Counseling and Testing Services

The Office of Counseling and Testing Services provides personal and career counseling, administers the Regents' Tests, Institutional Scholastic Achievement Test (ISAT), and the Test of English as a Foreign Language (TOEFL). It also administers various national, state, and institutional examinations.

2.3.26 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.

2.3.27 Plant Operations

The Office of Plant Operations coordinates all efforts relating to the maintenance of the physical facilities of the 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 Government Association. The faculty meets at least once per semester; standing committees meet at intervals determined by committee needs; and the Student Government Association 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 Educational Policies Committee and then to the Executive Committee for further consideration.

- ◆ Proposals pertaining to the curriculum are referred to the Curriculum 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 for designation to the appropriate vice president or to the president.
- ◆ Policy proposals that relate to several areas or those that are not clearly defined are referred to the president for designation to the proper group for further consideration.
- ◆ Policies and procedures approved by any standing committee must be submitted to the Executive Committee, 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 to the Executive Committee for reconsideration. Selected policies and procedures must be submitted to the Board of Regents for final approval.

3.3 STANDING COMMITTEES

The standing committees meet regularly to deal with the recurring issues that face the college. These committees include representation from the faculty, staff, and students. Some faculty members are appointed by title, as dictated by the Atlanta Metropolitan 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 staggered 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 Government Association President and with concurrence of the organization's cabinet. Student representatives must maintain a minimum grade point average of 2.5, and 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.

The standing committees of the college are the Executive Committee, Educational Policies Committee, Curriculum Committee, Academic Progress Committee, Admissions and Records Committee, Alternative Dispute Resolution Committee, Comprehensive Program Review and Academic Assessment Committee, Intellectual Property/Copyright Committee, Institutional Effectiveness Committee, Library Committee, Promotion and Tenure Committee, and the Student Affairs Committee. The purpose, functions, and membership for each standing committee follows:

3.3.1 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.

Functions:

- ◆ To consider recommendations from other committees for submission to faculty
- ◆ To recommend the establishment of additional committees
- ◆ To receive and evaluate committee reports
- ◆ To recommend to standing committees any areas of study deemed necessary
- ◆ 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 with the president and 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.

Five division chairpersons

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)

3.3.2 Educational Policies Committee

Purpose:

To analyze, review, and recommend educational policies and procedures for the college

Functions:

- ◆ To study and evaluate the educational policies of the college
- ◆ To make recommendations to the Executive Committee regarding educational policies and procedures
- ◆ 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 from the committee members
 Two faculty members from each division
 Director of the Library
 Director of Admissions and Records
 Director of Academic Support Center
 Two students
 President (ex-officio)
 Vice President for Academic Affairs (ex-officio)

3.3.3 Curriculum Committee

Purpose:

To ensure that courses and programs are consistent with the University System of Georgia Core Curriculum and Atlanta Metropolitan College programs of study, guided by the University System of Georgia Academic Affairs Handbook and the Board of Regents Policy Manual.

Functions:

- ◆ To review course and program proposals and revisions submitted from the academic divisions
- ◆ To examine and evaluate the course offerings
- ◆ To submit recommendations for changes in the courses and programs to the Executive Committee
- ◆ 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: Selected from the committee members
 One faculty member from each academic division
 Director of the Library
 Director of Academic Support Center
 Two students

 President (ex-officio)
 Vice President for Academic Affairs (ex-officio)

3.3.4 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 Division students are processed by the division's 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

Membership:

Chairperson: Director of Academic Advisement and Disability Services

One division chairperson on an annual rotating basis

Two faculty at-large members elected each spring semester from a division other than the division chairperson

Registrar

President (ex-officio)

Vice President for Academic Affairs (ex-officio)

3.3.5 Admissions and Records Committee

Purpose:

To establish and maintain standards for student admissions and records.

Functions:

- ◆ To submit recommendations regarding policies and procedures for admission and transfer credits
- ◆ To monitor access to and maintenance of student records
- ◆ To recommend institutional research activities regarding student data and institutional trends
- ◆ 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: Registrar
One representative from Academic Affairs
One faculty representative from each division
Director of Admissions
Director of Institutional Research, Planning and Assessment
Director of Financial Aid
Director of Academic Advisement and Disability Services
Learning Support Testing Coordinator/Counselor
Two students
President (ex-officio)
Vice President for Academic Affairs (ex-officio)

3.3.6 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 training
- ◆ 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

3.3.7 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: Appointed by the Vice President for Academic Affairs
Chairperson from each academic division
One faculty representative from each division
Director of Institutional Research, Planning, and Assessment
President (ex-officio)
Vice President for Academic Affairs (ex-officio)

3.3.8 Institutional Effectiveness Committee

Purpose:

To oversee and monitor the institutional effectiveness and strategic planning processes related to college initiatives.

Functions:

- ◆ To design, plan, implement, and monitor the institutional effectiveness and strategic planning processes
- ◆ To advise administrative units regarding planning initiatives
- ◆ To review and evaluate planning documents and processes for the purpose of providing feedback to the college
- ◆ To submit an annual report to the president and the secretary of the faculty by the last day of the spring semester

Membership:

Chairperson: Director of Institutional Research, Planning, and Assessment
Chairperson from each academic division
Assistant to the President
Director of Admissions
Vice President for Academic Affairs
Vice President for Student Affairs
Vice President for Fiscal Affairs
Registrar
Director of Development
Two faculty members serving staggered terms
Two students
Director of Facilities Planning
President (ex-officio)

3.3.9 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 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)

3.3.10 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)

3.3.11 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 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

3.3.12 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
- ◆ To hear student grievances and make recommendations for resolution of grievances
- ◆ 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)

3.3.13 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.

3.3.14 Student Government Association

The Student Government Association of Atlanta Metropolitan College endeavors to:

- ◆ Promote high standards of conduct
- ◆ Maintain a desirable atmosphere for intellectual growth and social activity
- ◆ Stimulate common understanding among students, faculty, and administrators
- ◆ Protect the rights of each student
- ◆ 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 three administrative units, each of which is directed by a senior administrator who reports directly to the president. The senior administrators are (1) the vice president for academic affairs, (2) the vice president for student affairs, (3) the vice president for fiscal affairs. During the temporary absence of the president, these officers, in the order listed, shall exercise the functions of the president.

3.5 PRESIDENT'S ADMINISTRATIVE STAFF AND APPOINTMENTS

The president, in consultation with the chancellor, selects and recommends the appointments of chief administrative positions. The chancellor makes a final recommendation to the Board of Regents, which formally approves each appointment. In addition to the vice presidents, the president's staff includes the assistant to the president; the director of institutional research, planning, and assessment; and the director of development.

Members of the president's staff 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 member of the corps of instruction. Members of the president's staff and administrative officers with faculty status have all the responsibilities and privileges of faculty membership.

All official business involving personnel at Atlanta Metropolitan 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 DESCRIPTIONS 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 College is the chief executive of the institution and of 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 President shall:

- ◆ 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 and the Alternative Dispute Resolution Committee.
- ◆ Exercise the right of veto power over all legislation of the college faculty, senate, council, or other legislative body of the college.
- ◆ Recommend annually to the Board of Regents, through the chancellor, the election or re-election of the faculty and the other employees of the college, the salary of each, and all promotions, tenures, leaves of absences, and removals.
- ◆ 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.

3.6.2 The Vice President for Academic Affairs

The vice president for academic affairs is appointed by the president and approved by the Chancellor and the Board of Regents. 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: *Division Chairpersons, Director of the Academic Support Center, Registrar, Director of Admissions, Director*

of Academic Advisement and Disability Services, Director of Continuing Education, and Director of the Library.

Responsibilities:

- ◆ Acts as the chief executive officer of the college in the absence of the President
- ◆ Provides the academic perspectives regarding the assessment of academic programs and instructional delivery and academic and faculty policy development and implementation
- ◆ Supervises division chairpersons, the faculty, and instructional unit heads at the college
- ◆ Administers the academic programs of the college
- ◆ Serves as an ex-officio member of the college faculty and all standing committees, except for the Promotion and Tenure Committee and the Alternative Dispute Resolution Committee
- ◆ Supervises the utilization of classrooms, laboratories, and instructional equipment
- ◆ Recommends faculty appointments, promotion and tenure awards, and salaries to the President
- ◆ Works with faculty to ensure the quality of curriculum and educational programs
- ◆ Prepares and administers the academic affairs unit budget
- ◆ Communicates and collaborates with the vice presidents of student affairs and fiscal affairs concerning the welfare of the college constituents
- ◆ Prepares and submits to the president an annual report concerning academic affairs
- ◆ Assumes other responsibilities as directed by the president

3.6.3 The Vice President for Student Affairs

The Vice President for Student Affairs is appointed by the president with the approval of the chancellor and the Board of Regents. The vice president for student affairs is the chief student affairs officer of the college and is responsible for directing the planning, development, and implementation of programs, services, and activities to facilitate student development.

The following positions report directly to the Vice President for Student Affairs: *Director of Counseling and Testing, Director of Financial Aid, Director of Student Activities, Director of Cooperative Education, Director of Alumni Affairs, and Director of Athletics.*

Responsibilities:

- ◆ Supervises the development and interpretation of policies and procedures for the Student Affairs Unit
- ◆ Exercises jurisdiction over the Student Government Association (SGA) and the social functions sponsored by the SGA
- ◆ Supervises the revision, compilation and publication of the Student Handbook and the Code of Conduct
- ◆ Communicates and collaborates with the vice presidents of academic affairs and fiscal affairs
- ◆ Ensures that a professionally trained staff is available to support the work of the unit
- ◆ Promotes student programs of leadership development, conduct, behavior, and human relations
- ◆ Consults and confers with students, parents, and faculty regarding student affairs matters

- ◆ Serves on various college committees
- ◆ Prepares and submits to the president an annual report concerning the student affairs unit
- ◆ Assumes other responsibilities as assigned by the president

3.6.4 The Vice President for Fiscal Affairs

The vice president for fiscal affairs is appointed by the president and approved by the Chancellor and the Board of Regents. The Vice President for Fiscal Affairs serves as chief fiscal officer of the college and 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: Director of Accounting Services, Director of Auxiliary Services, Director of Facilities Planning, Director of Campus Safety, Director of Human Resources, Student Center Building Manager/Evening and Weekend Services, Director of Plant Operations, Procurement Assistant, and Senior Central Receiving/Inventory Control Clerk.*

Responsibilities:

- ◆ Assists the president in preparing of the institutional budget and controls budget operations
- ◆ Establishes and operates an appropriate system of accounting and financial reporting
- ◆ Assumes responsibility for the collection, custody, and control of all institutional funds and securities
- ◆ Examines college contracts for accordance with state laws and Regents' policies, before execution of such contracts
- ◆ Assumes responsibility for procurement and central stores/inventory
- ◆ Assumes responsibility for property control (including inventory and college vehicles)
- ◆ Supervises auxiliary enterprises
- ◆ Supervises personnel responsible for the operation and maintenance of the physical plant.
- ◆ Supervises personnel responsible for facilities planning, design, and construction
- ◆ Assumes responsibility for personnel administration
- ◆ Administers faculty and staff benefits
- ◆ Exercises fiscal supervision over student organizations and loan funds
- ◆ Manages invested funds, endowment funds, and trust funds
- ◆ Supervises personnel responsible for campus safety and security
- ◆ Administers business and financial details of sponsored programs: instruction, research and public service
- ◆ Communicates and collaborates with the vice presidents of academic affairs and student affairs
- ◆ Prepares and submits an annual report to the president
- ◆ Assumes other responsibilities as assigned by the president

3.6.5 OTHER ADMINISTRATIVE POSITIONS THAT REPORT TO THE PRESIDENT

3.6.5.1 Assistant to the President

The Assistant to the President is responsible for assisting the president in conducting the affairs of the college in accordance with the policies and procedures of the Board of Regents. *The following persons report directly to the Assistant to the President: Director of Management Information Systems, Director of Publications and Public Relations, and Coordinator of Environmental Health and Safety/Right-to-Know.*

3.6.5.2 Director of Development

The Director of Development provides leadership and coordination of all college development programs and activities. The director is responsible for administration of the Office of Development for the advancement of the college. Also, the director develops, coordinates, and implements a comprehensive advancement plan for the college that includes fundraising, grants management and reporting, and alumni outreach.

3.6.5.3 Director of Institutional Research, Planning and Assessment

The Director of Institutional Research, Planning and Assessment manages the overall direction of programs and services provided by the office. The director is also responsible for the development and implementation of the institutional effectiveness system and strategic planning initiatives for administrative and academic units.

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 Registrar

The Registrar administers all Board of Regents and Atlanta Metropolitan College policies pertaining to the retention, graduation, and transfer of students. Also, the Registrar maintains official records of student academic achievement, and plans and implements registration procedures and policies.

3.7.1.2 Director of Admissions

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

3.7.1.3 Director of Library

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

3.7.1.4 Director of Continuing Education

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

3.7.1.5 Director of Academic Advisement and Disability Services

The Director of Academic Advisement and Disability Services 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.

3.7.1.6 Director of the Academic Support Center

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

3.7.2 KEY ADMINISTRATIVE POSITIONS THAT REPORT TO THE VICE PRESIDENT FOR STUDENT AFFAIRS

3.7.2.1 Director of Alumni Affairs

The Director of Alumni Affairs manages the operations of the Alumni Office.

3.7.2.2 Director of Athletics

The Director of Athletics supervises the athletics program in compliance with the University System of Georgia, Atlanta Metropolitan College, National Junior College Athletics Association, Georgia Junior College Athletics Association, and Title IX policies and regulations.

3.7.2.3 Director of Cooperative Education

The Director of Cooperative Education manages the operations for experiential career opportunities with community employers based upon students' academic disciplines.

3.7.2.4 Director of Counseling and Testing Services

The Director of Counseling and Testing Services supervises the operations of the counseling and institutional testing programs.

3.7.2.5 Director of Financial Aid

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

3.7.2.6 Director of Student Activities

The Director of Student Activities plans and implements co-curricular activities for students. This includes supervising student organizations, intramural activities, social and cultural activities, student center activities and coordinating student publications.

3.7.3 KEY ADMINISTRATIVE POSITIONS THAT REPORT TO THE VICE PRESIDENT FOR FISCAL AFFAIRS

3.7.3.1 Director of Accounting Services

The Director of Accounting Services manages the operations of the Accounting Services Department.

3.7.3.2 Director of Auxiliary Services

The Director of Auxiliary Services supervises the operations of the bookstore, business center, game room, and vending services.

3.7.3.3 Student Center Building Manager/Evening and Weekend Services Coordinator

The Student Center Building Manager/Evening and Weekend Services Coordinator supervises the operations of the Student Center Building. The coordinator also serves as an intermediary between evening/weekend students, teachers and administrators and the vice president for academic affairs.

3.7.3.4 Director of Campus Safety

The Director of Campus Safety serves as the chief campus security officer. The director administers the operations of the Office of Campus Safety.

3.7.3.5 Director of Facilities Planning

The Director of Facilities Planning coordinates the master planning process for the college's facilities.

3.7.3.6 Director of Human Resources

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

3.7.3.7 Director of Plant Operations

The Director of Plant Operations supervises the operations of the physical plant, and coordinates major repair and renovation projects with the Board of Regents' Office of Facilities.

3.7.4 KEY ADMINISTRATIVE STAFF THAT REPORT TO THE ASSISTANT TO THE PRESIDENT

3.7.4.1 Director of Management Information Systems

The Director of Management Information Systems administers the operations of the Management Information System Unit. Also, the director administers software distribution and licensing, monitors networks and servers, and manages technology and telecommunication projects.

3.7.4.2 Director of Publications and Public Relations

The Director of Publications and Public Relations communicates the mission and goals of the college. Moreover, the director coordinates the production of all the official College publications.

3.7.4.3 Coordinator of Environmental Health and Safety/Right-to-Know

The Environmental, Health and Safety (EHS)/Right-to-Know (RTK) Coordinator administers the college's EHS/RTK programs.

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 faculty status include: the President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Fiscal Affairs, Director of the Library, Director of Admissions, Registrar, and other full-time administrative officers as designated by the President. Administrative Officers shall be appointed by the President with the approval of the Board of Regents.

4.2 INSTRUCTIONAL DIVISIONS

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

- Division of Business
- Division of Humanities and Fine Arts
- Division of Learning Support
- Division of Natural Sciences and Mathematics
- Division of Social Sciences

All members of the Corps of Instruction are responsible to their respective division chairperson in carrying out professional duties and responsibilities.

4.3 DIVISION CHAIRPERSONS

Division Chairpersons report to the vice president for academic affairs. The chairperson serves as a member of the faculty and the administration. In addition to teaching, the chairperson exercises

leadership and supervision of personnel and management of resources within the division, and ensures excellence and quality in the division's academic programs and services.

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

Responsibilities:

The chairperson is responsible for the leadership and management of the division. The chairperson will pursue professional/scholarly activities, teach nine credit hours per semester, and work in concert with other unit heads to accomplish the goals and objectives of the institution. The chairperson 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 insure 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 evaluates, 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 MEMBERS OF THE CORPS OF INSTRUCTION

SOURCE: Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Section 302.02, Corps 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.

Members of the Corps of Instruction have the following general responsibilities:

- ◆ Instruct all assigned classes; and provide for a full instructional period, including scheduled 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 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) exists 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 division chairperson, vice president for academic affairs, or president

4.5 APPOINTMENTS

SOURCE: Board of Regents Policy Manual. Board of Regents of University System of Georgia. Personnel Policies, Section II: Classified Employees (E); Section 204, Institutional Governance; Authority and Responsibilities.

All appointments, re-appointments, promotions, salaries, transfers, suspensions, and dismissals of faculty are recommended by the president and require the concurrence of the chancellor and the approval of the Board of Regents. Such recommendations originate with the vice president for academic affairs in consultation with the chairpersons 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.

4.6 EVALUATION OF FACULTY

SOURCE: Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Section 803.07, 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 AMC faculty members is contained in the Faculty Handbook and the Board of Regents Policy Manual.

4.7 FACULTY RULES AND REGULATIONS

SOURCE: Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Section 302.06, 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.

4.8 ACADEMIC ADVISEMENT

SOURCE: Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Section 309, 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.

4.9 PROMOTION AND TENURE

SOURCE: Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Section 803.0901, 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.

4.10 CONSULTING, OUTSIDE EMPLOYMENT, AND OUTSIDE ACTIVITIES

SOURCE: Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Personnel Policies: General Provisions (July 1, 1983) Section 800. Section 802.1602, Consulting Activities and Section 802.16, Outside Activities.

An employee of the University System of Georgia should avoid actual or apparent conflict of interests (as defined and determined by the president of the college on a case-by-case basis) between his/her college or university obligations and his/her outside activities.

Specific information concerning consulting, outside employment, and outside activities is contained in the Faculty Handbook.

4.11 CONSOLIDATED ALTERNATIVE DISPUTE RESOLUTION POLICY AND PROCESSES

4.11.1 Policy

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

religion, natural origin, gender, age, sexual orientation, disability, or veteran status in its practices, programs, or activities.

4.11.2 Purpose

The purpose of the Atlanta Metropolitan 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 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 College.

4.11.3 Alternative Dispute Resolution Processes-How to Initiate and Resolve Disputes

To ensure fairness and consistency in the college's relations with its students, faculty, and classified employees, and to make the institutional environment more protective and respectful of the value of conflict, three Alternative Dispute Resolution (ADR) Processes (Informal, Mediation, and Formal Process) are incorporated in the college's Consolidated ADR Policy. The ADR Processes and operational definitions are contained in the Faculty Handbook, Student Handbook, and Classified Staff Handbook.

4.12 STATEMENT ON DISRUPTIVE AND OBSTRUCTIVE BEHAVIOR

SOURCE: Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Section 4106.03, 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 College in the Faculty Handbook, Student Handbook, and Classified Staff Handbook.

4.13 ACADEMIC FREEDOM

Faculty members of Atlanta Metropolitan 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/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.

4.14 LEAVE OF ABSENCE

SOURCE: Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Section 802.08, 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 unit head, the appropriate vice president, and the president should be given as much notice as possible so that adequate plans can be made.

4.15 POLICY ON HUMAN IMMUNODEFICIENCY VIRUS/ACQUIRED 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 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.

4.16 FAMILY MEDICAL LEAVE ACT (FMLA)

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

Any 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:

- (a) Birth of the child of the employee
- (b) Placement of a child with the employee for adoption;
- (c) Serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence; or
- (d) Serious health condition of the employee which renders the employee unable to perform the assigned duties of the position

With certain exceptions as indicated in the Family Leave Act (Georgia Laws 1992, p. 1855; O.C.G.A. Title 45 Chapter 24), family leave entitles the employee to be restored to the position held prior to going on family leave or to equivalent position, benefits, and pay. Family leave allows the employee to maintain his/her employee benefit during the period of leave with institutional participation in the payment of premiums.

4.17 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 College adopts the following as its drug-free policy:

No employee of Atlanta Metropolitan 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.

An Atlanta Metropolitan College employee arrested or convicted (including a plea of *nolo contendere*) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, must notify the Business Office at Atlanta

Metropolitan College in writing of each arrest or conviction as soon as possible, which must be within five (5) calendar days of the arrest or conviction.

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 president.

4.18 SEXUAL HARASSMENT POLICY AND PLAN FOR ACADEMIC STAFF, CLASSIFIED STAFF, AND STUDENTS

4.18.1 Summary Statement

The complete text of the Atlanta Metropolitan 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.

4.18.2 Policy Governing Prohibition of Sexual Harassment

THE BOARD OF REGENTS/INSTITUTIONAL STATEMENT

SOURCE: Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Section 802.18, Sexual Harassment.

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

4.18.2.2 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 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.

4.19 AFFIRMATIVE ACTION POLICY

Atlanta Metropolitan 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 superceded 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 AMC, is defined as "non-Black."

4.20 TUITION REMISSION

SOURCE: Board of Regents Policy Manual. Board of Regents of the University System of Georgia. Section 803.1407, Remission and Reimbursement. Personnel.

As evidence of its commitment to academic achievement and professional development, the college's tuition remission program is offered to all regular, full-time employees, as a means of increasing effective of job performance. Employees are encouraged to obtain skills and knowledge that may result in career advancement within the University System of Georgia.

No enrolling in continuing education or auditing of regular academic courses is permitted under the tuition remission program. Contact the Office of Human Resources for more information concerning the AMC Tuition Remission Policy.

4.21 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 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.

4.22 COMPUTER AND NETWORK USAGE POLICY

Atlanta Metropolitan 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.

ARTICLE V.

THE STATUTES, THEIR INTERPRETATION, AMENDMENT, AND RATIFICATION

5.1 DISTRIBUTION OF STATUTES

Each person is responsible for becoming acquainted with the contents of the Statutes and any amendments, 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.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

5.6 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 College.

5.7 REVISION AND RATIFICATION PROCESS

- President initiates review of Statutes by the appointment of a Statutes Ad Hoc Committee.
- Committee reviews and updates Statutes.
- Document/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 Educational Policies Committee.
- 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 back to the Statutes Ad Hoc Committee.
- Statutes Ad Hoc Committee reviews and approves 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 camera ready, then forwards back to the Statutes Ad Hoc Committee.

- Statutes Ad Hoc Committee reviews and approves the document then forwards to the president.
- President reviews and approves the document then sends to the chancellor for final approval.