



University System of Georgia

## **Faculty Handbook 2011**

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Can be accessed by clicking the following link:

[http://www.atlm.edu/irpa/Master%20Calendar/webpages/eventrequestform\\_final.html](http://www.atlm.edu/irpa/Master%20Calendar/webpages/eventrequestform_final.html)

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## **INTRODUCTORY STATEMENT**

The revised edition of the Atlanta Metropolitan College Faculty Handbook contains updated information regarding new policies and procedures instituted since the earlier edition of the Handbook was published in 1998. It is not intended to be exhaustive, but includes information thought to be pertinent to the needs, interests and concerns of faculty members as they carry out their responsibilities as outlined in the Statutes of Atlanta Metropolitan College.

Faculty members are reminded that the Faculty Handbook is not a governance document; rather it is for informational purposes only, primarily indicating how the policies and procedures of The Board of Regents of the University System of Georgia are to be implemented at Atlanta Metropolitan College.

The Faculty Handbook is a helpful document in guiding faculty through various aspects of day-to-day procedures about which they should be knowledgeable. The appendix provides a compendium of the latest forms currently in use at the College.

Atlanta Metropolitan College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

## **MISSION**

Atlanta Metropolitan College, a unit of the University of System of Georgia, focuses on excellence, where outstanding faculty members and committed staff 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.

## **STATEMENT OF PURPOSE**

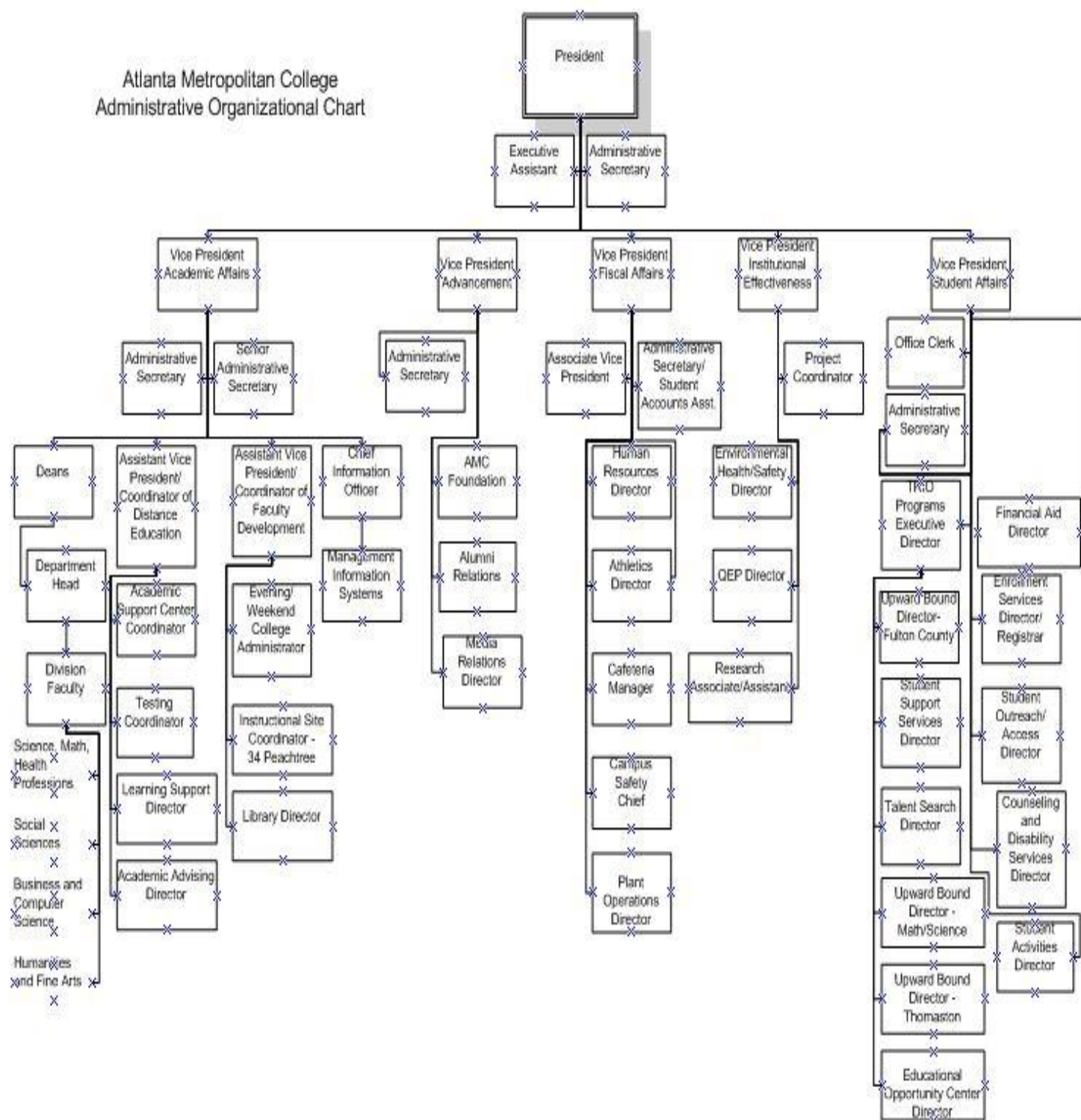
Atlanta Metropolitan College is committed to high standards of excellence while providing affordable, accessible, and relevant educational programs to a diverse student population. The College aims to provide excellence in teaching and ongoing academic support so that all of its students, faculty, and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

The College offers 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.

## APPENDIX 12.1

## I. ORGANIZATION AND ADMINISTRATION



## **1.1 THE UNIVERSITY SYSTEM OF GEORGIA AND BOARD OF REGENTS**

Atlanta Metropolitan College is one of 35 units of the University System of Georgia. It is governed by the Board of Regents, a constitutional entity of the State of Georgia. The Board of Regents is composed of 16 members, one from each Congressional District in Georgia and five from the State-at-Large. The Board of Regents is composed of 18 members, five of whom are appointed from the State-at-Large, and one from each of the 13 congressional districts. This board has broad jurisdiction over all the units of the University System and is charged with the responsibility for government, control, and management of the system of higher education in Georgia.

## **1.2 CHANCELLOR OF THE UNIVERSITY SYSTEM**

The Chancellor is elected by the Board of Regents and serves as the chief administrative officer of the University System. The Chancellor is also the chief officer of the Board of Regents and recommends the appointment of all presidents. The Chancellor may veto any act of any council, faculty, or committee of any University System institution; such a veto may be appealed to the full Board of Regents.

## **1.3 ADMINISTRATIVE OFFICERS OF THE COLLEGE**

The Administrative Officers of the College, whose responsibilities are described in the Atlanta Metropolitan College Statutes, are the President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Fiscal Affairs, Vice President for Institutional Effectiveness, Director of Admissions, Registrar, Director of the Library, and the Deans of the Academic Divisions.

## **1.4 COLLEGE FACULTY**

The Faculty, as defined by Regents' Policies and the Statutes of Atlanta Metropolitan College, consists of (1) all full-time teaching personnel with the rank of instructor, assistant professor, associate professor, or professor and (2) the following non-teaching personnel: the President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Fiscal Affairs, Vice President for Institutional Effectiveness, Director of the Library, Director of Admissions, and the Registrar.

## **1.5 COLLEGE COMMITTEES**

Faculty members primarily participate in the governance of the College through active involvement in the following standing committees:

- 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
- Homeland Security Committee
- Intellectual Property/Copyright Committee
- Library Committee
- Institutional Effectiveness Committee
- Promotion and Tenure Committee
- Documents and Publications Committee
- Safety Committee
- Student Affairs Committee
- Technology Fee Committee
- Distance Education Committee

The responsibilities and length of service of these committees are described in the Statutes of Atlanta Metropolitan College.

## **1.6 COMMUNICATING WITH THE BOARD OF REGENTS**

The President shall be the official medium of communication between the faculty and Chancellor and between the council, senate, assembly, or any such body (Board Of Regents' Minutes, 1993). This procedure does not deny the right of any individual to appeal to the Chancellor and/or the Board of Regents if he or she feels that his or her rights have been invaded or ignored and that he or she has not found satisfactory redress in his or her own institution. Should the individual wish to make such an appeal, he or she merely needs to indicate to the President and present his or her appeal in a sealed envelope, if he or she wishes, for transmittal by the President to the Chancellor.

## **1.7 ACCREDITATION**

Atlanta Metropolitan 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 404-659-4501) to award Associate degrees.

## **II. FACULTY EMPLOYMENT PROCESS**

### **2.1 FACULTY RECRUITMENT**

It is a major College responsibility to recruit and hire faculty to meet the needs of new programs or positions, to meet the needs of changing curricula, and to replace retiring or resigning personnel. Every effort is made to employ the best qualified individual who meets the professional qualifications outlined in the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools. Prior teaching experience is always desirable. Faculty and staff recruitment proceeds without regard to race, color, creed or gender.

Sources for faculty recruitment (teaching and administrative) include, but are not limited to, the following: the University System Applicant Clearinghouse, *The Chronicle of Higher Education*, local newspapers, college and university placement offices, professors, deans, and professional organizations.

Administrative personnel take the initiative in identifying vacancies, developing job descriptions, searching for suitable candidates, and screening prospective applicants. Primary responsibility for recruitment rests with deans or other immediate supervisors. Such officials have authority and responsibility for recommending candidates for employment within the University System Equal Employment Opportunity Affirmative Action guidelines of the University System of Georgia.

### **2.2 GUIDELINES FOR FACULTY SEARCHES**

#### **2.2.1 Obtaining Approval to Search**

To obtain approval to search for faculty, the Dean of the division in need of faculty completes the Position Requisition form (Appendix 2.2.1). The Dean forwards the completed form to the Vice President for Academic Affairs, who forwards it first to the Vice President for Fiscal Affairs, then to the Director of Human Resources, and finally to the President for approval. Only upon approval by the President can a search begin.

#### **2.2.2 Creating a Position Announcement**

After identifying a vacancy and receiving approval to search for faculty, Deans are responsible for analyzing the demands of the position and creating a job description. From the job description, a position announcement is developed. In the position announcement, information to be solicited from the applicant will include, at a minimum, a letter of interest, current resume, three confidential letters of recommendation from those in a position to speak to the applicant's suitability for the vacancy as measured against the minimum requirements, and official transcripts of all collegiate work attempted. If unofficial transcripts are received at this stage, official transcripts must be in hand before an offer can be extended. Official transcripts should be construed to mean those that have been sent directly from the attended institution, and not passed through the applicant's hands.

### **2.2.3 Forming a Screening Committee for Faculty Positions**

Screening committees will be appointed by the Dean (with approval by the Vice President for Academic Affairs) and will consist of at least three faculty members. Whether the committee is larger than three will be at the discretion of the Dean, but in all cases the majority of the committee will be drawn from the division in which the vacancy exists.

### **2.2.4 Screening**

Once the electronic application deadline has passed, the Director of Human Resources will submit to the Dean folders of all applicants for the position. A screening committee chair will have been appointed by the Dean or elected by the committee. The committee will screen the applicants as to the suitability of their qualifications as measured against the minimum qualifications set forth in the vacancy announcement.

Further intensive review of applicants will take place during this stage, looking for qualitative differences in applicants' experiences. In this more intensive review finalists will be identified.

Once finalists have been identified, committee members will contact references who can speak to the applicant's background. Committee members should document responses of references on available forms.

### **2.2.5 Interviewing**

Once the screening process is completed and the final applicants are determined, the chair of the screening committee completes the *Request to Interview* (See Appendix 2.2.5) form and forwards it along with the applicant's materials to the Vice President for Academic Affairs (VPAA) for approval. The VPAA forwards the approved request to the Director of Human Resources. Once the *Request to Interview* form has been approved, the chair of the screening committee then contacts the top candidates and arranges first-round on-campus or telephone interviews. Telephone interviews are generally used to further narrow the pool or when travel challenges preclude an on-campus interview. Documentation of all telephone interviews must be maintained in the search records. The final candidates must have personal on-campus interviews with the screening committee, the Dean and the Vice President for Academic Affairs before a recommendation can be made to the President.

Only candidates who will contribute to the overall academic life of the College should be invited to interview. During the interview, applicants receive a tour of the College, meet as many of their possible co-instructors as possible, review College programs, and have an opportunity to ask questions.

Additionally, it is expected that during the interview each candidate for a full-time teaching position present a formal classroom lecture or other activity which simulates an instructor-led classroom session. Because the candidate's competency in oral

communication is a requirement for employment, the screening committee will determine professional language proficiency as a part of the interview process.

### **2.2.6 Filling Vacancy**

Once the interviews have been concluded, the screening committee will determine who among the finalists is considered desirable for employment. The committee chair will forward a list of acceptable candidates in unranked order to the Dean. The Dean, in consultation with the Vice President for Academic Affairs, will select the most suitable candidate from among the finalists. The Dean will complete a *Recommendation to Fill Vacancy form* (See Appendix 2.2.6.A) and a *Personnel Action form* (See Appendix 2.2.6.B) with the name of the individual considered best for the position. Once this form is approved by the President, the Office of the President will issue the College's official offer of employment.

## **2.3 FACULTY APPOINTMENTS**

The President is the only College official who can issue a formal letter of intent to hire. Receipt of a signed letter of acceptance from the candidate serves to bind the agreement, pending formal ratification by the Board of Regents. *The following information is required by the Board of Regents before official action can be taken on appointment recommendations: the State Security Questionnaire, the Loyalty Oath, the employment eligibility verification form, federal and state tax form, and all official transcripts indicating the degrees attained.* Once the position has been filled, the Office of Human Resources notifies all applicants of the status of the position.

### **2.3.1 Joint Appointment of Faculty**

A joint appointment occurs when a faculty member is affiliated with more than one academic unit or division. Such appointments involve a division of assignments and responsibilities which must be stated in writing. Joint appointments shall be made by the Vice President for Academic Affairs upon the concurring recommendations of the heads of the academic units involved. The primary administrative jurisdiction shall remain with the division or unit in which the faculty member is budgeted. Joint faculty members shall have voting rights and the opportunity to serve on the primary unit's standing committees. Recommendations for salary, promotion, and tenure should originate in the unit having the primary appointment. Annual written evaluations shall be required in both the primary and other unit(s). The other unit(s) will forward a copy of the evaluation(s) to the head of the faculty member's primary unit and to the faculty member. The evaluation process will conform to AMC's established policies and procedures.

## **2.4 GUIDELINES OF ACADEMIC RANK FOR PROSPECTIVE FACULTY**

The five current ranks – professor, associate professor, assistant professor, instructor, and lecturer – exist with respect to teaching personnel. Appointment to rank is determined at the time of recruitment on the basis of career status, academic preparation, and institutional limitations such as vacancies and financial resources.



It is expected that all teaching faculty have a minimum of a Master's degree with 18 graduate semester hours in the field in which they teach, and/or approved alternative credentialing. The following guidelines are provided to help establish consistency in offers of academic rank that are a part of job offers to prospective faculty members.

## **2.5 RANK IN INITIAL APPOINTMENT**

### **2.5.1 Lecturer (College level classes)**

- Master's degree with 18 graduate semester hours in the instructional area.
- Must demonstrate:
  1. Evidence of ability as a teacher
  2. Successful experience (may be waived in the case of beginners who meet all other requirements)
  3. Desirable personal qualities based on personal interviews, complete biographical data, and recommendations
  4. (Term-to-term appointment with responsibilities limited solely to teaching fifteen hours per semester; no advising, no committee responsibilities, etc.)

### **2.5.2 Full-time Temporary**

- Master's degree with 18 graduate semester hours in the instructional area.
- Must demonstrate:
  1. Evidence of ability as a teacher
  2. Successful experience (may be waived in the case of beginners who meet all other requirements)
  3. Desirable personal qualities based on personal interviews, complete biographical data, and recommendations  
(Year-to-year appointment with responsibilities to teach fifteen hours per semester, to serve as faculty academic advisor and to serve on a minimum of two academic committees.)

### **2.5.3 Instructor**

Instructors must hold a Master's degree with 18 graduate semester hours in the instructional area. Exceptions may be made for:

- (a) persons with special learning and ability
- (b) temporary emergency appointments
  1. Evidence of ability as a teacher
  2. Evidence of scholarly competence and activity
  3. Successful experience (may be waived in the case of beginners who meet all other requirements)

4. Desirable personal qualities based on personal interviews, complete biographical data, and recommendations

#### **2.5.4 Assistant Professor** (in addition to Instructor Guidelines)

- Doctorate or all requirements for doctorate except the dissertation plus one year of successful full-time College teaching experience, or
- One year of appropriate graduate study beyond the master's degree and three years of successful full-time teaching, or
- Master's degree and five years of successful full-time College teaching.

#### **2.5.5 Associate Professor** (in addition to Instructor Guidelines)

- Doctorate, or at least one year of appropriate study beyond the master's degree, and
- At least eight years of successful full-time College teaching experience (at least three of these at the Assistant Professor level)

#### **2.5.6 Professor** (in addition to Instructor Guidelines)

- Doctorate or at least one year of appropriate graduate study beyond the master's degree, and
- At least ten years of successful full-time College teaching experience (at least three of these at the Associate Professor level). Meeting the minimum criteria does not assure the assignment of a particular rank. The assignment of rank at the Associate Professor or Professor level will be based on outstanding accomplishment and distinction in professional achievement. Rank and positions previously held will be taken into account, as well as other evidence of distinguished service and achievement.

## **2.6 OTHER CONSIDERATIONS RELATED TO EMPLOYMENT**

### **2.6.1 Verification and Certification of Degrees**

Verification of all degrees held by potential faculty shall be a requirement before a definite commitment for employment becomes valid. Division Deans have the responsibility for confirming that degrees are held from a regionally accredited institution.

### **2.6.2 Faculty Transcripts**

Faculty must have all official degree transcripts on file in the Office of Human Resources. The College does not officially recognize the awarding of the degree until the transcript is received. A faculty member whose last degree was pending when the faculty member was employed should be certain that a transcript has been sent which shows the conferral of the degree. Faculty members who attain a higher degree after employment

should do likewise. If in doubt about whether or not the transcript has been received by the College, the faculty member should consult the Dean of the Division.

### **2.6.3 Salaries**

Each unit of the University System shall utilize specific criteria for the determination of entry level salaries for full-time teaching faculty members employed at all ranks. Each unit shall also determine the extent of salary increases for currently employed full-time faculty members.

#### **2.6.3.1 Salaries for Initial Employment at Atlanta Metropolitan College**

The salary for first time employment is determined on the basis of the specific requirements of the position and the qualifications of the individual employed to fill the position. Position criteria shall include the academic rank, the academic discipline, and the nature of the responsibilities to be executed. Criteria related to the qualifications of the individual shall include academic degree(s) earned, teaching and other relevant experience, academic achievements and honors, and relevant professional achievements or recognitions.

#### **2.6.3.2 Salary Increase**

Salary increases are determined on the basis of merit. Atlanta Metropolitan College employs a multi-tiered process of evaluations including student, self, supervisor, and administrative reviews. Criteria on which these evaluations are based include the following: teaching performance, effective advising, service on committees, completion of significant professional development activities (including earning additional academic degrees, promotion in rank and relevant professional achievements and recognitions), public service within the College's geographic service area, and non-teaching services to the institution. The determination of salary increase represents the professional judgment of the overall contribution of the individual faculty member to the accomplishment of the goals of the College.

### **2.6.4 Summer Employment of Faculty on Academic Year Contracts**

Members of the teaching faculty are normally appointed on academic-year contracts, which do not include summer employment. Because summer enrollments are uncertain and funds for the summer term are limited, the College cannot assure faculty members of summer teaching.

Summer teaching is made available at the option of the College, and the acceptance of summer teaching is at the option of the faculty member. The College is under no obligation to offer summer teaching to an individual faculty member, and individual faculty members are under no obligation to accept summer teaching. Factors for consideration include the effective delivery of instruction, service to the College,

submission of reports and grades in a timely manner, and the execution of all faculty roles and responsibilities. Any arrangements for individual faculty members to teach particular courses are tentative until after registration for the summer term. At that time, classes that fail to have sufficient enrollment will be canceled. Final offers of summer employment will then be made based on the need for instruction of the remaining courses. Faculty members are then free to accept or reject the courses that are offered.

Contracts will be awarded after approval of summer teaching assignments. Pay for summer employment for a three credit hour course is at the rate of ten percent of the academic year's salary for the first course taught, based on the salary the faculty member received at the end of the preceding academic year. The second three credit hour course is compensated at a flat rate. Additional courses taught are compensated at the part-time faculty rate in effect at the time. Full-time faculty members teaching in the summer are expected to assume the same responsibilities as during a regular term.

### **2.6.5 Outside Employment**

All full-time faculty, administrators, and other professional staff members employed by the College are expected to give full professional effort to their assignments. Prior to accepting an outside employment position, faculty members must have the written approval of the President, except in the case of single-occasion activities.

Requests for approval of outside employment should be directed through the Dean to the Vice President for Academic Affairs, and must be submitted each term. An example of the *Report of Outside Employment form* (see Appendix 2.6.5.A). Faculty members should not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of their official duties at the College.

### **2.6.6 Outside Activities**

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 or more of the following criteria: (a) a means of personal/professional development, (b) service to the community, state or nation, or (c) consistency with the objectives of the institution.

### **2.6.7 Employment of Relatives**

Atlanta Metropolitan College adheres to Policy 8.2.3 adopted by the Board of Regents and revised February 14, 1990 which states that:

*For the purpose of this policy, relatives are defined as husbands and wives, parents, children, brothers, sisters and any in-laws of any of the foregoing (BoR Minutes, February 14, 1973, p. 312).*

*The basic criteria for the appointment and promotion of USG employees shall be appropriate qualifications and performance as set forth in the policies of the Board of*

*Regents. Relationship by a family or marriage shall constitute neither an advantage nor a disadvantage.*

*No individual shall be employed in a department or unit that will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management (BoR Minutes, 1989-90, p. 250).*

*This standard does not apply to the temporary or part-time employment of children under age 25, nor to any individual employed as of February 14, 1990, at any institution where a relative of such individual then holds a superior position at least one level of supervision removed from such individual in any line of authority. Exceptions may be approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the institution and the USG.*

#### **2.6.7.1 Appointment and Promotion**

The basic criteria for the appointment and promotion of faculty in the several Colleges of the University System shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor disadvantage.

#### **2.6.7.2 Subordinate-Superior Relationships**

No individual shall be employed in a department or unit, if this employment will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, 'line of authority' shall mean authority extending vertically through one or more organizational levels of supervision or management.

For the purpose of this policy, relatives are defined as husbands, and wives, parents and children, sisters, and any in-laws of any of the foregoing.

Sub-section 2.6.7.2 will not apply to:

- Temporary or part-time employment of children under 25;
- Any individual employed as of February 14, 1990, at any College where a relative of such individual then holds a superior position at least one level of supervision removed from such individual in any line of authority;
- Exceptions approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the College and the University System.

**2.6.8 Resignations and Retirement**

Faculty members employed under written contract for the fiscal year or academic year are expected to give written notice of their intention to resign or retire to the President, with a copy to the Vice President of Academic Affairs and their immediate supervisor, no later than February 1 immediately preceding the expiration of the contract period.

**2.6.9 Termination of Employment**

The policies and procedures governing the release or dismissal of faculty members are found in the Policy Manual of the Board of Regents.

### **III. FACULTY EVALUATION**

#### **3.1 EVALUATION OF FACULTY PERFORMANCE**

Atlanta Metropolitan College is committed to the concept that effective teaching is at the heart of its mission of academic excellence. Consequently, the institution begins its documentation of instructional quality with the assessment of faculty performance. Several measures are used to document the quality of instruction.

##### **3.1.1 Annual Performance Evaluation**

Faculty members are evaluated annually by their Dean using the Evaluation of Faculty Performance documents (see Appendix 3.1.1.A), available in the Faculty Evaluation System Handbook or through the Offices of Human Resources and Academic Affairs. Included in this annual evaluation is a scheduled formal observation of the faculty members' performance in the classroom, as well as a review of their goals as specified in the Faculty Workload Agreement (see Appendix 3.1.1.B). Annual performance evaluations for faculty members are made available to the Vice President for Academic Affairs and the President. These evaluations will be utilized in making decisions regarding tenure, promotion, and salary increments.

##### **3.1.2 Self Evaluation**

Using the same performance evaluation instrument used by their Dean, faculty members evaluate their own performance. Additionally, on an annual basis, a Faculty Activity Report (see Appendix 3.1.2.A) is completed by faculty members to inform the Dean of academic accomplishments and contributions, course development and teaching innovations, campus activities and committee involvements, professional activities, and community and cultural involvement.

##### **3.1.3 Student Course Evaluations**

Students evaluate every course at Atlanta Metropolitan College at least once each academic year using the official AMC student evaluation process and forms. (See Appendix 3.1.3)

#### **3.2 PROMOTION AND TENURE**

Each USG institution shall establish clearly stated promotion criteria and procedures that emphasize excellence in teaching for all teaching faculty. These policies will be submitted to the USG chief academic officer for review (BOR 8.3.6).

### **3.2.1 Atlanta Metropolitan College's Criteria for Promotion**

Atlanta Metropolitan College acknowledges the importance of promotion as a way of encouraging and recognizing excellence in the performance of faculty members. Promotion to a higher rank is based on outstanding accomplishments and distinction. Faculty members who are eligible for promotion must demonstrate excellence in teaching, service to the College and/or community, and professional growth and development. While length of service in rank is a preliminary qualifier for promotion, the final decision is based on evidence of excellence in the previously stated areas. Finally, it should be noted that budgetary constraints and/or discontinuation of programs may have an impact on promotion decisions.

#### **Criteria for Promotion in Rank**

##### **3.2.1.1 Promotion in Rank to Assistant Professor**

- Completes three years as Instructor
- Demonstrates excellence in teaching
- Demonstrates professional growth and development
- Demonstrates service to the College and/or community

##### **3.2.1.2 Promotion in Rank to Associate Professor**

- Completes four years as Assistant Professor
- Completes coursework leading toward the doctoral degree in the field in which the applicant is teaching, or its equivalent in training, ability, and/or experience.
- Demonstrates excellence in teaching and gives indications of substantial activity and excellence in at least one of the following:
  1. Outstanding service to the College and/or community
  2. Professional growth and development

Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.

##### **3.2.1.3 Promotion in Rank to Professor**

- Completes five years as Associate Professor
- Holds an earned doctorate or other terminal degree in the field in which the applicant is teaching or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.
- Demonstrates excellence in teaching
- Exhibits excellence in both of the following criteria:



1. Service to the College and/or community
2. Professional growth and development

Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.

#### **3.2.1.4 Special Justification for Promotion**

Strong justification must be provided in support of any recommendation for promotion to the ranks of Associate Professor when coursework is not completed or of Professor when the individual has not earned the terminal degree in the discipline. Equally strong justification must be provided in support of any applicant who claims equivalence in training, ability, and/or experience. Also, equally strong justification must be provided for any recommendation for 'early' promotion; a promotion is considered 'early' if the individual has served fewer than the number of years designated for the desired rank (shown below):

Promotion to:

Assistant Professor- 3 years as Instructor

Associate Professor- 4 years as Assistant Professor

Professor - 5 years as Associate Professor

The President is reluctant to consider recommendations for the promotion of individuals who are on leave of absence or who hold 'temporary' appointments.

#### **3.2.1.5 Information to be submitted for Promotion**

For each promotion recommended, the following information will be submitted by the Vice President for Academic Affairs to the President:

- A cover sheet that provides the following information:
  - a. Name of institution
  - b. Name of individual
  - c. Highest degree earned
  - d. Total number of years of teaching experience
  - e. Number of years at institution
  - f. Present rank and title
  - g. Years in rank and title at institution
  - h. Recommended rank and title
  - i. Probationary credit toward tenure recommended for prior service at the rank of instructor (for promotions to Assistant Professor only)
  - j. Summary of action of the Promotion Review Committee(s) and or the recommendations at the various levels within the institution pertaining to the individual recommended for promotion.

- k. A summary statement of the individual's outstanding service to the institution, which supports his/her promotion to the recommended rank.
- l. A complete, up-to-date resume for the individual recommended for promotion.

The Vice President for Academic Affairs, at his/her discretion, can append additional supporting material where warranted.

### **3.2.1.6 Procedural Guidelines for the College's (AMC) Promotion and Tenure Review Process**

By the end of each spring semester, the Vice President for Academic Affairs will notify in writing each faculty member eligible for promotion and/or tenure (based on number of years of service only). The notification will include:

- A statement of eligibility, i.e., that the faculty member is, by virtue of years of service, eligible for consideration for promotion and/or tenure. If he or she meets the criteria as outlined in the Faculty Handbook and desires to be considered for promotion and or tenure, the faculty member is invited to submit a letter of intent and then a portfolio conforming to the College's portfolio guidelines.
- A requirement that a faculty member who plans to seek promotion and/or tenure file a letter of intent within fourteen days with the Vice President for Academic Affairs and send a copy of the letter to the appropriate Dean.
- A copy of the Portfolio Preparation Guidelines
- The specific date by which the portfolio must be received.
- A statement of possible elimination, i.e., that non-submission by the faculty member of a letter of intent and a portfolio conforming to the portfolio guidelines in accordance with the stated deadlines will eliminate a faculty member from consideration for either promotion or tenure. The following persons are not required to meet the specified portfolio deadlines: (1) those who have submitted their written intent to retire within the current academic year, (2) those on official Leave of Absence, and (3) those with special extenuating circumstances.

Letters requesting a deferral to this requirement must be submitted to the Vice President for Academic Affairs for approval.

1. A statement of process, i.e., that the Vice President for Academic Affairs, in conjunction with the Dean, will provide the College Review Committee with summary information for each faculty member to include the following: length of service at the institution, faculty rank held, and dates each rank was awarded and degrees held. (The Review Committee will not have open access to the individual files of faculty members, but may request verification of data through the Vice President for Academic Affairs.)

2. The Vice President for Academic Affairs will receive all submitted portfolios and will prepare a file on each faculty member eligible for consideration. The Vice President for Academic Affairs will send a letter acknowledging receipt of portfolio to the applicant. This correspondence should include the proposed dates of the review process, and the statement that the portfolio will be returned at the end of the review process. All portfolios will be maintained in the Office of the Vice President for Academic Affairs throughout the review process.

### **3.2.1.7 Dean's Review of Portfolios (Level 1)**

At the first level of review, the Dean will evaluate the applicant's portfolio and send to the applicant a letter specifying the basis for his/her decision to recommend or not to recommend that the applicant be considered for promotion and or tenure. A copy of the letter will be placed in the applicant's portfolio.

### **3.2.1.8 College Review (Level 2)**

The Promotion and Tenure Committee will be composed of seven full-time, tenured faculty members with at least five years of full-time service at the College. At least three should be full professors (if possible), while the remaining four members may be associate professors. In situations when fewer than the required number of associate professors are available, assistant professors may serve with the approval of the Vice President for Academic Affairs. The Committee should have representation from each academic division. Five members, one from each academic division, will be appointed by the President upon the recommendation of the Vice President for Academic Affairs to serve a one-year term. No one who is being evaluated for post/ pre-tenure, tenure or promotion may be a member of the College Promotion and Tenure Committee. The remaining two members, serving staggered two-year terms, will be elected by the faculty in the spring of the academic year. Each year, a chair-elect will be selected from the new members by the committee. This individual will chair the committee the following year. Each chair will be responsible for training members of the Promotion and Tenure Committee on the portfolio review process with guidance from the Office of Academic Affairs.

Responsibilities of the chair of the College Promotion and Tenure Committee include:

- a. Being aware of and accountable for the maintenance of the timetable.
- b. Convening the committee in a timely manner.
- c. Facilitating the review and evaluation of an applicant's portfolio.
- d. Leading the committee in assessing documents.
- e. Communicating with the candidate in writing.
- f. Making sure records of the committee's actions are maintained.

- g. Providing the applicant in writing informed and candid feedback on the Promotion and Tenure Committee's findings.
- h. Providing a copy of the above communication to the applicant's Dean and the Vice President for Academic Affairs.

### **Duties, Responsibilities, and Appeal**

At the second level of review, the College Promotion and Tenure Committee will review the applicant's portfolio and the Dean's recommendations. The Committee will deliberate and send the applicant a letter specifying the basis for the Committee's decision to recommend or not to recommend that the applicant be considered for promotion and or tenure. A copy of the letter will be placed in the applicant's portfolio.

After receiving the letter of evaluation and recommendation from the College's Promotion and Tenure Committee, the applicant may withdraw from the review or send a letter of response within ten (10) working days to the Vice President for Academic Affairs. The applicant must cite the specifics with which he or she is taking issue and provide documentation to support the claim. Within ten (10) working days of the receipt of the letter, the Vice President for Academic Affairs will acknowledge receipt and include the letter in the applicant's portfolio.

#### **3.2.1.9 Vice President for Academic Affairs Review (Level 3)**

At the third and final level of review prior to the President's decision, the Vice President for Academic Affairs will review the applicant's portfolio, taking into consideration the information gathered at levels one and two.

### **Duties, Responsibilities and Appeal**

The Vice President for Academic Affairs will send to the applicant a letter specifying the basis for the decision to recommend or not recommend that the applicant be considered for promotion and or tenure. The Vice President of Academic Affairs will also submit to the President recommendations for promotion which include the information cited on page 16.

The applicant may respond to the decision of the Vice President for Academic Affairs' decision by appealing to the President within (10) working days. Appeals submitted to the President will be acknowledged within (10) working days.

#### **3.2.1.10 Presidential Review (Final level)**

The President will review the applicant's portfolio and will award or not award the applicant for promotion and/or tenure.

## **Duties, Responsibilities and Appeal**

A faculty member dissatisfied with a decision of the President may appeal to the Board of Regents in accordance with the policies of the Board.

The applicant's portfolio will be returned at the end of the review process.

The College Promotion and Tenure Committee organizes an annual portfolio preparation workshop in the spring.

### **3.2.2 Board of Regents' Criteria for Tenure**

All criteria and expectations for faculty performance, including the criteria for tenure, should be stated in writing and available in a faculty handbook posted on an institution's website. Note that the BOR has set minimum criteria for tenure that must be met by all institutions. These minimum criteria, including specific degree requirements, vary across institutional sectors (see [BOR policy 8.3.7](#)).

Institutions can set additional standards and requirements above these minimum criteria, but they must be approved by the Board. Any BOR-approved changes to tenure criteria at an institution must be updated annually in the faculty handbook on the institution's website, and a summary of the changes made must be submitted to the Associate Vice Chancellor for Faculty Affairs.

A copy of the President's written notification of the award of tenure to an individual must be forwarded to the University System Executive Vice Chancellor and Chief Academic Officer.

In exceptional cases, an institution president may grant the award of tenure upon initial appointment of a faculty member (see [BOR Policy 8.3.7](#)) for conditions necessary to justify the award of tenure on appointment). The Chancellor's approval is required to award an individual who has not previously held tenure and is being appointed to an administrative position.

Institutions must annually submit the number of tenure appointments awarded in a fiscal year. Reports should include gender and race of all such appointments and must be submitted to the Assistant Vice Chancellor for Faculty Affairs by June 30 of each year.

### **3.2.3 Atlanta Metropolitan College's Criteria for Tenure**

The awarding of tenure represents a significant commitment by the College and represents its belief that past excellence justifies an expectation of future continued excellence. It is not to be construed as a guaranteed life-time contract. Once the faculty has undergone pre-tenure review, the tenure process will involve continuing evaluation and review. The tenure process allows the College to document excellent teaching as the norm and to assist faculty members when deficiencies are noted.

The procedures for submitting portfolios for tenure are the same as those for promotion that are listed in the promotion section of this document. Only tenure-track Assistant Professors, Associate Professors, and Professors who are normally employed full-time (as defined by Regents' Policies) are eligible for tenure. Tenure may be awarded upon completion of at least five years of full-time service at the rank of Assistant Professor or higher. It should be noted that budgetary constraints and/or discontinuation of programs may have an impact on tenure decisions.

The maximum number of years that may be served on tenure track at the rank of assistant professor or above, without the award of tenure, is seven years. The maximum number of years that may be served on tenure track in any combination of full-time instructional appointment (instructor or professorial ranks) without the award of tenure is ten years. Failure to reach tenure, within the specified time periods, may result in termination.

Tenure is awarded based on the instructional and institutional needs of the College, which include programs, enrollment, and fiscal considerations. When these needs warrant, tenure is awarded if the faculty member meets all the following criteria.

### **1. Rank**

The faculty member must hold the rank of assistant professor, associate professor, or professor.

### **2. Length of Service**

Tenure may be recommended upon a faculty member's completion of two to five years of full-time service at the rank of assistant professor and higher, including any probationary credit earned toward tenure.

### **3. Ratings from Annual Evaluation**

Tenure is awarded based on the three areas of annual evaluation:

- Teaching Effectiveness,
- Service to the College and Community,
- Academic Growth and Professional Development.

In most instances, a period of five years will be used to determine tenure. Four out of the five years, the faculty member must competently fulfill his/her basic requirements in each of the three areas.

### **3.2.4 Board of Regents' Guidelines for Pre-Tenure Review**

The University System of Georgia acknowledges the importance of pre-tenure to attract the highest quality faculty to System institutions and to encourage and recognize excellence in the performance of faculty members. Therefore, System institutions and faculty should recognize the importance and place appropriate emphasis on the pre-tenure process in achieving excellence at the institution. USG Regents Promotion and Tenure policies are located at [http://www.usg.edu/policymanual/section8/policy/8.3\\_additional\\_policies\\_for\\_faculty/](http://www.usg.edu/policymanual/section8/policy/8.3_additional_policies_for_faculty/).

#### **3.2.4.1 Third-Year Review**

Institutions must establish a process for evaluating non-tenured, tenure-track faculty members in their third year. The purpose of the evaluation is to review thoroughly the individual's achievements and performance on the criteria established by the institution for promotion and/or tenure and to assess the individual's progress toward meeting those criteria. In cases where a faculty member is hired with prior credit for service, this review should be accomplished at the approximate mid-point of the probationary period. A written copy of this review, signed by the faculty member being reviewed and by the unit head, will be provided to the faculty member.

#### **3.2.4.2 Peer-Review**

Since this review is designed to assess an individual's progress toward promotion and/or tenure, the evaluation must involve those at the College level who participate in promotion and tenure decision, and should include a peer-review component.

#### **3.2.4.3 Substitution for Annual Review**

This review may substitute for the annual review. However, it should be more comprehensive than the annual review.

#### **3.2.4.4 Role of Third-Year Review**

A favorable result of the third-year review does not bind an institution to recommend the individual for promotion and/or tenure even if requisite years in rank, or the requisite years of probationary service have been established. It is an assessment that informs faculty members whether their progress toward promotion and/or tenure is satisfactory at the time of the assessment. It is not a guarantee that promotion and/or tenure will be awarded.

### **3.2.5 Pre-Tenure Review at Atlanta Metropolitan College**

Atlanta Metropolitan College will conduct in-depth, third-year pre-tenure reviews of all tenure track teaching faculty using the criteria established at the College for promotion and tenure, emphasizing excellence in teaching, service to the College and/or community, and professional growth and development. The purpose of these reviews is to assess a faculty member's progress toward tenure.

#### **3.2.5.1 Procedure**

Generally, all tenure track faculty, in the third year of the contract, will be reviewed using the same process as that described above for Promotions. Exceptions must be approved by the President.

- **Committee Composition**

Each candidate for pre-tenure will be reviewed by at least three tenured peers. This committee is composed of two members of the College Promotion and Tenure Committee (CPTC) and one member of the candidate's choosing from the corps of tenured faculty.

No member of that corps may be selected more than twice per year. The remaining two members will be assigned randomly from the College Promotion and Tenure Committee by the Committee Chair. If the candidate does not select a member for this committee in the time frame allotted, all three reviewers will be selected from the CPTC by its modified random selection process. When a Dean is being evaluated for pre-tenure, one of the members of the panel subcommittee may include a Dean chosen by the candidate.

The Faculty member's official assignment made by the College determines his/her division. Teaching a course in another division does not constitute being a member of that division. Discipline is determined by the area noted in the 'rank' of the faculty member as published in the catalog and/or documented in the official records of the College and by the subject areas taught by the faculty member.

One member from the CPTC will convene the committee at which time a chairperson will be elected. The responsibilities of the Pre-Tenure Review Committee Chairperson will include the following:

- a. Sending the names of those who compose the committee to the VPAA.
- b. Being aware of and accountable for the maintenance of the timetable.
- c. Convening the committee in a timely manner.
- d. Facilitating the review and evaluation of the candidate's portfolio.
- e. Leading the committee in assessing documents.



- f. Communicating with the candidate in writing the committee's suggestions of portfolio additions, corrections and/or deletions.
- g. Making sure records of the committee's actions are maintained.
- h. Reporting to the CPTC actions taken.
- i. Providing the candidate with written 'informed and candid feedback' on the Pre-TRC's findings.
- j. Providing a copy of the above communication to the applicant's Dean and the Vice President for Academic Affairs.

- **Review Criteria**

Criteria that are already in place for promotion and tenure will be used for pre-tenure review; the major emphasis will continue to be on excellence in teaching. Criteria for pre-tenure are based on the rank of the individual up for review.

- **Procedure for Pre-Tenure Review**

A faculty member who participates in a pre-tenure review must submit a **portfolio [See Portfolio Guidelines]** for review. The materials in the portfolio document the faculty member's accomplishments during the years under review.

The following persons are not required to meet the specified portfolio deadlines: (1) those who have submitted their written intent to retire within the current academic year, (2) those persons on official Leave of Absence, and (3) those with special extenuating circumstances. Letters requesting a deferral to this requirement must be submitted to the Vice President for Academic Affairs for approval.

- **Results of Pre-Tenure Review**

### **Feedback**

A written summary of the Committee's findings, focusing on the faculty member's accomplishments, contributions, and/or weaknesses/deficiencies, will be sent to the faculty member, the Dean, and the Vice President for Academic Affairs. After reviewing the report of the Pre-TRC and all supporting data, the Dean will send his/her written comments to the faculty member and Vice President for Academic Affairs.

If deficiencies are identified, the Dean and faculty member will develop a formal written plan for faculty development that include clearly-defined goals, an outline of activities to be undertaken, a timetable, and an agreed-upon monitoring strategy. The Dean is responsible for forwarding the faculty development plan to the Vice President for Academic Affairs. The implementation of the development plan will become a part of the faculty

member's tenure review. The Dean will be an active mentor during the course of the development plan.

Pre-tenure Review is an opportunity for faculty to develop their potential and to prepare themselves for the more rigorous tenure process. Copies of Pre-Tenure Review Documents will be maintained in the official personnel files located in the Office of Academic Affairs and will be made available for future reviews.

- **Exception**

A faculty member may submit a written response to the report made by the Pre-Tenure Review Committee to the full College Promotion and Tenure Committee. Written responses must be filed within twenty (20) working days of the date of the Committee's report.

### **3.2.5.2 Failure to Comply**

Failure to comply with all aspects of the post-tenure review process will be considered in matters of merit pay, travel and leave requests, opportunities for summer employment, and/or extra compensation.

### **3.2.6 Board of Regents' Guidelines for Post-Tenure Review**

Each institution shall conduct post-tenure reviews of all tenured faculty members. Each faculty member is to be reviewed five (5) years after the most recent promotion or personnel action, and reviews shall continue at five-year intervals unless interrupted by a further review for promotion.

Administrators who have tenure and who also have some teaching responsibilities will not be subject to post-tenure review as long as a majority of their duties are administrative in nature. At such time as an administrator may return full-time to the faculty, she/he will be placed into the post-tenure review cycle and will be evaluated under those guidelines as a faculty member in the fifth year following the return to the faculty and at subsequent five year intervals (BoR Minutes, August 2007).

The institution president shall review and approve institutional post-tenure review policies, as well as any subsequent revisions. These institutional policies must conform to the institution's mission and to USG procedures for post-tenure review. Institutional policies also shall address cases in which a tenured faculty member's performance is deemed unsatisfactory (BoR Minutes, April 1996, p. 39-47; May 1996, p. 52; February 2007).

### **3.2.7 Post-Tenure Review at Atlanta Metropolitan College**

Atlanta Metropolitan College will conduct Post-Tenure Review in accordance with the Faculty and Staff Development Policy recommendations currently adopted by the Board of Regents. The main objective of these reviews is to encourage faculty development. Through periodic review, faculty members identify opportunities to reach their full potential in service to System institutions. The reviews will be both retrospective and prospective, which will permit a review of faculty members' accomplishments over a period of years and an analysis of their long-range goals.

#### **3.2.7.1 Procedure**

- **Faculty Subject To Review**

All tenured faculty members, including those serving as Deans but excluding those serving in only administrative positions, are subject to mandatory post-tenure reviews.

- **Frequency of Review**

Each tenured faculty member will be reviewed in the fifth year after tenure or his/her most recent promotion, and reviews will continue at five-year intervals unless interrupted by a promotion. A tenured faculty member returning to teaching from a full-time administrative position will be reviewed in the fifth year of teaching. Notification of review will come from the Vice President for Academic Affairs.

Promotion in rank will start a new five-year cycle. The post-tenure review may occur concurrently with a review for promotion. Both processes will be carried out in full; however, a single portfolio may be prepared and should serve for each.

#### **3.2.7.2 The Reviewers: Post-Tenure Review Committee**

A committee composed of three tenured faculty peers conducts the post-tenure reviews.

#### **3.2.7.3 Committee Compositions**

Each candidate for post-tenure will be reviewed by at least three tenured peers. This committee is composed of two members of the College Promotion and Tenure Committee (CPTC) and one member of the candidate's choosing in the manner indicated below. Individual faculty members who are being reviewed will select one member of the review team from the corps of tenured faculty.

No member of that corps may be selected more than twice per year. The remaining two members will be assigned randomly from the College Promotion

and Tenure Committee by the Committee Chair. If the applicant does not select a member for this committee in the time frame allotted, all three reviewers will be selected from the CPTC by its modified random selection process. When a Dean is being evaluated for post-tenure, one of the members of the panel subcommittee may include a Dean chosen by the applicant. One member from the CPTC will convene the committee at which time a chairperson will be elected.

The responsibilities of the Pre-Tenure Review Committee Chairperson will include the following:

- Sending the names of those who compose each committee to the VPAA.
- Being aware of and accountable for the maintenance of the timetable.
- Convening the committee in a timely manner.
- Facilitating the review and evaluation of the applicant's portfolio.
- Leading the committee in assessing documents.
- Communicating with the applicant the committee's written suggestions of additions, corrections and/or deletions, to the portfolio.
- Making sure records of the committee's actions are maintained.
- Reporting to the CPTC actions taken.
- Providing the applicant with written 'informed and candid feedback' on the Pre-TRC's findings.
- Providing a copy of the above communication to the applicant's Dean and the Vice President for Academic Affairs.

#### **3.2.7.4 Review Criteria**

Criteria already in place for promotion and tenure will be used; the major emphasis will be on excellence in teaching. (Examples of Adequate and Excellent Performance indicators may be found on pages 6 and 7 of the Portfolio Preparation Guide).

#### **3.2.7.5 Failure to Comply**

Failure to comply with all aspects of the post-tenure review process will be considered in matters of merit pay, travel and leave requests, opportunities for summer employment, and/or extra compensation.

### **3.2.8 Calendar for College Promotion, Tenure, Pre- and Post-Tenure Review Process**

By the end of spring semester prior to the review, the Vice President for Academic Affairs will notify all eligible candidates for Promotion, Tenure, Pre and Post Tenure of their eligibility and of the appropriate policies, procedures and guidelines.

### **3.2.8.1 Promotion and Tenure**

- Portfolios are due to the Vice President for Academic Affairs by the end of the first week in September.
- The Dean completes the review and forwards his or her evaluation by the last Friday in October.
- The College Promotion and Tenure Committee completes and forwards its evaluation by the first Friday in December.
- Applicants may appeal/respond to the College Review Committee's recommendations by the end of the semester (December).
- The Vice President for Academic Affairs completes and forwards his or her evaluation by the last Friday in January.
- The President reviews and responds to recommendations during the month of February.

### **3.2.8.2 Pre- and Post-Tenure**

- Portfolios are due to the Vice President for Academic Affairs by the last Friday in January.
- The Subcommittee of the College Review Committee for Promotion and Tenure completes and forwards its evaluation by the last Friday in February.
- The Dean completes the review and forwards his or her evaluation by the last Friday in March.

## **IV. ACADEMIC RESPONSIBILITIES**

### **4.1 ATTENDANCE**

#### **4.1.1 Faculty Attendance**

Faculty members are expected to be prepared for all assigned courses, to arrive promptly, and to provide a full instructional period. In the event of an emergency, such as illness, accident, or family crisis, faculty members should contact their Dean or designee, the Evening and/or Weekend Administrator after business hours and on weekends, and Campus Safety when the appropriate administrator is not available. Contact information for administrators and designees is posted on the College website ([www.atlm.edu](http://www.atlm.edu)). Faculty should assist the Dean in making every effort to notify students when a class has to be canceled for the day. In instances where an absence is known in advance, faculty must collaborate with the Dean to identify a suitably credentialed substitute to ensure the continuity of instruction during the absence. Faculty members must file accurate monthly attendance/absence reports, through the ADP system, to the Dean for approval. The official sick leave record will be compiled from these reports.

#### **4.1.2 Student Attendance**

Scheduled class meetings are a fundamental element in the educational process, and students are expected to attend class regularly. In recognition of the fact that the role of the scheduled class varies with the instructor, the student, the course, and the method of instruction, various regulations have been established.

The establishment of course attendance requirements for each course is the responsibility of the individual instructor. He/she gives each student in a course a written copy of the attendance policy at the beginning of each semester. This announcement will indicate what penalties, if any, the instructor will assess for specified numbers of student absences.

It is recognized that, for personal reasons and approved College activities, students may be required, on occasion, to be absent from class. In such cases the student must assume the responsibility for arranging make-up work with the instructor, if such make-up work is available. Final excuse for any class absence remains with the individual instructor.

Students who enter classes after the first scheduled meeting should seek approval for making up assignments missed. Days missed during the drop/add period will normally be counted as days absent.

### **4.2 ATTENDANCE RECORDS**

Strict attendance records must be kept by all faculty members. Presentation of attendance records is required when the College is audited by the Veterans Administration, Vocational Rehabilitation and various grant agencies. At the end of each term, faculty members should

return to their Dean for permanent filing the course record provided them at the beginning of the term, with complete and understandable attendance records for each student. Faculty members should keep a photocopy of the records for their files.

### **4.3 CLASS ROLLS**

All faculty members have access to electronic rolls. They should regularly check these rolls throughout the semester.

Any student whose name does not appear on the electronic roll should be sent to the Registrar immediately to clear up the discrepancy. A student who is not listed on this roll should not be allowed to remain in class except upon written notification from the Registrar.

### **4.4 SYLLABUS**

All faculty members are expected at the beginning of each course, preferably on the first day of class but no later than the end of the first week, to present students with an initial syllabus providing basic information about the course. This document **must** follow the College's standardized syllabi format (see Syllabus Template and Checklist, Appendix 4.4) and include the following: (a) faculty member's name, office location, office telephone number, office hours, and email address; (b) course number and title; (c) description of the course, including co- and prerequisites; (d) course outcomes; (e) expected results; (f) methods of assessment; (g) textbook(s); (h) attendance policy; (i) course outline; (j) class calendar; and (k) instructional methods.

At the beginning of each term, three copies of the syllabus must be given to the Division Dean, who keeps one for Division records, places one in the individual faculty member's file, and sends one to the Vice President for Academic Affairs.

### **4.5 TEXTBOOK ADOPTION POLICY**

All textbooks ordered for courses taught at the College must be ordered through the Atlanta Metropolitan College bookstore, which will order all books requested by the divisions. Although the selection of a textbook or input into its selection is the prerogative of individual instructors, the Dean must give approval.

Common texts should be adopted for all sections of a multiple-section course. Additionally, once a book has been adopted for use by a division, the text edition must remain the same for two years unless the specific edition has been discontinued by the publisher or unusual circumstances arise. The bookstore should be notified each spring of changes in textbooks for the following academic year.

Orders for textbooks must be placed by the Dean (through the Office of the Vice President for Academic Affairs) one week prior to the midterm of the term preceding their use. Professors should request desk copies directly from the publisher rather than from the bookstore.

## 4.6 OFFICE HOURS

Faculty members are expected to schedule a reasonable number of office hours each week and to make themselves available to students during those hours. Generally, a reasonable number is **ten office hours per week**. Faculty who teach studio or laboratory courses and have a correspondingly greater number of student contact hours than the norm may schedule fewer office hours. Part-time faculty members are expected to schedule a minimum of two office hours per week per three credit hour course.

Each term, scheduled office hours **must** be announced to students, incorporated into the course syllabus, **posted** on the faculty member's office door, and given to the Division Secretary.

## 4.7 GRADING SYSTEM

Grades are awarded at two periods during the academic term: mid-term and the end of the semester. Faculty should submit grades directly to the Registrar's office.

### 4.7.1 Grades

The Atlanta Metropolitan College Catalog contains detailed discussion of the College grading system. Briefly, grades in credit classes are the standard "A," "B," "C," "D," or "F." In Learning Support classes, the grade of "IP" (In Progress) indicates progress in a course; however, the student is required to repeat the course.

A student withdrawing officially from the Registrar's Office before midterm will receive a "W" grade. A student withdrawing after the midterm will receive a "WF." Only the Registrar's Office can award a grade of "W."

#### 4.7.1.1 Grade of 'Incomplete'

A grade of Incomplete indicates that a student was doing satisfactory work, but for non-academic reasons beyond his or her control was unable to meet the full requirements of the course. The student must arrange with the instructor before the end of the semester for an "I" grade to be awarded (see 'Awarding of Incomplete' form, Appendix 4.7.1.1.A). Additionally, the student must make arrangements with his or her instructor for the removal of the "I". The student has one semester to remove the "I". If the "I" is not removed within the specified time, it will be changed to an "F". Faculty must complete a Removal of Incomplete form (see 'Removal of Incomplete' form, Appendix 4.7.1.1.B).

### 4.7.2 Change of Grade

Once grades have been submitted to the Registrar, faculty members may change grades only when (a) an error was made in computing the grade, or (b) a portion of the student's work, submitted prior to the final semester deadline, was overlooked in evaluating the



student's performance in the course. The Change of Grade forms are available in the Division Office or in the Handbook (see Appendix 4.7.2).

The Change of Grade request must be clearly substantiated by evidence such as course records, students' graded papers, and the scheme for grade calculations. These should show that errors such as summation, averaging or percentage calculation of grade were, in fact, committed.

### **4.7.3 Procedure for Appealing a Course/Final Grade**

Students have a right to appeal a grade when they believe an error has been made. However, the appeal process must be initiated within the semester (fall, spring) immediately following the one in which the grade was assigned. The following steps should be followed:

- Step 1.** Within the first semester (fall or spring) immediately following the assignment of a final grade, the student who wishes to appeal the grade must meet with the instructor. At this meeting, the student and instructor must make every effort to resolve the disagreement and arrive at a consensus. (Note, if the instructor is no longer employed by the College, the appropriate Dean will handle the matter.)
- Step 2.** If, after Step 1, a student wishes to pursue a change of grade, the student must make a written appeal to the appropriate Dean within ten working days of the meeting with the instructor. Supporting documentation must be attached.
- Step 3.** The Dean may meet with the student and instructor individually or jointly to review the student's appeal and to review any materials needed to form an objective decision.
- Step 4.** The Dean will make a decision and submit the decision in writing to the faculty member and student within ten working days. If the decision is that a grade change is warranted, the Dean will send appropriate notification to the Registrar.
- Step 5.** If the grade change is denied and the student wishes to further appeal the decision of the Dean, he or she may seek redress from the Vice President for Academic Affairs (VPAA). The VPAA will review the student's original written appeal, supporting documentation, and the Dean's decision with rationale before rendering a decision.
- Step 6.** The VPAA will provide a written decision to the student within ten days of the recommendation. This decision will be final.
- Step 7.** If the final decision results in a change of grade, the VPAA will send appropriate notification to the Dean, the student and the Registrar.

#### **4.7.4 The Family Education Rights and Privacy Act (FERPA)**

There are many legal considerations involved with grades and grading. The following is a synopsis of these considerations.

According to the Family Education Rights and Privacy Act of 1974 and the Buckley Amendment, faculty members are not permitted to release any information about a student or a student's grades. However, upon receipt of a notarized release statement from the student, grade related information may be released.

### **4.8 CHANGES IN STUDENT'S COURSE SCHEDULE**

Changes in a student's course schedule are permitted only during the Add/Drop time period. Forms are available in each academic division. Such changes must have the approval of a Division faculty member and be executed within the student's advising Division. For Learning Support (LS) classes, students should see an LS advisor.

A student's stamped "Paid Receipt" becomes the student's official schedule after the Add/Drop period. Any courses dropped prior to this time are not shown on the student's official records. Official Add/Drop dates per semester are given in the semester schedule of classes.

### **4.9 COMPLETE WITHDRAWAL FROM THE COLLEGE**

Students wishing to withdraw from the College must obtain a Request to Withdraw form from the Registrar's office. If circumstances make it impossible for a student to withdraw in person, the student should write a letter to the Registrar, who may initiate the withdrawal on behalf of the student.

#### **4.9.1 Hardship Withdrawal**

Students who find it necessary to withdraw from the College for **non-academic** reasons may apply for a Hardship Withdrawal through the Office of Academic Advisement and Disability Services.

### **4.10 END OF TERM PROCEDURES**

At the end of each term, faculty must submit the following: grades, final examinations, and course attendance records.

#### **4.10.1 Grade Submission**

The Registrar will provide specific instructions concerning grade submissions. Grades must be turned in to the Registrar's office no later than the date specified by the Registrar. Any corrections should be initiated by the instructor. If there is any discrepancy between the electronic final grade worksheet and faculty members course records of students attending the course, the Dean and the Registrar should be contacted

immediately. The grade report for each course should be turned in as soon as it is completed, but no later than the term's specified due date.

#### **4.10.2 Final Examination Submissions**

Each faculty member is expected to give a final examination in each course taught. A schedule of final examination periods is in the class schedule published each term by the Office of the Vice President for Academic Affairs. Any deviation from this schedule should be approved in writing by the Dean. All information concerning final examinations should be incorporated into the course syllabus.

Two copies of each final examination should be submitted to the Division Office: one copy is placed in the individual faculty member's file, and one is maintained on file in the Division Office.

#### **4.10.3 Course Attendance Records Submissions**

Course records should be submitted to the Division Office. These records must contain data regarding how the final grades were determined. Forms for keeping these records will be provided by the Division Office.

### **4.11 DIVISION RECORDS**

Each Division shall maintain the following records:

- Updated Faculty Vita
- Course Syllabi
- Evaluations Completed by Self, Dean and Students
- Faculty Activity Report
- Final Examinations
- Official Course Record
- Faculty Workload Agreement

### **4.12 FIELD TRIPS**

Faculty members are encouraged to take students on field trips when such trips are an effective means of enhancing student learning and accomplishing course goals. However, faculty must consider that when students miss other classes to go on a field trip, it constitutes interference in their ability to obtain the skills necessary to meet course objectives and the General Learning Outcomes (GELOs) identified in other courses. In recognition of these two conflicting considerations, faculty members should (a) try to arrange field trips so that there is minimum interference with student attendance in other classes, (b) keep the field trips by a particular class to a reasonable number, and (c) complete the designated form in the Division Office at least one week in advance of the trip (see Appendix 4.12).

Faculty members taking a class on a field trip should point out to students that they will be excused from any penalties for class absence during the time required for the trip, but will not be

excused from doing the work required for the class(es) missed. Sponsors of field trips should be prepared to accept the fact that on occasion individual students have important tests or other course requirements that necessitate their missing the field trip.

If, due to the nature of the event/trip, a faculty member should wish to arrange an overnight field trip or a field trip of several days' duration, plans must be discussed in detail with the Dean and approved by the Vice President for Academic Affairs. If the trip involves a student organization or organizations, details should be approved by the Vice President for Student Affairs. Any financial arrangements should be worked out in advance with the Business Office.

#### **4.13 ASSIGNMENT OF CLASSROOM FACILITIES**

Classes must be taught in the classrooms to which they are assigned. If a classroom is unsatisfactory, a request to change the assignment should be made through the Dean.

Classroom chairs and/or tables should not be moved from one room to another by students or faculty. The classrooms are set up with maximum seating for specific types of classes and cannot be changed without adversely affecting other classes scheduled in the room.

## **V. PROFESSIONAL AND PERSONAL RESPONSIBILITIES**

### **5.1 GENERAL RESPONSIBILITIES OF THE FACULTY**

#### **5.1.1 Faculty Workload**

The full-time teaching load normally consists of 14 to 16 credit hours per semester or 30 semester hours per academic year.

However, faculty workload includes more than teaching (see Appendix 3.1.1.B). The normal workload also includes service to the institution and/or community and professional growth activities. Faculty members carrying out significant service activities may be released from some instructional responsibilities to balance their workload.

#### **5.1.2 Course Release**

A reduction in the teaching load of an individual faculty member is recommended by the Dean in consultation with the Vice President for Academic Affairs with approval from the President. It should be related directly to the hours of service in which the faculty member is engaged. A *Request for Release/Reassigned Time* form is available in Division offices (see Appendix 5.1.2).

A number of reasons are recognized as justification for a reduction in teaching load for individual faculty. The following is a partial list of such considerations

1. Assignments to strengthen the academic division.
2. Large lecture section assigned to a single instructor  
A large lecture is defined as one exceeding 60 students. Such a course can be counted as the equivalent of up to two courses, pending approval by the Dean.
3. Composition courses  
When possible, faculty members teaching composition courses should not be assigned more than three such courses during an academic term. However, such faculty members are required to teach additional courses to ensure a full teaching load.
4. Major service roles  
Consideration will be given for major institutional assignments such as leading an accreditation self-study or conducting a major course revision to integrate instructional technology.

### **5.2 ACADEMIC ADVISING**

Faculty advisors are an intricate part of the academic advisement process, which is coordinated by the Office of Academic Advisement. Each Dean designates a faculty representative who

serves as a member of the AMC advisement team. In monthly meetings, the advisement team members, led by the Director of Academic Advisement, discuss issues, refine procedures, and develop strategies for coordinating advisement activities within their respective divisions. Using data from the Banner Student Information System, advisement team members ensure that each student is assigned a faculty advisor, provide faculty advisors with information about advisement policies and procedures, and assist with resolving problems that may occur during the advisement period.

Each semester, students meet with their advisors during a designated three-week advisement period to discuss the advisee's program of study, career goals, appropriate courses, and other essential academic information. Faculty should be familiar with the descriptions and requirements of all degree and certificate programs of their divisions. Additionally, faculty members are responsible for maintaining an updated folder for each advisee. After each advisement session, faculty members are expected to assist their advisees with an updated degree plan and an appropriate list of courses for registration.

All full-time faculty members are **required** to assist with pre-registration, regular registration, and late registration. During regular registration faculty are required to be on duty as scheduled

### **5.3 COMMITMENT TO CRITICAL THINKING, READING, AND WRITING ACROSS THE CURRICULUM**

Faculty members in all disciplines are expected to provide opportunities for critical thinking and academic writing. Course assignments should elicit not only short answer responses (fill-in the blank, multiple choice, and true-false), but also some academic writing and critical reading. Helping students to achieve both critical thinking and reading/writing competencies is the responsibility of all College instructors.

### **5.4 PROCEDURES FOR MODIFYING THE CURRICULUM**

Creating and modifying the curriculum offerings at the College is a faculty-based process. General policies governing the establishment of new programs of study and effecting substantive changes in existing programs are contained in the *Policy Manual* of the Board of Regents of the University System of Georgia (<http://www.usg.edu/policymanual/>). Within those general parameters, College policy regarding the curriculum is listed below.

1. All modifications, additions, or deletions related to the academic programs of study originate within the division responsible for the coursework. The division must approve any changes before submitting them to the Curriculum Committee for action.
2. The College Curriculum Committee acts on recommendations forwarded from the divisions. This committee is comprised of representatives from each division, the library and the Academic Support Center. The Curriculum Committee is empowered to act on matters related to the academic programs of study.

3. The curricular matters for which this committee is responsible include but are not limited to the following: individual course prefixes, titles, credit hours, and prescribed lecture and laboratory hours; the addition or deletion of options within degree programs; and the certificate and degree programs themselves.
4. After passage by the Curriculum Committee, the proposal is then sent to the Executive Committee. If approved, the proposal is forwarded to the President. The faculty will then vote to accept the proposal or send it back to the division for further consideration.
5. The University System of Georgia must approve any degree program course changes related to the Core Curriculum (transferable work), as well as the addition or deletion of certificates or degrees. A copy of the Proposal for Course to Be Added to Curriculum form is located in Appendix 5.4.A.  
(Similarly, see Appendix 5.4.B for a copy of the Proposal for a Course to be Deleted from the Curriculum.)

## 5.5 USE OF THE ACADEMIC SUPPORT CENTER

Academic Support Center (ASC) facilities are available for instructional use by any Atlanta Metropolitan College faculty or staff member. However, faculty members must **not** send entire classes or groups larger than four students to the lab without the written approval of the ASC director.

- All faculty members should become acquainted with Academic Support Center facilities and personnel.
- Faculty members must use a Referral Form when sending students to the labs for specialized assistance. Forms are available in the Center and Division offices.
- When leaving assignments in the lab, faculty should provide directions for completing them (e.g., syllabus, original assignment and specified reference source or style manuals). Initial instruction or introduction of a topic should take place in the classroom.
- Any class activities to be scheduled in conjunction with the ASC must be authorized by the Center supervisor or director.
- Faculty may have a single copy of any ASC handout. They can reproduce them in division offices.
- Faculty members wishing to have software programs installed on the computers in the ASC labs must forward all requests to their division Dean. Once the software program has been approved by the ASC director, the Dean will notify the network manager who will coordinate all software installation. Faculty wishing to recommend software purchases should do so through their Dean.

## 5.6 DISABILITY SERVICES

The Office of Academic Advisement and Disability Services coordinates the College's effort to provide accommodations to students with disabilities in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Students who appear to have a disability that would impact academic success, or who voluntarily disclose to instructors that they have a disability, should be referred to the Director of Academic Advisement and Disability Services. The faculty member should not question students about their disability, but should inform the students that the Office of Academic Advisement and Disability Services may be able to assist them in achieving academic success. *(For further information and responses to specific questions related to disability services refer to the booklet "Disability Services Handbook: Questions and Answers for Faculty and Staff", 2009.)*

## **5.7 ACADEMIC CONVOCATIONS**

All full-time faculty members are expected to attend the Annual Founder's Day, Honors Day, and Commencement exercises, as well as any other formal academic convocation scheduled during the year. Request for absences must be submitted to the President. All are required to wear academic regalia which faculty members are expected to provide for themselves.

## **5.8 ACADEMIC FREEDOM**

Teachers are entitled to freely discuss in the classroom issues relevant to their subject. Pedagogical decisions should be made by the faculty in accordance with the policies of their academic unit. Such decisions should be consistent with university policies, codes of professional ethics and conduct, the educational goals of the course and the evaluation standards held in the academic unit.

Teachers are entitled to full freedom in scholarly activities and in dissemination of the results, subject to the adequate performance in their other academic duties. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not speaking for the institution.

## **5.9 INTELLECTUAL PROPERTIES**

### **5.9.1 Intellectual Property Policy Statement**

The purpose of the AMC Intellectual Property Policy Statement is to set forth the rights and obligations of Atlanta Metropolitan College faculty, staff and students with regard to intellectual property which result from their enrollment or use of college facilities.

Intellectual property activities shall be under the general cognizance of the College's Intellectual Property / Copyright Committee. College personnel and students should report to the Intellectual Property / Copyright Committee, in writing, all intellectual property involving the use of the College's funds or facilities.



Provisions of the Intellectual Property Policy are fully applicable to students and adherence thereto is a condition of continued enrollment at the College.

Copies of this policy are available, in full, in the Office of Academic Affairs and the library.

### **5.9.2 Introduction**

Atlanta Metropolitan College is dedicated to teaching, research, and the extension of knowledge to the public. Two of its major objectives are the production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication of scholarly works, and the development of computer software. Such activities (1) contribute to the professional development of the faculty, staff or students involved, (2) enhance the reputation of Atlanta Metropolitan College and the University System of Georgia, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large.

Patentable inventions and materials may come about because of activities of Atlanta Metropolitan College faculty, staff, or students who have been aided wholly or in part through the use of resources of Atlanta Metropolitan College or other entities of the University System of Georgia. It becomes significant, therefore, to insure the utilization of such inventions for the public good and to expedite their development and marketing. The rights and privileges, as well as the incentive, of the inventor or creator must be preserved so that this or her abilities and those of other faculty, staff or students of Atlanta Metropolitan College and the University System may be further encouraged and stimulated.

Atlanta Metropolitan College recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service. Atlanta Metropolitan College acknowledges that faculty, staff, or students regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books and other scholarly works which may be subject to copyright and which may generate royalty income for the author. Publication may also result from work supported either partially or completely by Atlanta Metropolitan College. With the advent of innovative techniques and procedures, the variety and number of materials which might be created have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

Atlanta Metropolitan College recognizes the need for enhanced development and dissemination of software technology as a means of expressing both old and new knowledge. Inasmuch as the college is aware of the dynamic nature of software and that the value of intellectual property comes from the ability of its owner to control its use and that such value is directly related to the degree of protection it enjoys under the law, the college encourages protection of such expressions of knowledge by the utilization of appropriate intellectual property laws and the creation of comprehensive software technology transfer policies and procedures.

### 5.9.3 Policy Applicability to Faculty, Staff, and Students

This policy shall be applicable to all full or part-time faculty, staff and students of Atlanta Metropolitan College.

### 5.9.4 Definitions

**5.9.4.1 Intellectual Property** refers to patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protect is sought.

**5.9.4.2 Patentable Materials**: refers to items other than software that reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes, whether or not patentable thereunder.

**5.9.4.3 Copyright Materials** includes the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other visual aids; (4) video and audio tapes or cassettes; (5) live video and audio broadcasts; (6) programmed instructional materials; and (7) other materials or works other than software that qualify for protection under the copyright laws of the United States (see 17 U.S.C. 102 et seq.) or other protective statutes whether or not registered thereunder.

**5.9.4.4 Software** includes one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term “computer program” shall mean a set of instructions, statements, or related data that in actual or modified form is capable of causing a computer or computer system to perform specified functions.

**5.9.4.5 Trademarks** includes all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University System or any of its **institutions** (see 15 U.S.C. 1127).

**5.9.4.6 Trade Secrets**: Information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, a financial data, financial plans, product plans, or a list of actual or potential customers or suppliers that: (1) derives economic value, actual or potential, from not being generally known to , and not being readily ascertainable by proper means, by other persons who can obtain economic value from its disclosure or use; and (2) is the subject of efforts

that are reasonable under the circumstances to maintain its secrecy (see O.C.G.A. 10-1-761).

## **5.9.5 Determination of Rights and Equities in Intellectual Property**

Rights and equities in intellectual property created by Atlanta Metropolitan College faculty, staff, and students shall be determined by Atlanta Metropolitan College based upon the property's inclusion in one of the following categories:

### **5.9.5.1 Sponsor-Supported Efforts**

The grant or contract between the sponsor and Atlanta Metropolitan College, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor (1) may specify that the materials be placed in the public domain, (2) may claim reproduction, license-free use, or other rights, or (3) may assign all rights to the institution. In those cases where royalty income is realized by Atlanta Metropolitan College, the inventor or creator may appropriately share in the royalty income. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to sponsor and institution regulations.

### **5.9.5.2 Institutional – Assigned Efforts**

Ownership of Intellectual Property developed as a result of assigned institutional effort shall reside with Atlanta Metropolitan College; however, sharing of royalty income with the inventor or creator is authorized as an incentive to encourage further development of Intellectual Property. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to Atlanta Metropolitan College regulations.

### **5.9.5.3 Institutional – Assisted Individual Effort**

Ownership of Intellectual Property developed by faculty, staff or students of Atlanta Metropolitan College where Atlanta Metropolitan College provides support of their efforts or use of Atlanta Metropolitan College resources in more than a purely incidental way (unless such resources are available without charge to the public) shall be shared by the inventor or creator and Atlanta Metropolitan College. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to Atlanta Metropolitan College regulations.

### **5.9.5.4 Individual Effort**

Ownership rights to Intellectual Property developed by faculty, staff or students of Atlanta Metropolitan College shall reside with the inventor or creator of such Intellectual Property provided that: (1) there is no use, except in a purely incidental way, of Atlanta Metropolitan College resources in the creation of such Intellectual Property (unless such resources are available without charge to the public); (2) the Intellectual Property is not prepared in accordance with the terms of a Atlanta Metropolitan College contract or

grant; or (3) the Intellectual Property is not developed by faculty, staff or students as a specific Atlanta Metropolitan College assignment. The general obligation to produce scholarly and creative works does not constitute a specific assignment for this purpose. The nature and extent of the use of institution resources shall be subject to Atlanta Metropolitan College regulations and shall be determined by Atlanta Metropolitan College.

#### **5.9.5.5 Other Efforts**

Ownership rights to Intellectual Property developed under any circumstances other than listed in this policy shall be determined on an individual basis and approved by the President of Atlanta Metropolitan College or his or her designated representative. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to Atlanta Metropolitan College regulations.

#### **5.9.6 Institutional Procedures**

The president shall appoint an institutional Intellectual Property / Copyright Committee, consisting of no fewer than three or more than nine members, one of whom shall be designated by the president to serve as chair. In each case the committee shall include a representative of the Office of Fiscal Affairs. The committee shall meet as necessary, and shall act in an advisory capacity to the president or his/her designee. Faculty, staff and students shall promptly report to the committee in writing, through the appropriate channels, all Intellectual Property invented or created by them which is likely to have commercial value. Atlanta Metropolitan College faculty members, staff, and students are encouraged to file a written report through the Intellectual Property / Copyright Committee to establish ownership rights to any copyrightable/patentable materials that may be produced prior to the use of institutional resources.

In the implementation of its policies and procedures Atlanta Metropolitan College may elect, through its Intellectual Property / Copyright Committee and with the approval of the president, any of the following courses:

- To develop and manage its licensing program through an independent assistance organization so as to secure competent evaluation of intellectual property, expeditious filing of applications for patents or other protection and aggressive licensing and administration of intellectual property
- To develop and manage its licensing program through an affiliated nonprofit corporation such as the Georgia State University Research Foundation, Inc., the Georgia Tech Research Corporation or other nonprofit organizations established for this purpose
- To develop and manage independently its own licensing program
- To release intellectual property to which Atlanta Metropolitan has title or an interest to the inventor or creator for management and development as a private venture after the execution of an agreement providing for a suitable division of royalty income.

### **5.9.7 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 hand copyright infringement notifications, negotiations, and ownership
- To inform the campus community of rules and regulation 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)

### **5.9.8 Trademarks**

As part of the University System of Georgia, all trademarks arising out of research by Atlanta Metropolitan College constitute property of the Board of Regents of the University System of Georgia and applications for registrations, use of, and licensing of such trademarks shall be governed by the policies of the Board of Regents. Trademarks arising out of research done by Atlanta Metropolitan College pursuant to an agreement with a cooperative organization shall be the property of such cooperative organization, and such organization may file all appropriate applications and other documents necessary to protect such trademarks and may exercise all other rights consistent with ownership of the trademarks.

### **5.9.9 Right of Appeal**

In the event of a disagreement as to the ownership of intellectual property or to the recommended distribution of royalties, the Atlanta Metropolitan College faculty, staff, or student shall have the

right to appeal to the Intellectual Property / Copyright Committee, to the President of Atlanta Metropolitan College, and then to the Board of Regents of the University System of Georgia.

#### **5.9.10 Conflicts with Board of Regents' Policies**

In the event of a conflict between this policy and the official Intellectual Properties Policy of the Board of Regents, the latter shall prevail.

([http://www.usg.edu/policymanual/section6/policy/6.3\\_intellectual\\_properties/](http://www.usg.edu/policymanual/section6/policy/6.3_intellectual_properties/))

#### **5.9.11 Related Documents**

Board of Regents Policy Manual, Section 603 Intellectual Properties:

<http://www.usg.edu/regents/policymanual/600.phtml>

United States Code: <http://uscode.house.gov/lawrevisioncounsel.shtml>

Official Code of Georgia Annotated (O.C.G.A.):

<http://www.lexis-nexis.com/hottopics/gacode/Default.asp>

### **5.10 FACULTY MEETINGS**

Meetings of each academic division are held monthly. Faculty members are expected to attend each meeting or to notify their Dean if for some reason they must be absent. General faculty meetings are held at least once per term, and are announced in advance. Faculty members are expected to attend and should notify their Dean if they have compelling reasons for missing a faculty meeting.

#### **5.10.1 The Faculty Meeting Agenda**

Faculty members wishing to have items placed on the agenda for discussion at general faculty meetings should contact the Secretary for the Faculty. The Secretary, in turn, reports those items to the Vice President for Academic Affairs. Items for the agenda should be submitted to the Secretary at least one week in advance to ensure their inclusion.

### **5.11 FACULTY PARTICIPATION**

#### **5.11.1 Academic Governance**

Faculty members participate in academic governance through their academic divisions and through their representatives to standing committee. If approved, recommendations go to the Executive Committee of the College then to the President and/or to the Chancellor and the Board of Regents of the University System. (See College Statutes and Section 5.5, Procedures for Modifying the Curriculum, Faculty Handbook.)

### **5.11.2 Institutional Effectiveness Activities**

Faculty members are expected to participate in all institutional effectiveness activities, beginning with their division's strategic and operational planning. The College is committed to students' attainment of program and course goals, and assessment of such attainment is a basic faculty responsibility. Faculty members assess how well students learn, and continuous assessment activities empower both teachers and students to improve the quality of classroom learning.

## **5.12 FACULTY LIABILITY**

Periodically, questions arise concerning faculty liability for injuries to students engaged in laboratory work, physical education activities, or field trips. The State provides liability coverage; full details are available in the Business Office. Faculty members should, of course, exercise appropriate diligence in the performance of their duties.

To insure liability coverage, faculty members accompanying, supervising or transporting students on College business should be very careful to ensure that there is an official record in the Division or other appropriate office. If student activity funds are involved, the record should remain with the Vice President for Student Affairs.

## **5.13 TUITION REMISSION AND REIMBURSEMENT**

As evidence of its commitment to academic achievement and professional development, the College offers a tuition remission program to all regular, full-time employees. It is a means to increase the effectiveness of job performance. Employees are encouraged to obtain skills and knowledge that may improve their opportunities for career advancement within the University System of Georgia.

## **5.14 UNATTENDED CHILDREN ON CAMPUS**

Under its Risk Management Policy, AMC does not assume responsibility and/or liability for unattended minor children of faculty, staff, students and visitors in and around College buildings, grounds and facilities. Because of the possible disruption of business, and for liability issues, employees are not permitted to have children at the workplace. For more detailed information, please refer to the policy on children in the workplace in the policy section of this handbook.

## **5.15 INVENTORY AND SECURITY OF EQUIPMENT**

The College keeps a local inventory showing where all equipment is at all times. Whenever there is a need to move furniture or equipment, the faculty members initiating the move must submit an Equipment Transfer Report according to routing shown on the form. All rooms containing valuable removable equipment should be locked after working hours.

If audio-visual equipment is utilized during a class period, the faculty member using the equipment should, before leaving the area, make certain the equipment is returned to Audio Visual personnel or locked in a room for protection.

## **5.16 GRANT PROPOSALS**

Faculty considering the preparation of a grant proposal should first consult with their immediate supervisor before starting work on the proposal, and, if the grant involves commitment of time and resources by the College (as nearly all grants do, directly or indirectly), should confer with their supervisor throughout the proposal-writing process. Early in the process, approval should be obtained from the supervisor on a Grant Application Routing Sheet (see Appendix 5.15). This form provides signature spaces for approval by various officials of the College. Each signer must have adequate time to review the proposal. When there is a need to revise, amend or adjust a submitted proposal, another Grant Application Routing Sheet must be included with the revisions and routed to the same officials who approved the original proposal.

## **5.17 SUMMARY OF TRAVEL REGULATIONS**

The Statewide Travel Regulations are intended to provide organizations with guidelines relating to acceptable limits for expenses incurred for in-state and out-of-state travel. All agencies are required to follow the minimum guidelines outlined in the Statewide Travel Regulations; however, agencies are also authorized to establish policies that provide for more definitive limitations/guidelines relating to travel if the agency determines that such policies are necessary. Agencies are not authorized to set more lenient policies than those authorized by the Statewide Travel Regulations. The Statewide Travel Regulations published by the State Accounting Office and the Office of Planning and Budget are effective October 1, 2010.

The following regulations will govern the travel of all employees of the College:

### **5.17.1 Request to Travel**

The Request to Travel form (See Appendix 5.16.1), including all appropriate signatures, must be completed, and on file in the Business Office prior to departure. A copy of the agenda or announcement of the meeting or workshop attended must be attached to this form. The completion of this form:

1. Provides official approval to travel on behalf of Atlanta Metropolitan College.
2. Provides for the encumbrance of estimated travel expenses against the travel budget of the division/department.
3. Provides documentation of the approval to travel should faculty be involved in an accident or injured on route.

### **5.17.2 Travel Advance Request**

The Travel Advance Request Form (See Appendix 5.16.2) provides for an advance of travel funds (minimum of \$50.00) for transportation costs by common carrier (airplane, etc.), lodging expenses, and meeting registration fee. A completed Request To Travel form must be on file in the Business Office prior to issuance of an advance travel check.



### **5.17.3 Travel Expense Report**

The Travel Expense Report form (See Appendix 5.16.3) should be completed in its entirety and submitted in duplicate form immediately upon the faculty member's return to campus. It provides the official report of the actual travel expenses incurred on the trip.

### **5.17.4 Transportation**

The choice between the use of a personal vehicle or common carrier must be made after a careful analysis of the distance, available time, and overall cost factors of the trip. Reimbursement for the most economical mode of transportation will be authorized. For reimbursement for use of personal vehicles at the per mile rate, see recent travel guidelines issued by the Office of Fiscal Affairs. Taxi service to and from the Atlanta Airport is limited to the rate from the College. Personal auto and long term parking facilities at the airport should be used unless the cost exceeds taxi fare.

A copy of the State of Georgia Contract for Airfare is available in Division Offices. This contract is mandatory for use by State Employees traveling on official State business. Faculty should refer to this contract as they make their airline reservations.

### **5.17.5 Lodging**

Reimbursement is made for actual lodging expenses incurred at reasonable rates. All lodging expenses must be documented by receipts. State employees traveling in Georgia on State business are not required to pay county or municipal excise tax on lodging. Faculty must present a Hotel/Motel Excise Tax Exemption form to the hotel/motel in order to avoid paying this tax. (Forms are available in the Business Office. See Appendix 5.16.5.A and 5.16.5.B.) Reimbursement for this tax is not available.

### **5.17.6 Meals**

Reimbursement will be made for the actual costs of meals (receipts are not required) within certain limits. Reimbursement for meals varies from state-to-state. For specific information concerning current reimbursement for meals, see travel guidelines issued from the Office of Fiscal Affairs. Reimbursement of claims for fewer than three meals per day will be evaluated in terms of the daily limit.

1. Breakfast: Reimbursement for breakfast expenses is permitted if departure is prior to 6:30 a.m.
2. Lunch: The noon meal is not reimbursable unless overnight lodging is incurred or the faculty member is away from home on work assignment for more than 13 hours.
3. Dinner: Reimbursement for dinner expenses is permitted if faculty returns after 7:30p.m.

Reimbursement may exceed individual meal suggestions if the meal is a luncheon or banquet that either is an integral part of the meeting, workshop, or conference, or is included in the registration fee.

## **VI. LIBRARY/MEDIA SERVICES**

### **6.1 PHILOSOPHY AND GOALS OF THE LIBRARY**

The primary goal of the Library is to insure that material is available to faculty and students in a variety of formats. The staff anticipates demands and orders materials requested by students and faculty, provided funds are available and requested materials obtainable.

The staff of the Library regularly instructs the College community in methods to gain access to information through available technology. Occasionally this instruction may take the form of classroom presentations by staff members.

Through all of its activities, the Library seeks to assist in the educational process by stimulating interest in reading. Faculty members are encouraged to bring classes to the Library for work sessions. For this, a one week notice is required. Library staff members are available to conduct tours of the Library and to provide instruction on Library use and research methods.

### **6.2 GENERAL INFORMATION**

The Library occupies the second and third floors of the three-floor Library/Administration Building.

Second Floor: Reference Desk, Director of the Library Office, OPAC Catalog, reference area, periodicals, current newspapers, photocopy machines, microforms, microform reader/printers, Reference Librarian's Office, Access Librarian's Office, Archives and Technical Services, typewriters for student use, computers, restrooms, study carrels and, study tables.

Third Floor: Circulation Desk, reserves, Books (Class A-Z), bound periodicals, photocopy machine, restrooms, study carrels and tables, group study rooms, and OPAC Catalog.

### **6.3 CIRCULATION**

When books are checked out by faculty through the automated circulation system, a due date of 65 days is indicated. Except under special circumstances, periodicals and reference books may not be checked out.

### **6.4 ORDERING BOOKS AND PERIODICALS**

Any method of requesting materials is acceptable. Copies of advertisements and other book announcements should be attached. All subscriptions to periodicals must be approved by the Faculty Library Committee. Each semester the Library Committee meets to review all subscriptions.

## **6.5 RECREATIONAL READING**

Recreational reading is available to the College community through the Library. Each month the College receives best sellers in fiction and popular non-fiction titles.

## **6.6 RESERVES**

Space is available at the circulation desk to place items on reserve so that books which would ordinarily circulate are restricted to in-library use. Faculty may place personal copies of books and documents on reserve.

## **6.7 HOLDS**

If students or faculty members have books checked out which another borrower wants, these books may be held for the requester. The requester will be notified when the books are available.

## **6.8 INTERLIBRARY LOAN**

Items not in the Library collection may be obtained on interlibrary loan. The Library's involvement with Lyrasis/OCLC permits us to learn the library location of desired books and materials and to quickly transmit requests. Libraries within the University System do not charge for interlibrary loans. Faculty members who request interlibrary loans should provide the staff with as much bibliographic information as possible. Through OCLC, interlibrary loans usually arrive in one to two weeks. Faculty is held accountable for all lost books and fines.

## **6.9 USING OTHER LIBRARIES**

Faculty/Staff ID's can be used to participate in the University System of Georgia (USG) GIL Express service ( <http://gilexpress.usg.edu/>). The faculty member's name and mailing location must be in the AMC Library Voyager Database. Faculty can access the USG GIL Universal Catalog (<https://giluc.usg.edu/>) off-campus or on and have items sent to the AMC Library for pick up. They can also visit one of the University System of Georgia libraries. Faculty is responsible for all borrowed materials and fines/fees. The lending college or university will require a valid College identification card.

## **6.10 AUDIO VISUALS**

Educational tapes and other types of audio visual hardware and software are housed in Audio Visuals or at the Circulation Desk. Twenty-four hour notice is necessary for use of equipment. Audio visual equipment is picked up by the requester or delivered by Library personnel. Audio visual equipment belonging to the College cannot be taken off campus. Audio visual materials (DVD, VHS, or CD) are housed at the Circulation Desk. Equipment and personnel are available to assist in the production of audio visual materials.

## **VII. CONTINUING EDUCATION of NON-CREDIT ACTIVITIES and THE CENTER FOR ENTREPRENEURSHIP**

In addition to the students enrolled for academic credit, AMC strives to meet the varied educational and vocational needs of its community constituents through its Continuing Education Program (C.E.) and Center for Entrepreneurship (CoE). The C.E. Program is housed directly in the Office of Academic Affairs, whereas CoE emanates from the Division of Business and Computer Science. These Programs offer all the non-credit courses and activities for the institution (short course, seminars, workshops and special training programs), utilizing both AMC faculty and qualified community persons as instructors. Presently, the Assistant V.P. serves as the Interim Director of the C.E. Program and a faculty member in the Division of Business and Computer Science is charged with coordinating the CoE Program. Respectively, they are responsible for the establishment of fees, development of classes, coordination of the physical facilities and assuring all required services for the Programs. The Office of Fiscal Affairs is responsible for receiving all fees, authorizing expenditures, insuring both the accuracy of enrollment figures and the appropriate internal auditing of funds received and transmitted.

## **VIII. STUDENT SERVICES, REGULATIONS AND ACTIVITIES**

### **8.1 DISRUPTIVE AND OBSTRUCTIVE BEHAVIOR**

The Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs, or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive or obstructive actions which interfere with academic pursuits of teaching, learning and other campus activity.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of the University Professors in April, 1968, and by the Executive Committee of the Association for Higher Education in March, 1969, condemning actions taken to disrupt the operation of institutions of higher education.

If a faculty member senses that a discussion or situation may become volatile or out of control, a student should be sent to a Division Dean's office or the Evening Administrators office. The Administrator should call Campus Safety if needed. Faculty should not leave the classroom or situation where the incident is occurring.

Campus Safety will contact the Vice President for Student Affairs. Faculty should keep a written log of the incident and send a report to the Vice President for Academic Affairs. Please refer to BOR Policy Manual Section 4.6.2.

### **8.2 STUDENT ACTIVITIES**

The Student Commission and approved student organizations sponsor many activities, including such events as musical performances, speakers, exhibits, films, and the coronation of Miss Atlanta Metropolitan College. Faculty members can make a significant contribution to the students by serving as an advisor to student groups, and by attending functions sponsored by student groups. If you wish to serve as an advisor, please contact the Director of Student Activities.

### **8.3 STUDENT ACTIVITY BUDGET**

The overall coordination for student services and activities is the responsibility of the Vice President for Student Affairs. The Director of Student Activities with the approval of the Vice President for Student Affairs is responsible for coordinating the expenditures for funds that are allocated to all recognized student organizations. Faculty Advisors are responsible for submitting

requests for expenditures for student organizations to the Director of Student Activities, ensuring that each student organization submits an annual report of its activities and budget requests for the next fiscal year.

#### **8.4 REGISTRATION FOR STUDENT ORGANIZATIONS**

An organization seeking approval must submit a Student Organization Registration Form at the beginning of each school year. Approval is granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the College.

Approval is denied if the evidence presented shows that the proposed organization is likely to conflict with any of the following:

- a. Regular and orderly operation of the College.
- b. The requirements of appropriate discipline within the College community.
- c. The academic pursuits of teaching, learning and other campus activities.
- d. The laws or public policies of the State of Georgia and the United States.
- e. The Statutes and regulations of the College and the policies of the Board of Regents.

#### **8.5 CALENDAR OF EVENTS**

The official College calendar of student activities is maintained in the office of the Director of Student Activities. All special student activities and events, other than classes, whether scheduled inside or outside, should be placed on it and cleared through that office.

#### **8.6 EMERGENCY HEALTH SERVICES PROCEDURES**

The following procedures are approved for emergency health services:

When a medical emergency occurs, faculty members must send a student to the nearest office to telephone Campus Safety at (404) 756-4040. Faculty should not leave students with medical emergencies alone but should remain with them until Campus Safety arrives. Campus Safety will determine if the student should be moved to another location and if Emergency Medical Technicians (EMT) should be called. Students are responsible for paying for emergency health services.

Campus Safety will consult with the Vice President for Student Affairs and will prepare an incident report. A copy of the report will be filed in the Office of the Vice President for Student Affairs. Campus Safety and/or the Vice President for Student Affairs will contact the student's parent(s), spouse, guardian, or any other designated persons to inform them of the student's condition and the hospital to which the student may have been taken.

#### **8.7 FIRE AND OTHER EMERGENCIES**

Faculty must become familiar with the campus building exits and the evacuation route that is posted in strategic locations (halls and classrooms) in all buildings. Upon hearing a sounding of an alarm, faculty should maintain a calm atmosphere and follow the evacuation plan, while assisting students to move calmly and quietly to the nearest campus parking lot.

## **IX. HUMAN RESOURCES**

The Office of Human Resources, which functions to serve the best interest of both the employee and the College, is responsible for implementing College personnel policies. The Office of Human Resources also handles employee records, orientation, benefit information, recruiting for vacant positions, position classification, training, and wage and salary administration. If faculty needs further details or guidance on any of the following information, unless otherwise stated, they should contact the Office of Human Resources.

The following information about benefits is an overview only. New employees receive detailed benefit information during orientation. Because the benefit environment often changes, employees should always contact the Office of Human Resources for current information regarding rules and rates before making benefit decisions.

### **9.1 INSURANCE**

The following information is a summary of employee insurance benefits. AMC offers regular classified employees who work one-half time or more the opportunity to purchase health insurance, dental insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, and disability income insurance. The Office of Human Resources provides each eligible faculty with complete descriptions of the available plans and comparisons of the benefits in each plan along with rates. New employees must enroll in benefits during the first 31 days of employment. Eligible employees who do not elect benefits during the first 31 days of employment must wait until the annual open enrollment period to enroll. The month of November is the annual open enrollment period with coverage effective January 1 of the following year.

#### **9.1.1 Medical and Dental Insurance Programs**

All full-time regular faculty members are eligible to participate in the College's major medical and dental plans. Employees may elect to participate in the regular health plan or the plans of the Health Maintenance Organizations. Descriptions of the plans and enrollment and claim forms are available in the Office of Human Resources. Both employees and the College contribute toward the cost of the medical insurance plans. One hundred percent of the dental insurance cost is paid by the employee.

#### **9.1.2 Basic, Supplemental and Dependent Life Insurance**

The College provides all full-time regular faculty \$25,000 Basic Life Insurance. This coverage is completely paid for by the College and includes accidental death and dismemberment. In addition to Basic Coverage, faculty may choose to enroll in Supplemental Life Insurance for themselves in amounts equal to one, two, or three times their annual pay, rounded to the next \$1,000.00. "Pay" means base wages or salary only, not their overtime pay or bonuses. The cost of this supplemental coverage is based on age and the amount of coverage elected. Faculty may choose to enroll in Dependent Life Insurance for their eligible spouse and unmarried children. They pay for this coverage

just as they do for their own Supplemental Life Insurance. The dependents are only eligible to enroll in this plan if the faculty member is eligible and enrolled. The cost for dependent life insurance is a flat rate, regardless of the number of dependents covered.

### **9.1.3 Long-Term Disability Insurance**

The College has a long-term disability insurance program in which all full-time employees may elect to participate. This is a voluntary plan, with elimination periods of either 90 or 150 days with all premiums paid by the employee. The monthly benefit for long-term disability is 60% of monthly salary up to a maximum of \$7,500. The employee pays the full premium for this coverage. Further information on the plan may be obtained from the Office of Human Resources.

## **9.2 WORKER'S COMPENSATION**

As required by the law, O.C.G.A. 34-9-81.1., the *State Board of Workers' Compensation Bill of Rights* for the insured worker, any on-the-job injury must be reported immediately, but not later than 30 days after the accident, to your supervisor and the Office of Human Resources. Failure to do so may result in the loss of the benefits.

## **9.3 RETIREMENT**

### **9.3.1 Teachers Retirement System of Georgia**

All faculty members who are employed one-half time or more are required to enroll in the Teachers Retirement System of Georgia as a condition of employment, unless they are eligible for participation in the optional retirement plan administered by the University System of Georgia's Board of Regents. Details of these plans are provided in the employee's orientation packet.

### **9.3.2 Tax-sheltered Annuity Program**

Atlanta Metropolitan College offers its faculty members the opportunity to invest a portion of their salaries in a tax-deferred annuity program. Under this investment program, authorized by Section 403B of the Internal Revenue code, all contributions and earnings are exempt from federal and state taxes until they are withdrawn, typically at retirement. The College will accept annuity contracts from any company licensed to sell tax deferred annuities in the State of Georgia, providing the company qualifies under the College's participation guidelines.

### **9.3.3 Section 125 Plan**

The College offers a Section 125 Plan, which permits employees to reduce their taxable income by the amount of their health and life insurance premiums. Enrollment in the Section 125 Plan to shelter premiums for health benefit plans is automatic for employees who participate in the health benefit plans offered by the University System of Georgia.



## **9.4 PAYROLL DEDUCTIONS**

The following information is required by the College. New faculty members should complete this information in the Office of Human Resources as a part of their new-employee orientation. This will ensure prompt inclusion on the payroll and enrollment in the various benefit programs of the College.

### **9.4.1 Federal (W-4) and State (G-4) Income Tax**

The College is required to make withholdings of Federal and State Taxes from salary payments based on the number of allowances claimed on the Forms W-4 and G-4 by the employee. Any change in allowances should be reported to the Office of Human Resources immediately to ensure proper payroll deductions.

### **9.4.2 Social Security**

All eligible faculty of the College are required to participate in the Social Security program and all requirements, benefits and privileges of Title III of the Social Security Act of the Social Security Administration. Payroll deductions are made for the employee's share of the cost of the insurance with the College paying a matching share. Student assistants are exempt from Social Security. Non-immigrant aliens may be exempt in accordance with the provisions of their visas.

## **9.5 UNEMPLOYMENT COMPENSATION**

All College employees are covered under the Georgia Employment Security Law, commonly known as Unemployment Compensation. This law was enacted to provide a source of economic security when faculty becomes unemployed through no fault of their own. This helps the worker get through the trying period of involuntary unemployment. Eligibility for benefits is determined by the Georgia Department of Labor.

## **9.6 GARNISHMENT OF WAGES**

It is the legal responsibility of the College to make required deductions from an employee's earnings that are within control of the College. Upon service of a Summons of Garnishment the College is compelled to file an answer within a very restricted time period. The University System considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Repeated instances of default in payment by employees, after appropriate counseling, shall be considered sufficient grounds to terminate for cause.

## **9.7 LEAVE BENEFITS**

### **9.7.1 Sick Leave**

Full-time faculty members (9 month), Department Deans, and Vice Presidents on annual contracts accrue sick leave at the rate of one day per month of full time service. Effective July 1, 1983, academic year faculty became eligible for continued pay during illness for a

period to be determined by the number of days of sick leave they had accrued. Eligibility for sick leave days now accrues at the rate of one day for each month of full-time sick leave teaching (nine days per academic year). Summer faculty and regular faculty on part-time contracts teaching one-half time or more will accumulate sick leave in an equivalent ratio to their percentage of time employed. Faculty members working less than one-half time, and temporary faculty members, will accrue no sick-leave eligibility. Sick leave shall be cumulative, with no maximum limit.

In determining sick leave eligibility for faculty members on academic year (nine month) contracts who served as faculty members at Atlanta Metropolitan College before July 1, 1983, initial credit will be granted according to the following scale:

<i>Years of Service</i>	<i>Initial Number of</i>
Less than 1 year	10 days
At least 1 year but less than 4 years	22 days
At least 4 years but less than 8 years	66 days
At least 8 years but less than 12 years	99 days
12 years or more	132 days

In determining the length of service of an employee of the College, any time spent on leave or leaves of absence shall be excluded. A leave of absence shall not, however, have the effect of breaking the continuity of service.

Sick leave may be granted upon approval of the Dean of a faculty member's absence for any of the following reasons:

- Bereavement
- Illness or injury of the employee
- Medical and dental treatment or consultation
- Quarantine due to contagious illness in the employee's household
- Maternity
- Voting
- Court Duty
- Military
- Illness, injury, or death in the employee's immediate family requiring the employee's presence

For sick leave purposes, immediate family is defined as the employee's spouse, child, parents (foster or guardian), brother, sister, grandparents, grandchildren, in-laws, and any relatives who live in the employee's household.

## **9.8 ANNUAL LEAVE FOR VICE PRESIDENTS AND DEPARTMENT DEANS**

Twelve-month administrators earn annual leave days in accordance with the policy set forth in the Personnel Policies and Procedures Manual of the University System of Georgia. Faculty members employed under academic year contract neither earn nor receive annual leave. Annual

leave days for twelve-month professional personnel must be at a time convenient for the College and approved in advance by the employee's supervisor.

## **9.9 FAMILY MEDICAL LEAVE ACT (FMLA)**

Any regular employee, who has been employed on one half-time basis or greater for at least twelve consecutive months and worked at least 1,250 hours over the previous 12 months, is eligible for up to twelve weeks of unpaid family leave under conditions authorized by the FMLA.

While family leave is unpaid leave, an eligible employee may use accumulated sick leave under conditions authorized by current sick leave policies, along with annual leave with appropriate approval, as provided by current College policies before or after requesting or utilizing unpaid family leave. Spouses who are both employed by the College are jointly entitled to a combined total of 12 workweeks of family leave for sick leave under FMLA and may be requested for the following reasons:

- The birth of the employee's child 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 employees incapable of performing the functions of their jobs.

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.

Employees seeking to use FMLA are required to provide a 30-day advance request of the effective date FMLA leave will begin when the need is foreseeable and such notice is practical. 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.

## **9.10 HOLIDAYS**

Atlanta Metropolitan College observes 12 official paid holidays each year, including the following. The dates may vary from year to year, but a schedule of the official holidays is listed below:

New Year's Holiday, Independence Day Holiday, Martin L. King, Jr. Holiday Labor Day Holiday, Memorial Day Holiday, Thanksgiving Holidays, Christmas Holidays.

A terminating employee shall not be paid for any official holidays occurring after the last working day of his/her employment.

## **9.11 FACULTY LEAVE POLICY**

The President of the College may, with the approval of the Chancellor and the Board of Regents, grant leaves of absence, with or without pay, to members of the faculty.

An important component of faculty development is the availability of time to be devoted to study, research, scholarly or creative activity, retraining or instructional improvement. Atlanta Metropolitan College believes that engaging in such activities will increase the faculty member's contribution to the mission of the College. Therefore, leaves of absence with or without pay, may be requested as far in advance as possible (preferably at least one academic term in advance), and must be reviewed successively by the Dean, Vice President for Academic Affairs, and finally by the President, who makes the final decision.

### **9.11.1 Leave of Absence with Pay**

The following procedures should be followed in requesting leave with pay:

Faculty should write a letter to the President through their immediate supervisor requesting a leave with pay. They should include the exact time period for which the leave is requested.

They should also include a statement indicating why they are requesting leave, as well as suggestions as to how committees on which they sit or other obligations at the College for which they are responsible may be handled during their absence.

Immediate supervisors should initial their letter indicating that they approve the request. The letter should then be sent to the supervisor at the next level, initialed in a like manner, and finally submitted to the President for approval.

Before being granted a leave of absence with pay, faculty members must sign an agreement indicating that:

- For a leave of absence with pay lasting less than one academic year, they will return to the College during the next academic term immediately after the leave period and will remain for a period of time equivalent to that covered by the leave.
- For a one-year leave with pay, they will return to the College at the termination of the leave for a period of at least one year.
- If they do not return to the College for a full amount of time specified in the agreement, they will immediately reimburse the College for the amount of compensation received while on leave, as well as any other expenses paid by the University System of Georgia during the leave.

Further, the evaluators reviewing requests for leave with pay will consider the following criteria in making determinations:

- The College's ability to find a suitable replacement for the person requesting leave.

- Benefits to the academic division or College as a result of leave activities
- Longevity of requester at the College
- Requester's service at the College
- Recommendation by the requester's immediate supervisor
- The College's ability to fund leave

Within thirty days of returning to full-time responsibilities following a leave with pay, faculty members must submit a written report to their immediate supervisor describing what was accomplished during the leave period.

Leaves of absence, other than for sickness or for military service, are not granted automatically, but are intended for the mutual benefit of the College and the faculty. Additionally, the Chancellor is reluctant to consider recommendations for promotions of individuals who are on leaves of absence.

### **9.11.2 Leave of Absence without Pay**

The following procedures should be followed in requesting leave without pay:

Faculty should write a letter to the President through the immediate supervisor requesting a leave without pay. Faculty should include the exact time period for which the leave is requested. Faculty should also include a statement indicating why the leave is being requested, as well as suggestions as to how committees on which the faculty sits or other obligations at the College for which the faculty member is responsible may be handled during the absence.

The immediate supervisor should initial the request letter indicating that he/she approves the request. The letter should then be sent to the supervisor at the next level, initialed in like manner and finally submitted to the President for approval.

For a leave of absence without pay lasting less than one academic year, the faculty member is expected to return to the College during the next academic term immediately after the leave and will remain for a period of time equivalent to that covered by the leave.

For a one-year leave without pay, the faculty member is expected to return to the College at the termination of the leave for a period of at least one year.

With the approval of the President, leave without pay may be granted to faculty members for a period not to exceed one year for the purposes outlined above. Before being granted a leave of absence without pay, the faculty member must sign an agreement indicating that:

Within thirty days of returning to full-time responsibilities following a leave without pay, a faculty member, must submit a written report to their immediate supervisor describing what was accomplished during the leave period.

## **9.12 BEREAVEMENT LEAVE**

In the event of a death in the employee's immediate\* family, an employee may be allowed five (5) days leave with pay. Bereavement leave is charged to sick leave.

*\*For bereavement leave purposes, immediate family is defined as the employee's: spouse, child (foster or guardian), parents (foster or guardian), siblings (brothers, sisters), grandparents, grandchildren, in-laws, and any relative who lives in the employee's household).*

## **9.13 MATERNITY LEAVE**

Disability due to pregnancy is considered the same as any other disability and appropriate sick leave provisions of the policies shall apply.

## **9.14 VOTING**

Employees are encouraged to vote in all federal, state and local elections. If the work schedule would otherwise prevent faculty from voting, they may, at the discretion of the immediate supervisor and in compliance with the Georgia State law, be permitted sufficient time off from the job, with pay, in order to vote.

## **9.15 COURT DUTY**

Regular full-time employees called for jury duty or witness duty will be paid by the College at the normal rate of pay for any regularly scheduled time lost from the job. Miscellaneous leave will be granted upon presentation of official orders from the appropriate court.

## **9.16 MILITARY LEAVE**

Regular full-time employees ordered to duty by federal or state orders shall be entitled to leave with pay while engaged in the performance of military duty or while travelling to and from such duty. The maximum length of military leave with pay is 18 working days in any one calendar year. However, paid leave may be granted for up to 30 working days per calendar year for declared emergencies by the Governor. Periods of absence for U.S. military or National Guard duty not exceeding twelve consecutive months are treated as military leave without pay.

## **9.17 OTHER BENEFITS**

### **9.17.1 Credit Union**

The State Employees Credit Union, located at 400 Whitehall Street, SW, Atlanta, Georgia, 30303-3514, offers a variety of savings and loan services for our employees. For more information, employees may call their main office at (404) 656-3748.

### **9.17.2 Identification Cards**

Identification cards are available for all regular full-time and part-time employees. I.D. cards allow employees access to the Library, Academic Support Center, Student Center, and many campus activities. For further information concerning I.D. cards, contact the Office of Campus Safety.

## **9.18 PROFESSIONAL DEVELOPMENT**

### **Seminars and Workshops**

Atlanta Metropolitan College uses existing resources to organize, conduct, and sponsor various workshops and seminars which afford employees the opportunity to enhance their professional skills, as well as remain knowledgeable of technological and procedural advancements.

## **X. OTHER POLICIES and GENERAL INFORMATION**

The full-text of College policies is located in the Office of Human Resources. The summation of other important policies and general information with which faculty should become familiar are indicated below:

### **10.1 HARRASSMENT 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, or disability, or that of their relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- 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.

### **10.2 RIGHT TO KNOW PROGRAM**

The State of Georgia has enacted legislation to protect its employees from the dangers of hazardous chemicals that may be encountered in the workplace. The College has developed a plan to assure that all employees receive training and information about hazardous chemicals present in their work areas. A copy of the Right-to-Know program can be obtained from the Right-to-Know Office or the AMC Library.



### **10.3 DRUGS AND ALCOHOL POLICY**

The use of alcohol and illegal drugs by employees of the College is strictly prohibited on College premises. AMC abides by the terms and provisions of the Drug Free Workplace Act of 1988. A copy of the complete policy is available in the Office of Human Resources and is provided during the employee's orientation session.

### **10.4 SMOKING**

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

### **10.5 GEORGIA OPEN RECORDS ACT**

Certain information maintained by the College about an employee and the employee's employment record is considered to be a matter of public record and is subject to the Open Records Act of the State of Georgia. This means that any citizen of Georgia may request access to certain information contained in an employee's personnel file without the employee's knowledge or consent. Open records requests are filed with the Office of Legal Affairs at the Board of Regents and, by law, the office must provide access to requested information within a stipulated timeframe. Although some information is excluded by law and cannot be accessed under the provisions of the Open Records Act, employment and salary history as well as performance evaluations are among the information that may be made available for review.

### **10.6 LEGAL MATTERS, STATE LAW ENFORCEMENT**

The State Law Department has ruled that all requests for opinions of the Attorney General, drafting of legal instruments, lawsuits, garnishments, and similar matters concerning institutions of the University System come to the office only upon request of the Chancellor. Therefore, any inquiry or request to be made of the State Law Department should be directed initially to the President of the Institution for endorsement to the Chancellor.

### **10.7 SURPLUS PROPERTY DISPOSAL**

There are specific procedures governing the disposal of surplus state property. Since the penalties for non-compliance are severe, the procedures should be noted. Further information is available from the Vice President for Fiscal Affairs.

### **10.8 CONTRACTS AND GIFTS**

The regulations of the Board of Regents and the fiscal policies of the State of Georgia provide that the President of the Institution must authorize the commitment of the facilities, staff, or institutional services and is the only officer of the institution who may enter into a contractual

agreement with any agency external to the Institution. Proposed agreements should be routed through usual channels and must be affirmed by the President.

Both the Vice President for Academic Affairs and the Vice President for Fiscal Affairs have responsibilities for the proper execution of grants and contracts. A proposal may be initiated by any faculty members and sent through channels for approval by the Vice President for Academic Affairs and the President. The Vice President for Fiscal Affairs has responsibility for grant accounting and preparation of financial reports, and for the collection of payments from sponsoring agencies. All College regulations, particularly purchasing regulations and travel regulations, must be complied with in the administration of grants and contracts.

## **10.9 SOLICITATION OF GIFTS**

No faculty member is permitted to solicit funds for scholarships, loans, grants, equipment, or supplies, without prior approval by the proper College officials. Further, the soliciting of prizes or awards either in merchandise or money and the selling of advertising are not permitted.

## **10.10 GRATUITIES**

The Board of Regents' policy regarding gratuities reads as follows: An employee of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

## **10.11 CANVASSING AND SOLICITING**

Canvassing, placing of signs and posters for solicitation purpose, collections for any purpose, and sale of tickets or merchandise are prohibited on the College premises.

## **10.12 TELECOMMUNICATIONS & UTILIZATION**

All telephone charges are the responsibility of divisions or units. When faculty has problems with telephone service they should notify the appropriate divisional personnel. All requests for changes in service must be channeled through the division or unit. It is state law that only job-related long distance calls are to be made from institutional telecommunications equipment.

This limitation includes calls made on the State long-distance network known as GIST (Georgia Code annotated section S-16-8-5). College telephone lines must be kept clear for business use. Personal long distance calls may not be charged to the College, as this constitutes a misuse of state funds. Other university equipment, such as fax machines and photocopiers, are also for College business only.

### **10.12.1 Computer Utilization**

Employees are reminded and encouraged to use their assigned electronic mail account as well as Internet access responsibly and in compliance with state and federal laws and

College policies and procedures. All employees shall use software only in accordance with the AMC license agreements. Any duplication of copyrighted software is a violation of federal law and AMC policy. Questions regarding software, Internet, and email policies may be directed to the Office of Management Information Systems.

#### **10.12.2 Utilization of College Equipment**

It is against the state law to use College equipment, such as telephones, photocopiers, and facsimile machines, for personal use or gain.

#### **10.12.3 Use and Check-out of College Property**

Personal property owned by an institution shall be used only for institutional purposes. No employee in the University System shall permit such property to be removed from the campus of an institution for use on either rental or loan basis for personal use (Policies, Board of Regents, Section 914.02).

It is permissible to use College equipment when a representative of the College speaks before civic clubs and other organizations in his capacity as a public servant and is providing a public relations service for the College. The *College Equipment Check-Out Approval Form* must be completed by the employee and approved by the unit head and appropriate vice president prior to moving the equipment from College grounds.

## **XI. SERVICES AND SUPPLIES**

### **11.1 ENTERING BUILDINGS AFTER HOURS AND WEEKENDS**

Buildings on campus are secured after classes each day; however, faculty and staff may enter the buildings by presenting an Atlanta Metropolitan College identification card to security personnel and by meeting security requirements which include signing in and out on the security log. Students must have prior approval and must be accompanied by a faculty or staff member.

### **11.2 MAIL**

Mail to faculty is distributed to boxes, by division, in the mailroom. Delivery is usually made about 11:00 AM. Outgoing mail is deposited in U.S. Mail window located on the 1st floor of the Academic Building; it is dispatched daily at 4:00 p.m.

All outgoing mail requiring College postage and utilizing College stationery must bear in the upper left-hand corner the appropriate department name in addition to the College's return address. When large clasp (manila or Kraft) envelopes are used, the return address, name of sender and Atlanta Metropolitan College departmental name must be placed in the upper left hand corner. These envelopes must be sealed. Only regular envelopes (size #10) can be sealed by the postage machine. All mail utilizing College stationery is regarded as official and is subject to the above requirements. College stationery and postage must not be used for unofficial personal matters.

### **11.3 KEYS**

The College provides faculty and staff members with keys to their offices, and other keys as needed. Requests are made on the key request form found in the division office and must bear the approval of the appropriate Division Dean, and Vice President. This request should be forwarded to the Department of Campus Safety. Original keys will be issued by the Department of Campus Safety. Full information may be found in Key Control Policies and Procedures, given to all faculty members when they are hired. Should a faculty member lose or misplace a key, the Department of Campus Safety should be notified immediately. Faculty will be assessed a fee for missing keys. Terminating employees must turn in all keys to Campus Safety prior to the employee's exit interview, and failure to do so may result in a delay of final payment of wages.

### **11.4 SECRETARIAL SERVICES**

The Secretary of each Division will provide basic clerical assistance to the Division Dean. Since faculty have access to a computer, division secretaries are not responsible for typing or providing word processing for individual faculty members.

## **11.5 AUTOMOBILE REGISTRATION AND PARKING**

All AMC employees who park their vehicles in the College parking lots must register their vehicles and secure a parking decal each academic year from the Office of Campus Safety. These non-transferable parking decals must be displayed in the window of the vehicle.

## **11.6 PURCHASING REGULATIONS**

To assist deans in controlling departmental budgets, the following policies and guidelines relating to the purchase of contractual services, supplies, materials, and equipment have been established. The policies and guidelines have been developed in accordance with rules and regulations established by the Board of Regents, the Director of Purchasing of the State of Georgia, and the Statutes of the State of Georgia.

### **11.6.1 Contractual Services**

Any contractual services or items of supplies, materials or equipment that are required for use by an employee of Atlanta Metropolitan College in the performance of the individual's official duties will be purchased from funds budgeted for such purposes for the employee's department.

The head of each division has the primary responsibility for the control of division budgets including the establishment of priorities in meeting the needs of their staff members within the limitations of the operating budget for the fiscal year. No employee of the College is authorized to make purchases or to obligate the College in any manner without the written approval of the employee's dean and the Vice President for Fiscal Affairs (or that person's designated representative), secured in compliance with the rules prescribed in this document.

All employees of the College are prohibited from securing items of supplies on a "charge" basis in the name of the College. Charging purchases of services, supplies, materials or equipment to the College without appropriate written authority conflicts with the state laws governing purchases, and any employee who does not comply with this policy will be held personally liable for the costs of the items involved. Supplies, materials or equipment may be secured in compliance with the Purchasing Policy from a vendor by the use of personal funds to be reimbursed from Petty Cash or from a vendor with appropriate written authority through the Business Office.

The following sections describe the two methods of purchasing and outline the rules and regulations:

### **11.6.2 College Procurement Department – (Business Office)**

Items that do not qualify to be purchased through petty Cash must be secured by completion of a Request for Supplies or Services form (hereafter called requisition)

through the College Procurement Department located in the Business Office. Requisitions generally will take several days to be completed and processed into purchase orders. At least one week should be allowed for processing of requisitions. Delivery of items is dependent upon the vendor. Needs must be anticipated sufficiently in advance in order to allow the purchasing process to be completed and delivery to be effectively utilized. Many of the items secured in this manner must be submitted to the State of Georgia Department of Administrative Services, Purchasing and Surplus Property Division for handling. This process generally takes a minimum of 30 days.

Items covered by statewide contracts must be purchased from these vendors/contractors; no other mode of purchase may be used for contracted items. The College is required to purchase items stocked by the State Central Supply (mostly office supplies). Certain certified products must be purchased from the Correctional Industries and Factory for the Blind. More detailed information about these and other purchasing regulations may be obtained from the College's Procurement Office.

In order to standardize the date required for prompt and orderly service, the following rules and regulations have been established:

- All items must be requisitioned in writing on a properly completed departmental request. No phone orders or oral requests will be accepted. No requisition will be processed unless it bears the signature of the dean. If the dean wishes to authorize one person to approve requisitions in the dean's absence, written notice must be sent to the Vice President for Fiscal Affairs. The dean will be responsible for orders placed by the authorized person.
- Items that are being requisitioned must be separated according to types and submitted on separate requisitions; i.e., items that qualify to be purchased from the budget for supplies may not be ordered on the same requisition as an item that qualifies to be purchased from the budget for printing, equipment, etc.
- Requisitions must include a description of each item which is adequate in detail to process an order through the Purchasing Department of the State of Georgia (manufacturer, model number, size, capacity, color, etc.).
- Requisitions should include the name and address of at least one vendor who can supply the item. If the item can only be purchased from one source, this should be stated in the section for special comments, i.e., sole source.
- The dean must indicate on the requisition any restrictions that he wishes to be placed on the items being ordered; e.g., if the nature of the item is such that the exact specifications must be followed. The requisition must include a statement that "NO SUBSTITUTE WILL BE ACCEPTED" and written justification for the restriction.
- The dean must indicate the amount of funds he or she has allocated from his or her budget for the purchase by including an approximate estimate of the total cost on each requisition. If the dean wants to place a limit on the amount to be expended, he/she should indicate the desire/need to be contacted if cost exceeds the set amount.

On the basis of the dean's estimate, funds will be encumbered from the appropriate budget to cover the cost of the items listed on the requisition. The College is required by

regulations to charge purchases to accounts in accordance with the Business Procedures Manual of the University System of Georgia. Only certain items may be charged to supplies; equipment, with a few exceptions must have a value of \$1000.00 and a useful life of three years.

- Competitive bids must be secured on all requisitions totaling \$2500.00 or more. Persons requesting the purchase of goods or services requiring competitive bids should secure at least 3 bids. This will expedite the handling of the order. The bids should be listed on the request form by showing amounts, name of suppliers and suppliers' representative giving the quotation. Any freight, handling charge, container deposits, etc., that must be paid by the College should be stated on the request. If freight is to be paid by the supplier, the notation "FOB Destination" should be shown.

### **11.6.3 Petty Cash**

To provide a method to secure low-cost items when it is not practical to requisition such items through the Purchasing Department, a petty cash fund has been established in the Business Office. To control expenditures made through the petty cash fund, the following rules and regulations have been established:

- Employees are permitted to expend personal funds for official "small purchases" that are not available in the Central Stores (inventory of commonly used items) and to obtain reimbursement from petty cash provided that the employee has the approval of the individual's dean. Prior approval must be obtained by completing a Petty Cash Voucher (available in the Business Office).
- Cash purchases are limited to \$15 per purchase. Repetitive purchases more than \$15 on the same day from the same vendor, or in immediate subsequent days, totaling may be considered as an evasion of the \$15 limit and could require a written explanation and reimbursement disallowed.
- Reimbursement will not be made for items that may be secured from the Central Stores. IT IS THE INDIVIDUAL'S RESPONSIBILITY TO DETERMINE WHETHER OR NOT CENTRAL STORES CAN SUPPLY THE MATERIALS NEEDED.
- Cash purchases made by a division are subject to State Purchasing regulations. It is the responsibility of the individual making the purchase of \$15 or less to be familiar with the rules and regulations regarding such purchases. Individuals who are not familiar with the regulations should contact the procurement office.
- Reimbursement. To obtain reimbursement from the petty cash fund, an employee must submit a receipt in the form of an original vendor's invoice marked "paid" or a "Petty Cash Voucher," signed by the vendor.

The following requirements should be met when the receipt is in the form of a vendor invoice:

- The receipt should be an original; it should not be a carbon copy or a photocopy.

- The receipt should be marked “paid” and carry the signature of the vendor’s representative and the name of the vendor. It should be a formal receipt not merely a slip of blank paper on which the information has been written.
- The receipt should show the date of the purchase and the quantity, description, unit price, and extension of each item purchased. Cash discounts, if allowed, should be taken.
- In those instances where only cash-register receipts are obtainable from the vendor, the cash-register receipt may be submitted for reimbursement provided the vendor’s name is machine pre-printed thereon and provided the cash-register receipt is accompanied by a complete “Petty Cash Voucher.” In such cases, it is not necessary to obtain the signature of the Vendor’s representative.
- Almost all purchases made by Atlanta Metropolitan College are exempt from Georgia Sales Taxes; therefore, sales taxes are not reimbursable. It is the responsibility of the purchaser to buy only from vendors holding tax exemption certificates from Atlanta Metropolitan College. Names of vendors who hold such certificates and new certificates for vendors who do not hold such certificates may be obtained from the Procurement Office.
- Periodically, the custodian of the Petty Cash Fund will distribute the purchases made through this method, and charges will be made to the departmental budget. It is the dean’s responsibility to maintain data concerning petty cash transactions that have not been posted to the accounting records during the interim.

#### **11.6.4 Receiving Items Ordered**

When the items purchased arrive on campus at Receiving they will be delivered to the ordering department. The department will verify the receipt (in good condition) of the items by signing the receiving copy of the purchase order. If the department picks the item(s) up directly from the vendor, the person picking up the item(s) must report immediately to the Business Office, sign the receiving copy of the purchase order, and bring all packing slips, invoices, etc., related to the purchase to the Business Office. Any discrepancies in pick-up orders should be reported to the Procurement Office as soon as possible; e.g., all items not available at the time of pick-up, price change, etc.

### **11.7 GENERAL GUIDELINES COVERING EVENTS SCHEDULED FOR CAMPUS FACILITIES**

Atlanta Metropolitan College encourages maximum use of its facilities to meet the needs of the community. Certain priorities and schedules are necessary in order to facilitate effective, non-conflictual use. Facilities shall be used only for activities which are consistent with the mission and purpose of the College and the policies of the Board of Regents. Application forms requesting use of facilities can be found on the College’s website under ‘Campus Calendar’; click on ‘Event Request.’ (See ‘Event/Facilities Request Form’ Appendix 11.7.A.)

In keeping with the mission of the College, priority in the use of campus facilities has been established in the following descending order:



- Courses scheduled by the Office of Academic Affairs
- College events involving the total College community,
- Programs sponsored by the Division of Continuing Education,
- Student activities approved by the Office of Student Affairs,
- Administratively approved programs initiated by a member of the professional staff or faculty of the College,
- Community activities.

The following general regulations shall apply to all scheduled events in campus facilities:

- College representatives may attend the authorized meetings.
- There shall be no discrimination against any individual on the basis of race, sex, disability, religion, creed, age, or national origin in any program or activity
- A fee may be required for use of the facilities. The amount of said fee will be determined by the College, taking into consideration such factors as the nature and extent of the proposed event, the facilities required, and the equipment or services needed.
- A License Agreement Form may be required under certain conditions, as set forth in the Board of Regents Policy Manual, Section 914.03.
- The sponsoring group must adhere to the rules and regulations set forth by the College and by the Board of Regents of the University System of Georgia, including College parking regulations.
- Alcoholic beverages and drugs are not permitted on campus.
- Smoking is not permitted on campus.
- Proof of liability insurance may be required of the sponsoring group. The amount of liability insurance required will be determined by the College on a case-by-case basis, taking into consideration the nature and extent of the proposed event.

When College scheduling assumes priority, the group may be asked to move to another area of the College, either on a short-term or long-term basis. Permission for use of facilities is granted for the one event only. Re-application must be made for successive or additional events. The College reserves the right to cancel the agreement upon five days notice or without such notice in the case of emergency, or for just cause.

## **XII. FACULTY RESPONSIBILITY IN STUDENT LEARNING OUTCOMES**

### **11.1 Learning Outcomes**

Faculty have the responsibility of developing, implementing, evaluating, and documenting student learning outcomes (SLOs). Student learning outcomes describe what students will know, be able to do or demonstrate as a result of successfully completing a course or an activity. Student learning outcomes are the most important criterion for measuring the effectiveness of Atlanta Metropolitan College's educational programs. There are three levels of student learning outcomes at AMC:

- **General Education Learning Outcomes (GELOs)** - these are specific learning outcomes that AMC has identified for general education courses or courses in Areas A through E. A list of GELOs, and the courses in which they are implemented and assessed, is provided in Appendix 12.1.
- **Program Learning Outcomes (PLOs)** – these are specific learning outcomes that AMC has identified for program specific courses or courses in Area F. A list of the PLOs is provided in the Atlanta Metropolitan College *Program Review Handbook*.
- **Course Specific Student Learning Outcomes (CSSLOs)** – these are learning outcomes that are identified by the instructor of a course, but do not exist as PLOs or GELOs. Course specific SLOs may occur in general education courses and program specific courses.

Each semester, all instructors, full-time and adjunct, are responsible for implementing and measuring the extent that students achieve learning outcomes. In addition, each faculty is responsible for documenting the success rates of student learning outcomes (i.e. GELO, PLO, or SLO), utilizing the “Course Assessment Report.” Orientation sessions are provided each term to train faculty on the process for submitting student learning outcome results electronically. Each term, faculty are expected to submit GELOs and PLOs results, along with other end-of-the-semester reports to the Division Dean. For a full presentation on student learning outcomes, please review the *AMC Assessment Handbook*.

## **XIII.**

### **APPENDICES**

<b>APPENDIX 2.2.1</b>	<b>Position Requisition Form</b>
<b>APPENDIX 2.2.5</b>	<b>Request to Interview Form</b>
<b>APPENDIX 2.2.6.A</b>	<b>Recommendation to Fill Position Form</b>
<b>APPENDIX 2.2.6.B</b>	<b>Personnel Action Form</b>
<b>APPENDIX 2.6.5</b>	<b>Report of Outside Employment Form</b>
<b>APPENDIX 3.1.1.A</b>	<b>Faculty Evaluation/Annual Performance Review Form</b>
<b>APPENDIX 3.1.1.B</b>	<b>Faculty Workload Agreement Form</b>
<b>APPENDIX 3.1.2.A</b>	<b>Faculty Activity Report</b>
<b>APPENDIX 3.1.3</b>	<b>Student Evaluation Forms</b>
<b>APPENDIX 4.4</b>	<b>Syllabus Template and Checklist</b>
<b>APPENDIX 4.7.1.1.A</b>	<b>Awarding of Incomplete Form</b>
<b>APPENDIX 4.7.1.1.B</b>	<b>Removal of Incomplete Form</b>
<b>APPENDIX 4.7.2</b>	<b>Change of Grade Form</b>
<b>APPENDIX 4.12</b>	<b>Field Trip Form</b>
<b>APPENDIX 5.1.1.A</b>	<b>Faculty Workload Agreement Form</b>
<b>APPENDIX 5.1.2</b>	<b>Request for Release / Reassigned Time Form</b>
<b>APPENDIX 5.4.A</b>	<b>Proposal for Course to be Added to the Curriculum</b>
<b>APPENDIX 5.4.B</b>	<b>Proposal for Course to be Deleted from the Curriculum</b>
<b>APPENDIX 5.15</b>	<b>Grant Application Routing Sheet</b>
<b>APPENDIX 5.16.1</b>	<b>Request to Travel Form</b>
<b>APPENDIX 5.16.2</b>	<b>Travel Advance Request</b>

**APPENDIX 5.16.3            Travel Expense Report**

**APPENDIX 5.16.5.A        State of GA Certificate of Exemption of Local Hotel/Motel  
Excise Tax**

**APPENDIX 5.16.5.B        State of GA Sales and Use Tax Certificate of Exemption**

**APPENDIX 11.7.A           Event/Facilities Request Form**

**Can be accessed by clicking the following link:**

**[http://www.atlm.edu/irpa/Master%20Calendar/webpages/eventrequestform\\_final.html](http://www.atlm.edu/irpa/Master%20Calendar/webpages/eventrequestform_final.html)**

**APPENDIX 12.1            GELOs Course Listing**

## APPENDIX 2.2.1

# ATLANTA METROPOLITAN COLLEGE

## POSITION REQUISITION FORM

*This form must be completed for all position vacancies. Section 1 should be completed for regular positions and Section 2 should be completed for temporary positions.*

**A position announcement must be attached with this requisition.**

Date \_\_\_\_\_ ☐ New Position ☐ Replacement (for \_\_\_\_\_)

Department \_\_\_\_\_ Position Title \_\_\_\_\_

### **SECTION 1 - REGULAR POSITION**

☐ FULL-TIME ☐ PART-TIME ( \_\_\_\_\_ hours per week)

Anticipated Date of Hire \_\_\_\_\_ Budgeted/Recommended Salary \_\_\_\_\_

### **SECTION 2 - TEMPORARY POSITION**

☐ FULL-TIME ☐ PART-TIME ( \_\_\_\_\_ hours per week)

Anticipated Date of Hire \_\_\_\_\_ Recommended Hourly/Monthly Rate of Pay \_\_\_\_\_

### **ALL SIGNATURES ARE REQUIRED:**

① \_\_\_\_\_  
Requesting Unit Head/Supervisor Date

② \_\_\_\_\_  
Appropriate Area Administrator Date

③ \_\_\_\_\_  
Budget Control Officer - Fiscal Affairs Date

④ \_\_\_\_\_  
Vice President for Fiscal Affairs Date

⑤ \_\_\_\_\_  
Director of Human Resources Date

⑥ \_\_\_\_\_  
President Date

FORM AA-1 (revised 10/01)

HUMAN RESOURCES

## APPENDIX 2.2.5

**ATLANTA METROPOLITAN COLLEGE****INTERVIEW REQUEST FORM**

**This form must be completed for all position vacancies. Each candidate's application packet must be attached to this form. The applicant's packet will be returned to the Search and Screen Chair along with an approved copy of this request form.**

**Date** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_ **POSITION TITLE** \_\_\_\_\_

☐ **TEMPORARY**

☐ **FULLTIME**

☐ **PART-TIME**

**CANDIDATES NAME****EMPLOYED WITHIN USG**

1. \_\_\_\_\_

☐ **Yes**      ☐ **No**

2. \_\_\_\_\_

☐ **Yes**      ☐ **No**

3. \_\_\_\_\_

☐ **Yes**      ☐ **No**

4. \_\_\_\_\_

☐ **Yes**      ☐ **No**

5. \_\_\_\_\_

☐ **Yes**      ☐ **No**

6. \_\_\_\_\_

☐ **Yes**      ☐ **No**

① \_\_\_\_\_  
Unit Head/ Screening Committee Chair

\_\_\_\_\_ **Date**

② \_\_\_\_\_  
Appropriate Area Administrator

\_\_\_\_\_ **Date**

③ \_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_ **Date**

FORM AA-3 (REVISED 10/01)

**HUMAN RESOURCES**

## APPENDIX 2.2.6.A

**ATLANTA METROPOLITAN COLLEGE****RECOMMENDATION TO FILL POSITION**

Date \_\_\_\_\_

Department \_\_\_\_\_ Position Title \_\_\_\_\_

Name of Recommended Candidate \_\_\_\_\_

Recommended Salary \_\_\_\_\_

Candidate employed within USG? ☐ No ☐ Yes \_\_\_\_\_  
(Name of USG Institution)

**Attach the candidate's application information, a photocopy of the approved Position Requisition Form and a completed Personnel Action Form along with this recommendation form.**

① \_\_\_\_\_  
Unit Head or Screening Committee Chair Date

② \_\_\_\_\_  
Appropriate Area Administrator Date

③ \_\_\_\_\_  
Budget Officer – Fiscal Affairs Date

④ \_\_\_\_\_  
Vice President for Fiscal Affairs Date


⑤ \_\_\_\_\_  
Director of Human Resources Date

⑥ \_\_\_\_\_  
President Date

Form AA-4 (revised 10/01)

HUMAN RESOURCES

## APPENDIX 2.2.6.B

		<b>H.R. USE ONLY</b> Position Number: _____	
<b>ATLANTA METROPOLITAN COLLEGE</b> <b>PERSONNEL ACTION FORM</b>			
EMPLOYEE NAME		SOCIAL SECURITY NUMBER	
Last	First	Middle	
DATE SUBMITTED		BEGINNING DATE	
ENDING DATE		B-CODE	
DEPARTMENT		POSITION TITLE	
ACCOUNT NUMBER		PERCENT	
1 _____ 3 _____ 2 _____ 4 _____		1 _____ 3 _____ 2 _____ 4 _____	
ACTION TYPE		EMPLOYMENT STATUS	
<input type="checkbox"/> New Hire <input type="checkbox"/> Pay Change <input type="checkbox"/> Title Change <input type="checkbox"/> Transfer <input type="checkbox"/> Rehire/Continuation <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Replacement for (name) _____ <input type="checkbox"/> Separation <input type="checkbox"/> Termination (Separation/Termination Reason) _____		<input type="checkbox"/> Regular <input type="checkbox"/> Temporary  <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
COMPENSATION AMOUNT		PAY FREQUENCY	
		<input type="checkbox"/> Monthly <input type="checkbox"/> Hourly <input type="checkbox"/> Other _____	
RECOMMENDATIONS FOR APPROVAL			
1 Supervisor/Department Head _____ Date _____		2 Appropriate Area Administrator _____ Date _____	
3 Budget Control Officer ~ Fiscal Affairs _____ Date _____		4 Vice President for Fiscal Affairs _____ Date _____	
5 Human Resources _____ Date _____			
PRESIDENTIAL APPROVAL			
Signature _____		Date _____	



## APPENDIX 2.6.5

### Atlanta Metropolitan College Report of Outside Employment

**NOTE:** *This form should be completed **prior** to the effective beginning date of any outside employment activity or commitment which pertains to Board of Regents Policy #802.1601*

#### EMPLOYEE INFORMATION

Name of Employee \_\_\_\_\_ Applicable Semester \_\_\_\_\_, 20\_\_\_\_\_

Title \_\_\_\_\_ Division or Budget Unit \_\_\_\_\_

#### OUTSIDE EMPLOYMENT ACTIVITY OR BUSINESS ENTERPRISES

Are you involved in outside employment activities or business enterprises?    yes                      ☐ no                      ☐

*(If yes, please complete the remainder of the form. If no, please read and sign the certification statement below.)*

Nature of the activity (Use additional page(s) if necessary):

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Beginning date of activity: \_\_\_\_\_ Ending date of activity: \_\_\_\_\_

Total number of hours required for activity \_\_\_\_\_ weekly ☐ monthly ☐ quarter ☐ ☐

Does this activity conflict with your contractual obligations to Atlanta Metropolitan College?    yes                      no ☐ ☐

#### ***Certification Statement***

I certify that the information provided above is accurate and true and I understand that the submission of false or misleading information may result in suspension, non-renewal of contract, or termination by the College.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

#### **APPROVALS**

\_\_\_\_\_  
Immediate Supervisor (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

### APPENDIX 3.1.1.A (Showing only page 1 of 10)

Page 1 of 10

#### ATLANTA METROPOLITAN COLLEGE EVALUATION OF FACULTY PERFORMANCE

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Rank: \_\_\_\_\_ Division: \_\_\_\_\_

Type of Evaluation: \_\_\_\_\_ Administrative Evaluation \_\_\_\_\_ Faculty Self-Evaluation

#### The Scope of Evaluation

The areas for evaluating faculty performance are:

**Area I – Teaching**

**Area II – Service to the College and Community**

**Area III – Academic Growth and Professional Development**

This Evaluation Instrument is designed to lend objectivity to the evaluation process. The evaluator should consider how the faculty member being evaluated performs “basic responsibilities”. In each area of evaluation, “basic responsibilities” refers to required and expected faculty performance. Thus, the evaluator should make judgments and ratings in terms of performance *equal to, above, or below* “basic responsibilities”.

#### Definition of Ratings

Each criterion in each area should be rated on the following ten-point scale:

**Outstanding (9.0-10.0)**--Overall, the individual competently fulfills his/her basic responsibilities and consistently makes significant contributions beyond that which is required by the faculty position.

**Above Average (8.0- 8.9)**--Overall, the individual competently fulfills his/her basic responsibilities and exceeds job requirements in some areas.

**Average (7.0-7.9)**--Overall, the individual competently fulfills his/her basic responsibilities.

**Below Average (5.0-6.9)**--Overall, the individual minimally fulfills his/her basic responsibilities.

**Poor (0- 4.9)**--Overall, the individual does not fulfill his/her basic responsibilities or overall, the employee does not competently fulfill his/her basic responsibilities.

After rating each criterion, the evaluator also should provide illustrative comments that provide evidence to support poor, below average, above average, or outstanding ratings. Additionally, the evaluator should provide comments regarding the overall performance in the respective area.

## APPENDIX 3.1.1.B

**ATLANTA METROPOLITAN COLLEGE  
FACULTY MEMBER – DEAN  
FACULTY WORKLOAD AGREEMENT**  
Academic Term: \_\_\_\_\_

Name: \_\_\_\_\_

Division: \_\_\_\_\_

Preliminary: \_\_\_\_\_

Final: \_\_\_\_\_

After giving consideration to teaching load, duties, and planned activities, indicate the agreed upon value to be assigned to each area.

**I. Teaching: (60 – 70%)** \_\_\_\_\_ %

Prefix	Course #	CRN	Time	Days	Credit Hours	Contact Hours	# of Students	Total Hours/Student
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(List Planned Activities and Goals)

**II. Service to the College and Community: (10 – 30%)\*** \_\_\_\_\_ %

(List Planned Activities and Goals)

**III. Academic Growth and Professional Development: (10 – 20%)\*** \_\_\_\_\_ %

(List planned activities and Goals)

\*(A minimum weight of 10% for this area should be included in the plan).\*

**THE TOTAL PERCENTAGE MUST EQUAL EXACTLY 100%**

Faculty Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 3.1.2.A**

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**ATLANTA METROPOLITAN COLLEGE**  
**FACULTY ACTIVITY REPORT****NAME:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

Please provide the information requested below and return to your Division Dean by the designated date. This report should include activities and accomplishments from the period of January 1<sup>st</sup> through December 31<sup>st</sup> of the most previous year. Documentation of the activities listed below is encouraged.

Thank you.

- 1. Academic Accomplishments and educational pursuits:**  
*(List credit and non-credit courses and workshops.)*
- 2. Course development and teaching innovations:**
- 3. Campus committees, and sub-committees and other campus activities:**
- 4. Conferences attended and dates:**  
*(Indicate role, if other than of a regular participant.)*
- 5. Professional Development Activities:**
- 6. Research, publications, presentations and other professional activities:**
- 7. Community, cultural and/or artistic activities:**
- 8. Any other activities you think are significant:**

## APPENDIX 3.1.3



## SIR II STUDENT INSTRUCTIONAL REPORT II (SIR II)

SIR II Report Number

--	--	--	--	--

This questionnaire gives you the chance to comment anonymously about this course and the way it was taught. Using the rating scale below, mark the one response for each statement that is closest to your view. Fill in the appropriate circle to the right of the statement.

- (5) Very Effective  
 (4) Effective  
 (3) Moderately Effective  
 (2) Somewhat Ineffective  
 (1) Ineffective  
 (0) Not applicable, not used in the course, or you don't know. In short, the statement does not apply to the course or instructor.

As you respond to each statement, think about each practice as it contributed to your learning in this course.

## A. Course Organization and Planning

- |   | Very Effective | Effective | Moderately Effective | Somewhat Ineffective | Ineffective | Not applicable |
|---|----------------|-----------|----------------------|----------------------|-------------|----------------|
| 1. The instructor's explanation of course requirements .....                          | 5              | 4         | 3                    | 2                    | 1           | 0              |
| 2. The instructor's preparation for each class period .....                           | 5              | 4         | 3                    | 2                    | 1           | 0              |
| 3. The instructor's command of the subject matter .....                               | 5              | 4         | 3                    | 2                    | 1           | 0              |
| 4. The instructor's use of class time .....   | 5              | 4         | 3                    | 2                    | 1           | 0              |
| 5. The instructor's way of summarizing or emphasizing important points in class ..... | 5              | 4         | 3                    | 2                    | 1           | 0              |

## B. Communication

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 6. The instructor's ability to make clear and understandable presentations .....         | 5 | 4 | 3 | 2 | 1 | 0 |
| 7. The instructor's command of spoken English (or the language used in the course) ..... | 5 | 4 | 3 | 2 | 1 | 0 |
| 8. The instructor's use of examples or illustrations to clarify course material .....    | 5 | 4 | 3 | 2 | 1 | 0 |
| 9. The instructor's use of challenging questions or problems .....                       | 5 | 4 | 3 | 2 | 1 | 0 |
| 10. The instructor's enthusiasm for the course material .....                            | 5 | 4 | 3 | 2 | 1 | 0 |

## C. Faculty/Student Interaction

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 11. The instructor's helpfulness and responsiveness to students .....                               | 5 | 4 | 3 | 2 | 1 | 0 |
| 12. The instructor's respect for students .....   | 5 | 4 | 3 | 2 | 1 | 0 |
| 13. The instructor's concern for student progress .....   | 5 | 4 | 3 | 2 | 1 | 0 |
| 14. The availability of extra help for this class (taking into account the size of the class) ..... | 5 | 4 | 3 | 2 | 1 | 0 |
| 15. The instructor's willingness to listen to student questions and opinions .....                  | 5 | 4 | 3 | 2 | 1 | 0 |

## D. Assignments, Exams, and Grading

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 16. The information given to students about how they would be graded ..... | 5 | 4 | 3 | 2 | 1 | 0 |
| 17. The clarity of exam questions .....                                    | 5 | 4 | 3 | 2 | 1 | 0 |
| 18. The exams' coverage of important aspects of the course .....           | 5 | 4 | 3 | 2 | 1 | 0 |
| 19. The instructor's comments on assignments and exams .....               | 5 | 4 | 3 | 2 | 1 | 0 |
| 20. The overall quality of the textbook(s) .....                           | 5 | 4 | 3 | 2 | 1 | 0 |
| 21. The helpfulness of assignments in understanding course material .....  | 5 | 4 | 3 | 2 | 1 | 0 |

## E. Supplementary Instructional Methods

Many different teaching practices can be used during a course. In this section (E), rate only those practices that the instructor included as part of this course.

Rate the effectiveness of each practice used as it contributed to your learning.

- |   | Very Effective | Effective | Moderately Effective | Somewhat Ineffective | Ineffective | Not used |
|---|----------------|-----------|----------------------|----------------------|-------------|----------|
| 22. Problems or questions presented by the instructor for small group discussions ..... | 5              | 4         | 3                    | 2                    | 1           | 0        |
| 23. Term paper(s) or project(s) .....   | 5              | 4         | 3                    | 2                    | 1           | 0        |
| 24. Laboratory exercises for understanding important course concepts .....              | 5              | 4         | 3                    | 2                    | 1           | 0        |
| 25. Assigned projects in which students worked together .....                           | 5              | 4         | 3                    | 2                    | 1           | 0        |
| 26. Case studies, simulations, or role playing .....                                    | 5              | 4         | 3                    | 2                    | 1           | 0        |
| 27. Course journals or logs required of students .....                                  | 5              | 4         | 3                    | 2                    | 1           | 0        |
| 28. Instructor's use of computers as aids in instruction .....                          | 5              | 4         | 3                    | 2                    | 1           | 0        |

Questionnaire continued on the other side. ➡

For the next **two** sections (F and G), use the rating scale below. Mark the one response for each statement that is closest to your view. Fill in the appropriate circle to the right of each statement.

- (5) **Much More** than most courses  
 (4) **More Than** most courses  
 (3) About the **Same** as others  
 (2) **Less** than most courses  
 (1) **Much Less** than most courses  
 (0) **Not Applicable**, not used in the course, or you don't know. In short, the statement does not apply to the course or instructor.

Much More than most courses  
 More Than most courses  
 About the Same as others  
 Less than most courses  
 Much Less than most courses  
 Not Applicable

#### F. Course Outcomes

29. My learning increased in this course ..... (5) (4) (3) (2) (1) (0)  
 30. I made progress toward achieving course objectives ..... (5) (4) (3) (2) (1) (0)  
 31. My interest in the subject area has increased ..... (5) (4) (3) (2) (1) (0)  
 32. This course helped me to think independently about the subject matter ..... (5) (4) (3) (2) (1) (0)  
 33. This course actively involved me in what I was learning ..... (5) (4) (3) (2) (1) (0)

#### G. Student Effort and Involvement

34. I studied and put effort into the course ..... (5) (4) (3) (2) (1) (0)  
 35. I was prepared for each class [writing and reading assignments] ..... (5) (4) (3) (2) (1) (0)  
 36. I was challenged by this course ..... (5) (4) (3) (2) (1) (0)

#### H. Course Difficulty, Work Load, and Pace

37. For my preparation and ability, the level of difficulty of this course was:  
 (5) Very difficult (4) Somewhat difficult (3) About right (2) Somewhat elementary (1) Very elementary  
 38. The work load for this course in relation to other courses of equal credit was:  
 (5) Much heavier (4) Heavier (3) About the same (2) Lighter (1) Much lighter  
 39. For me, the pace at which the instructor covered the material during the term was:  
 (5) Very fast (4) Somewhat fast (3) Just about right (2) Somewhat slow (1) Very slow

#### I. Overall Evaluation

40. Rate the quality of instruction in this course as it contributed to your learning (try to set aside your feelings about the course content):  
 (5) Very effective (4) Effective (3) Moderately effective (2) Somewhat ineffective (1) Ineffective

#### J. Student Information

41. Which one of the following best describes this course for you?  
 (1) A major/minor requirement (2) A college requirement (3) An elective (4) Other  
 42. What is your class level?  
 (1) Freshman/1st year (2) Sophomore/2nd year (3) Junior/3rd year (4) Senior/4th year (5) Graduate (6) Other  
 43. Do you communicate better in English or in another language?  
 (1) Better in English (2) Better in another language (3) Equally well in English and another language  
 44. Sex (1) Female (2) Male  
 45. What grade do you expect to receive in this course?  
 (1) A (2) A- (3) B+ (4) B (5) B- (6) C (7) Below C

#### K. Supplementary Questions

If the instructor provided supplementary questions and response options, mark your answers in this section. Mark only one response for each question.

46. (5) (4) (3) (2) (1) (NA) 48. (5) (4) (3) (2) (1) (NA) 50. (5) (4) (3) (2) (1) (NA) 52. (5) (4) (3) (2) (1) (NA) 54. (5) (4) (3) (2) (1) (NA)  
 47. (5) (4) (3) (2) (1) (NA) 49. (5) (4) (3) (2) (1) (NA) 51. (5) (4) (3) (2) (1) (NA) 53. (5) (4) (3) (2) (1) (NA) 55. (5) (4) (3) (2) (1) (NA)

#### L. Student Comments

If you would like to make additional comments about the course or instruction, use a separate sheet of paper. You might elaborate on the particular aspects you liked most as well as those you liked least. Also, how can the course or the way it was taught be improved? An additional form may be provided for your comments. **Please give these comments to the instructor.**

401651



If you have any comments about this questionnaire, please send them to:  
 Student Instructional Report II, Educational Testing Service, Princeton, NJ 08541-0001.

## Student Instructional Report II

### **Supplementary Questions**

**Instructions:** For questions 46 – 49, mark your responses on your rating sheet.

46. Stated course objectives agreed with those actually taught, so I knew where the course was going.
47. The instructor fostered a classroom environment conducive to learning.
48. The instructor was available to give help during posted office hours.
49. The instructor used methods outlined in the syllabus for evaluating student performance.

### Students Comments

**Instructions:** If you would like to make additional comments about the course or instructions, please write them in the section below. You may elaborate on the particular aspects you liked most as well as those you liked least.

**Please return this sheet with your rating sheet.**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**APPENDIX 4.4**

**ATLANTA METROPOLITAN COLLEGE  
SYLLABUS  
DIVISION NAME**

---

**Course Name**

**Semester:****Instructor:****Course number:****Course registration number:****Course Start Date:****Campus/Location:****Room Number:****Meeting Days and Times:****Final Assessment Date:****Instructor Contact Information:****Office location****Office telephone #****Office hours****Email address****Credit Hours:****Prerequisite(s):****Co-requisite(s):****Course Description**

[From the course catalog]

**Required Textbooks and Additional Materials**

[List of required/recommended texts or resources]

**Important Dates**

[Midpoint]

[Holidays]

[Furlough Days]

[Last day of class]

[Final exam]

**ATLM General Education Learning Outcomes**

[AMC GELOs that pertain to the particular course]

**ADA Statement**

[AMC ADA statement]

**Course Delivery Method**



[On-line statement for online classes, hybrid statement, or face-to-face statement]

**Class Policies**

1. Withdrawal
2. Attendance Policy
3. Class Cancellation
4. Academic Honesty
5. Methods of Assessments (Quizzes/Examinations/Presentations)
6. Final Grade/grade distribution/grade scale
7. Other Assignments
8. Other Miscellaneous Policies
  - [Cellular phone policy]
  - [Classroom decorum policy]
  - [Study tip suggestions]

**Course Specific Learning Objectives**

[Relate course specific learning objectives with a GELO]

**Course Outline/Class Schedule**



## SYLLABUS CONTENT CHECKLIST

*Please ensure that your syllabi meet the College requirements. The following checklist should be used to assess the adequacy of your syllabus.*

- ☐ 1. Your name, office location, office telephone number, office hours, and e-mail address *(if applicable)*
- ☐ 2. Course number and title
- ☐ 3. Description of the course, including co- and pre-requisites
- ☐ 4. General Education Learning Outcomes
- ☐ 5. Course Specific Outcomes
- ☐ 6. Expected Results
- ☐ 7. Methods of assessment/evaluation, grading standards, and criteria
- ☐ 8. Textbook(s) and/or other resources required
- ☐ 9. Attendance policies
- ☐ 10. Course Outline
- ☐ 11. A class calendar *(schedule of Assignments and/or Exams)*
- ☐ 12. Instructional Techniques & Method – *(e.g. lecture, discussion groups, problem solving sessions, etc.)*
- ☐ 13. **Suggested but not required.** Other college policies *(e.g. academic dishonesty, late assignments, etc.)*

**APPENDIX 4.7.1.1.A****Atlanta Metropolitan College****AWARDING OF "INCOMPLETE"**

(Original and 3 Copies to be submitted with Final Grade Report)

TO: DEAN of \_\_\_\_\_  
DivisionFROM: \_\_\_\_\_  
Faculty Member

DATE: \_\_\_\_\_

I am assigning a grade of "INCOMPLETE" to \_\_\_\_\_  
Student's Name\_\_\_\_\_, in \_\_\_\_\_ for the  
AMCUID# Course No. / CRN\_\_\_\_\_ for the following **NON-ACADEMIC** reason(s):  
Semester, Year\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

His/Her grade at present is \_\_\_\_\_. Upon failure to complete the remaining work, the student's grade is \_\_\_\_\_.

He/She has the following work yet to be completed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.This work must be completed and submitted to me by \_\_\_\_\_.  
Date Due

I will then assign a grade based on all work submitted. If he/she does not complete the work specified above the date due, he/she should be assigned the grade indicated above.

I have discussed this with the student, and he/she agrees to the arrangement set forth in this memorandum.

\_\_\_\_\_  
Signature of Faculty Member\_\_\_\_\_  
Signature of Student**Distribution:** Division Dean (Original + 1 copy)  
Registrar (with Final Grade Report)  
Instructor  
Student

**APPENDIX 4.7.1.1.B****Atlanta Metropolitan College****REMOVAL OF “INCOMPLETE”**

(Original and 3 Copies to be submitted with Final Grade Report)

**TO: Registrar’s Office****FROM:** \_\_\_\_\_  
Faculty Member**DATE:** \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ was  
Student’s Name AMCUID#awarded an “Incomplete” in \_\_\_\_\_ at the end of the  
Course No. / CRN\_\_\_\_\_ for the following “non-academic” reason(s):  
Year / Semester

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He/She has now completed the work for the course and is assigned a grade of \_\_\_\_\_.

\_\_\_\_\_  
Faculty Member’s Signature Date\_\_\_\_\_  
Dean’s Signature Date\_\_\_\_\_  
VP/Academic Affairs’ Signature Date\_\_\_\_\_  
Rec’d, Registrar’s Office Date

**APPENDIX 4.7.2****Atlanta Metropolitan College  
CHANGE OF GRADE****TO: Registrar's Office****FROM:** \_\_\_\_\_  
Faculty Member**DATE:** \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ was  
Student's Name AMCUID#awarded the grade of \_\_\_\_\_ in \_\_\_\_\_ for the  
Grade Course No. / CRN\_\_\_\_\_.  
Year / Semester

His/Her grade is to be changed to the grade of \_\_\_\_\_ for the following reasons(s):

- ☐ Error in computation of his/her grade.
- ☐ Faculty member awarded an "I" which is now aged into an "F".  
(Original explained below)
- ☐ Other (Specify below):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Faculty Member's Signature Date\_\_\_\_\_  
Dean's Signature Date\_\_\_\_\_  
VP/Academic Affairs' Signature Date\_\_\_\_\_  
Rec'd, Registrar's Office Date

## APPENDIX 4.12

1630 METROPOLITAN PARKWAY, S.W.



ATLANTA, GEORGIA 30310-4498

## FIELD TRIP MEMORANDUM

TO: All AMC Faculty

FROM: \_\_\_\_\_ Dean for \_\_\_\_\_  
(Division)

RE: **FIELD TRIP**

DATE: \_\_\_\_\_

The following students will attend a field trip for \_\_\_\_\_ with  
(Course/Section)

\_\_\_\_\_, on \_\_\_\_\_, \_\_\_\_\_  
(Instructor) (Day) (Date)

The Instructor and students will be traveling to \_\_\_\_\_  
(Destination)

in \_\_\_\_\_, and will be away from the AMC campus  
(City/State)

from \_\_\_\_\_: \_\_\_\_\_ am/pm and will return at \_\_\_\_\_: \_\_\_\_\_ am/pm.

Please list students' names and AMCUID# below or attach a separate list to this

	Student's Name	AMCUID#
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

Dean APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

AA APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

**Instructions:**

Faculty: List the name(s) and AMCUID# of each student attending the field trip.  
Forward this form to your Dean for approval.

Dean: Once approved, forward to the Office of Academic Affairs.

\*\*\*This form must reach the Office of Academic Affairs at least 1 week prior to the field trip.

Once the trip has been approved by the Vice President for Academic Affairs, *it will be sent back to the originating department, to the attention of the Dean, for further distribution.*

ATLANTA METROPOLITAN COLLEGE  
FACULTY MEMBER – DIVISION CHAIRPERSON  
FACULTY WORKLOAD AGREEMENT

Name: \_\_\_\_\_ Division: \_\_\_\_\_

Preliminary: \_\_\_\_\_ Final: \_\_\_\_\_

After giving consideration to teaching load, duties, and planned activities, indicate the agreed upon value to each area.

I. Teaching: (60 – 70%)

(List Planned Activities and Goals)

II. Service to the College and Community: (10-30%)\*

(List Planned Activities and Goals)

III. Academic Growth and Professional Development: (10 – 20%)\*

(List Planned Activities and Goals)

\*(A minimum weight of 10% for this area should be included in the plan).\*

THE TOTAL PERCENT MUST EQUAL EXACTLY 100%

Faculty Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Division Chairperson's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 5.1.2

### Atlanta Metropolitan College Request for Release/Reassigned Time

I am requesting permission to be released / reassigned from \_\_\_\_\_ course(s) for \_\_\_\_\_ credit hours during \_\_\_\_\_ semester, 20\_\_\_\_ to perform the activities listed below.

#### Justification of Request:

---

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---

I will spend approximately \_\_\_\_\_ clock hours per week involved in this activity.

#### RESULTS:

At the end of the period for which I am released, I will provide to the Vice President for Academic Affairs the written results of my activities.

Signature of Person Making Request: \_\_\_\_\_ Date \_\_\_\_\_

#### Dean:

Approval \_\_\_\_\_  
Signature & Date

Disapproval \_\_\_\_\_  
Signature & Date

#### Vice President for Academic Affairs:

Approval \_\_\_\_\_  
Signature & Date

Disapproval \_\_\_\_\_  
Signature & Date

#### Presidential Approval:

Approval \_\_\_\_\_  
Signature & Date

Disapproval \_\_\_\_\_  
Signature & Date



**APPENDIX 5.4.A****Atlanta Metropolitan College****PROPOSAL FOR NEW COURSE TO BE ADDED TO CURRICULUM**

Proposed Title:

Proposed Abbreviation and number:

Proposed Catalog Description:

Listed Specific Prerequisites:

For which Program is the course proposed?

Rational for proposal:

1. In which other University System College(s) is the course offered. List College and course title:

a. As a lower division course (Freshman, Sophomore):

b. As an upper division course (Junior, Senior):

2. Does the Director of the Library agree that library holdings are adequate to support this course?

(If not, attached plan for correcting deficiencies.)

3. Will this course require hiring new personnel?

4. Have the budgetary implications of this change been assessed? What are the implications?

**Attach course syllabus*****Approved by:***

Division \_\_\_\_\_ Date \_\_\_\_\_

Curriculum Committee \_\_\_\_\_ Date \_\_\_\_\_

Executive Committee \_\_\_\_\_ Date \_\_\_\_\_

## PROPOSAL FOR COURSE TO BE DELETED FROM CURRICULUM

4. What effect does the deletion of this course have on the program in which it exists?

***Approved by:***

Executive Committee \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 5.15



### ATLANTA METROPOLITAN COLLEGE GRANT APPLICATION ROUTING SHEET

Persons considering the possibility of preparing a grant proposal should consult with their immediate supervisor before starting work on the proposal, and, if it involves commitment of time and resources by the college (as nearly all grants do, directly or indirectly), should confer with the supervisor throughout the proposal-writing process. In order to allow sufficient time for review of the proposal and for mailing of a grant proposal in an orderly fashion, all required signatures must be obtained on this form not later than five working days to postmark deadline for grant.

No proposal will be approved unless all signatures are obtained.

(Grant Title)	(Granting Agency)
(Applicant)	(Department/Division)

☐ New Proposal      ☐ Renewal      PROPOSAL DEADLINE: \_\_\_\_\_  
(Date)

**APPROVED BY:**

1. Dept. Head/Division Chairperson –  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2. Appropriate Vice President –  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3. Vice President for Institutional Research, Planning & Assessment –  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_
4. Vice President for Institutional Advancement –  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_
5. Vice President for Fiscal Affairs –  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_
6. President –  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 5.16.1

# **REQUEST TO TRAVEL** **ATLANTA METROPOLITAN COLLEGE** **ATLANTA, GEORGIA**

☐ Official College Business

☐ Other - Expenses To Be Paid By:

Name	S.S. No.	Title	Date												
Department		Mode of Travel													
Leaving College Date: Time:	Returning to College Date: Time:	Address While Absent and Telephone # _____ _____													
Purpose of Travel _____															
If Convention or Meeting is to be attended - Show full name and dates (Attach copy of Program) From _____ 20 ____ To _____ 20 ____															
Means of handling classes while away (if applicable) _____															
<b>Estimated Cost</b>  Meals _____ \$ _____ Transportation _____ Lodging _____ Registration _____ Other _____  <b>Total Est. Cost &amp; Amount To Encumber</b> _____		<b>Account Distribution</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Fund</th> <th>Funct.</th> <th>Cost Center</th> <th>Sub-Cost Center</th> <th>Plant Item</th> <th>Object</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <b>Accounting Office Use Only</b> Encumbered By _____ Date _____ Amount Encumbered _____		Fund	Funct.	Cost Center	Sub-Cost Center	Plant Item	Object						
Fund	Funct.	Cost Center	Sub-Cost Center	Plant Item	Object										
Employee's Signature		Date	Department/Unit Head's Signature												
Appropriate Area Administrator's Signature		Date	Vice President, Fiscal Affairs Signature												
			Date												

1. The employee requesting travel should complete this form.
2. Send all copies, through channels, to the Business Office prior to trip.
3. After encumbrance, the Business Office will distribute all copies. The Fiscal Affairs copy will be held in the Business Office to be matched with the expense report for payment.
4. Please notify the Business Office promptly, in writing, if this request is not exercised. (Your travel account will remain encumbered until this is done or your travel expense report is filed for payment.)

## APPENDIX 5.16.2

ATLANTA METROPOLITAN COLLEGE  
TRAVEL ADVANCE REQUEST

\_\_\_\_\_  
(Date)

I request an advance of \$ \_\_\_\_\_

to travel to \_\_\_\_\_  
(Destination)

for \_\_\_\_\_  
(Conference or Convention)

on \_\_\_\_\_  
(Dates)

I understand that this advance will be deducted from my paycheck if an approved **Travel Expense Statement** has not been filed in the Business Office by the first payday occurring 10 days after my travel status.

REQUESTED BY:

APPROVED BY:

\_\_\_\_\_  
(Social Security Number)

\* \* \* \* \*

Travel Advances will not be issued for less than \$50.00 and will not be issued prior to two weeks of the travel dates.

Travel Advances will be limited to:

1. Transportation cost by common carrier (generally airline tickets)
2. Estimated Lodging expense
3. Meeting registration fee

Approved "**Request to Travel**" must be submitted with this form before processing can begin.

### APPENDIX 5.16.3



## ATLANTA METROPOLITAN COLLEGE

### Travel Expense Statement

[Print Form](#)

[Next Page](#)

Agency/Division:					Travel From:		To:	
Name:			Title:			Employee ID#		
Office	Street:		City:	County:		State:	GA	Zip:
Home	Street:		City:	County:		State:	GA	Zip:
Office Phone:		Email:		Enter daily personal commute miles from residence to work (one-way)				
		Department ID:		Project:		Program:		Funding Source:

## Meals

**Meal Code Descriptions:**  
Select a code in the dropdown box located to the left of each meal.

NE - Not Eligible: Meals not occurring within eligible depart and return times or meals included in registration fees.

REG - In State Regular: B/L/D: 6.00 / 7.00 / 15.00

**HGH - In State High Cost:** B/L/D: 7.00 / 9.00 / 20.00 (Limited to: Chatham, Cobb, DeKalb, Fulton, Glynn, Gwinnett, Clayton, Coweta, Fayette, and Richmond Counties) Please note that \$5.00 for incidentals is not allowed.

OS - Out of State: Enter daily per diem rate:  Please note that \$5.00 for incidentals is not allowed and will be deducted from daily totals if claimed.

\*Time MUST be entered  
as 00:00 am (or pm)

If you have an unusual meal expense, use the miscellaneous expenses section on the next page.

as 00:00 am (or pm)			If you have an unusual meal expense, use the miscellaneous expenses section on the next page.									
Date	Depart* Time	Return* Time	Breakfast			Lunch			Dinner			Total
			Code	Location	Amt	Code	Location	Amt	Code	Location	Amt	
			▼		.00	▼		.00	▼		.00	.0
			▼		.00	▼		.00	▼		.00	.0
			▼		.00	▼		.00	▼		.00	.0
			▼		.00	▼		.00	▼		.00	.0
			▼		.00	▼		.00	▼		.00	.0
			▼		.00	▼		.00	▼		.00	.0
			▼		.00	▼		.00	▼		.00	.0
			▼		.00	▼		.00	▼		.00	.0
			▼		.00	▼		.00	▼		.00	.0
			▼		.00	▼		.00	▼		.00	.0
<b>Total</b>											<b>\$ .0</b>	

### Lodging

From	To	Location	Daily Rate	# Days	Total
Total					

### Purpose of Trip(s)

Purpose of Trip(s)		
From	To	Description

## Registration Fee (if paid by employee)

Description	Amount

## Enter amount of Travel Advance:

### Total Expenses

Total Meals and Lodging	\$ .00
Other Expenses (Page 2)	\$ .00
Total Expenses	\$ .00
Less Travel Advance	\$ .00
Amount Due To/From Employee	\$ .00

Desired Delivery Method (options not available at all organizations)

Direct Deposit ▼

"I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment of not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state."

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Authority	Date
--------------------	------

Approval Authority \_\_\_\_\_ Date \_\_\_\_\_

[Next Page](#)



ID#

Employee:

to

[Previous Page](#)**Personal Vehicle Mileage**I certify that use of a personal vehicle was more advantageous than a state or commercial rental. ☐ Yes ☒ NoSelect type of personal vehicle: ☒ Automobile ☐ Motorcycle ☐ Airplane

Date	Origin	Points Visited	Destination	Business Miles	Commuter Miles	Personal Miles	State Use Miles

Indicate use of motor pool vehicle or shared transportation:

☐ Motor Pool Vehicle was used for travel. Person(s) traveled with:

Total State Use Miles

Mileage Rate \$ 0.19

\$ .00

**Commercial Transportation (paid for by employee)**

Begin Date	End Date	Type of Transportation	Origin	Destination	Amount
		Select or Type			
		Select or Type			
		Select or Type			
Total					

**Voice/Data Communications (Telephone Calls, Internet Charges)**

Date	Location	Person Called	Reason for Call	Amount
Total				

**Parking, Tolls, Portage**

Date	Description	Amount
Total		

**Gasoline for Rental Vehicle (paid by employee)**

Date	Description	Amount
Total		

**Miscellaneous Expenses**

Date	Description	Amount
Total		

Explain any expenses that are unusual or exceed established limits:

Total Other Expenses \$ .00

## This page for Accounting use only

Name:

Phone:

Travel From:

to

Amount Due To/From Employee: \$ .00

Employee ID	Vendor ID	PeopleSoft Loc	Terms	Gross \$	Acct Date
				0.00	
Invoice No.	Invoice Date	Handling Code	Voucher No.	Voucher Date	Acct Template
Effective Date	Description	Pay Date	Check #	Check Date	Location
Reference No.	Business Unit	Budget Year			

Line Description	Account	Fund	Org / Dept	OPB Program	Class	Funding Src	Project	Amount
Mileage	641500				301			0.00
					301			
					301			
Meals	641130				301			0.00
					301			
					301			
Lodging	641140				301			
					301			
					301			
Other (Parking, Tolls, Portage)	641170				301			
					301			
					301			
Commercial Transportation	641120				301			
					301			
					301			
Voice/Data Communication Svcs	641150				307			
					307			
					307			
Registration Fees	727110				301			
					301			
					301			
Miscellaneous Expenses	641150				301			
Travel Advance	132300							
Gasoline for Rental Vehicle	641150				301			
Travel between State Orgs					301			
Money Owed								

## Non-Employees

Account	Line Description	Sub-Cls	Amount
651210	Mileage		
651120	Commercial Transportation		
651130	Subsistence		
651150	Miscellaneous Travel Expenses		
727110	Reimbursable Expenses		

Processed By:

Date

Entered By:

Date



## APPENDIX 5.16.5.A

### ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS

On April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

### STATE OF GEORGIA CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX

#### CERTIFICATION

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the State and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee \_\_\_\_\_ Date \_\_\_\_\_

#### PRINT OR TYPE

Name of Official or Employee \_\_\_\_\_

Title of Official or Employee \_\_\_\_\_

Agency Represented \_\_\_\_\_

Accounting/Fiscal Office Contact \_\_\_\_\_ Phone No. (404) 756-4442

Date(s) of Lodging \_\_\_\_\_

## APPENDIX 5.16.5.B

ST-5 (REV. 05-00)

☐ Clear Form


STATE OF GEORGIA  
DEPARTMENT OF REVENUE  
SALES AND USE TAX CERTIFICATE OF EXEMPTION  
GEORGIA PURCHASER OR DEALER  
EFFECTIVE JULY 1, 2000

To: \_\_\_\_\_ (SUPPLIER) \_\_\_\_\_ (DATE)

(ADDRESS)

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased or leased after this date will be for the purpose indicated below, unless otherwise specified on a particular order, and that this certificate shall remain in effect until revoked in writing. Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than indicated on this certificate. (Check proper box.)

- ☐ 1. Resale, rental or leased only, including but not limited to the purchase for resale of gasoline and other motor fuels.
- ☐ 2. Materials for further processing, manufacture or conversion into articles of tangible personal property for resale which will become a component part of the property for sale, or be coated upon or impregnated into the product at any stage of its processing, manufacture or conversion and nonreturnable materials used for packaging tangible personal property for shipment or sale. Containers or other packaging materials purchased for reuse are not exempt.
- ☐ 3. Machinery used directly in the manufacture of tangible personal property for sale purchased as additional replacement or upgrade machinery to be placed into an existing plant in this State.
- ☐ 4. Direct Pay Permit authorized under Regulation 540-12-1-.16. The holder of a Direct Pay Permit must pay the 3% Second Motor Fuel Tax to suppliers on purchases of gasoline.
- ☒ 5. For use by Federal Government, State Government, any county, municipality or public school system of this State, when supported by official purchase orders or for use by Hospital Authorities created by Article 4, Chapter 7, of Title 7, and County or City Housing Authorities created by Article 1, Chapter 3 of Title 8. The State of Georgia, counties, municipalities, public schools, Hospital and Housing Authorities of Georgia must pay the 3% Second Motor Fuel Tax to suppliers.  
A Georgia Sales and Use Tax Certificate of Registration Number is not required for this exemption.
- ☐ 6. Aircraft, watercraft, motor vehicles and other transportation equipment manufactured or assembled, sold and delivered by the manufacturer or assembler for use exclusively outside this State, or delivery of the crafts is for the sole purpose of removing same under its own power when it does not lend itself more reasonably to removal by other means.  
A Georgia Sales and Use Tax Certificate of Registration Number is not required for this exemption.
- ☐ 7. Aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles and major components of each, which will be used principally to cross the borders of this State in the service of transporting passengers or cargo by common carriers and by carriers who hold common carrier and contract carrier authority in interstate or foreign commerce under authority granted by the United States government. Replacement parts installed by carriers in such craft or vehicles which become an integral part of the craft or vehicle are likewise exempt. Private and contract carriers are not exempt.

Higher Public Education

(TYPE OF BUSINESS ENGAGED IN BY THE PURCHASER)

COMMODITY CODE

I declare, under penalties of false swearing, that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Georgia.

Atlanta Metropolitan College58-1190222

(PURCHASER'S FIRM NAME)

(CERTIFICATE OF REGISTRATION NO.)

1630 Metropolitan Parkway SW, Atlanta GA 30310

(ADDRESS)

By

Title Vice President for Fiscal Affairs

(OWNER, PARTNER, OFFICIAL)

A supplier is required to have only one certificate of exemption form on file from each purchaser buying tax exempt. The supplier must exercise ordinary care to determine that the tangible personal property obtained under this certificate is for the purpose indicated. Suppliers failing to exercise such care will be held liable for the sales tax due on such purchases. For example, a supplier cannot accept a Certificate of Registration number bearing a "214" prefix since these are issued to a Contractor which has been deemed to be the consumer and is required to pay the tax at the time of purchase.

## APPENDIX 12.1

Area A - Essential Skills		
Outcome	Courses	Courses That Implement & Assess Outcome
A1. write effectively, demonstrating clear thinking, organization and structure, awareness of audience, appropriate writing conventions, language (grammar), and clear thesis development.	(ENGL 1101, ENGL 1102)	ENGL 1101, ENGL 1102 (2)
A2. use mathematical operations and concepts to solve problems related to practical situations.	(MATH 1001, 1101, 1111, 1113 or 2201)	MATH 1001, 1101, 1111, 1113 or 2201
Area B - Institutional Requirement		
Outcome	Courses	Courses That Implement & Assess Outcomes
B1. think critically, utilizing skills that include deductive and inductive reasoning, recognizing fallacies, as well as analyzing, evaluating and synthesizing information.	(AMIR 1001)	AMIR 1001
Area C - Humanities and Fine Arts		
Outcome	Courses	Courses That Implement & Assess Outcome
C1. identify at least one genre of the fine and applied arts and discuss the social and historical contexts from which the art form emerged.	(ARTS 1100, ARTS 2211, MUSC 1100, MUSC 1101, or THEA 1100)	ARTS 1100, ART 2211 MUSC 1100 (2), MUSC 1101, THEA 1100 (2)
C2. identify at least one mode of communication (oral or written) and utilize appropriate guidelines and conventions in expressing ideas and/or opinions.	(COMM 1100, COMM 1110, ENGL 1110, ENGL 2110, ENGL 2130, FREN 1002, FREN 2001, FREN 2002)	COMM 1100, COMM 1110, ENGL 1110, ENGL 2110, ENGL 2130 (2) (3), FREN 1002, FREN 2001, FREN 2002
Area D - Science, Mathematics, and Technology		
Outcome	Courses	Courses That Implement & Assess Outcomes
D1. recognize and apply basic science concepts	(BIOL 1101, BIOL 1102, BIOL 1107,	BIOL 1101, BIOL 1102, BIOL 1107, CHEM
D2. demonstrate an ability to use information technology	(CISM 2101, CSCI 1135)	CISM 2101, CSCI 1135

Area E - Social Sciences		
Outcome	Courses	Courses That Implement & Assess Outcomes
E1. compare and contrast the United States to other world cultures, discussing similarities as well as differences among them.	(HIST 2211 and HIST 2112)	HIST 2211 and HIST 2112
E2. discuss historical, political, and cultural factors that influence contemporary issues.	(POLS 1101)	POLS 1101