



Faculty Handbook 2017-2018

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INTRODUCTORY STATEMENT

The revised edition of the Atlanta Metropolitan State 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 State 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 State 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 State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and baccalaureate degrees

MISSION

Atlanta Metropolitan State College, a unit of the University 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 State 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 high quality baccalaureate, associate and certificate programs that are challenging, comprehensive and very affordable. The Bachelor's Degree can be completed in Biological Science, Criminal Justice, Applied Mathematics, Digital Media and Entertainment Design, Business Administration, and Organizational Leadership. A joint Bachelor's Degree in Teacher Education with Kennesaw State University can also be completed on the AMSC campus. 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.

Atlanta Metropolitan State College, also offers fully accredited online courses and programs. Online courses are taught by the same professors who teach face-to-face to ensure that online courses have the same quality and rigor and meet the same student learning outcomes as on-campus courses. Each academic department ensures that information such as the course syllabus, assignments grades and projects are readily available for students at designated locations using Desire2Learn.

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.

I. ORGANIZATION AND ADMINISTRATION

1.1 THE UNIVERSITY SYSTEM OF GEORGIA AND BOARD OF REGENTS

Atlanta Metropolitan State 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 State 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 number of full-time faculty members of the College are maintained to ensure the quality and integrity of the various academic programs offered in the four Divisions of the College. The Faculty, as defined by Regents' Policies and the Statutes of Atlanta Metropolitan State 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 State 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 State College is accredited by The Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-659-4501) to award Associate and Baccalaureate 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. The number of full-time faculty members in the four Divisions of the College are maintained to ensure the quality and integrity of the various academic programs offered. When faculty vacancies occur new faculty members are hired based on the ongoing, strategic, changing, and mission-driven needs of the College as a whole. Replacement faculty are hired based on the

overall needs of the College, as opposed to specific Division vacancies that may occur. 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 those that have been sent directly from the degree granting 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 Vacancies

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 AMSC'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 Part-time (Adjunct) Faculty

Part-time/Adjunct faculty must have a Master's degree with 18 graduate semester hours in the instructional area and they must:

1. Provide evidence of ability as a teacher
2. Have successful teaching experiences (may be waived in the case of beginners who meet all other requirements)
3. Have desirable personal qualities based on personal interviews, complete biographical data, and recommendations provided.

This position is a term-to-term appointment with responsibilities limited solely to teaching fifteen hours per semester. No advising or committee responsibilities are required.

Adjunct faculty must keep two clock office hours per week for each 3 credit hours taught.

2.5.2 Lecturer

This rank requires a Master's degree with 18 graduate semester hours in the instructional area. Faculty at this rank must demonstrate:

1. Evidence of ability as a teacher
2. Successful teaching experiences (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 provided.

This is a term-to-term appointment with responsibilities limited solely to teaching fifteen hours per semester. No advising or committee responsibilities are required for faculty with this rank.

2.5.3 Full-time Temporary

Master's degree with 18 graduate semester hours in the instructional area is required.

Faculty with this rank must demonstrate:

1. Evidence of ability as a teacher
2. Successful teaching experiences (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 provided.

This is a 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.

2.5.4 Instructor

Instructors must have 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 and (b) temporary emergency appointments.

Persons hired at the Instructor level must demonstrate:

1. Evidence of ability as a teacher
2. Evidence of scholarly competence and activity
3. Successful teaching experiences (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 provided.

2.5.5 Assistant Professor

In addition to the basic Instructor level requirements, faculty at this level must have:

1. A Doctorate Degree or all requirements for the doctorate degree 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
2. A Master's Degree and five years of successful full-time College teaching.

2.5.6 Associate Professor

In addition to the basic Instructor level requirements, faculty at this level must also have:

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

2.5.7 Professor

In addition to the basic Instructor level requirements, faculty at this level must have:

1. Doctorate Degree or at least one year of appropriate graduate study beyond the master's degree.
2. 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. In Divisions that offer

Baccalaureate Degrees, 25% of the faculty who teach in Bachelor's programs must have a terminal degree.

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 State 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 State 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 State 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 State 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. The College recognizes five broad areas of faculty endeavor--teaching, advising, professional development, scholarship and service--and expects faculty members will be active in each of these areas. Based on their individualized "workload agreements" (Appendix 3.1), emphasis in each of these areas will vary with teaching always being the primary area of endeavor. These areas will be the basis for all annual evaluations and workload/performance service agreements.

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 State College at least once each academic year using the official AMSC 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 State College's Criteria for Promotion

Atlanta Metropolitan State 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

- Completed 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 for 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 for 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 (AMSC) 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 it 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 State 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/.

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 State College

Atlanta Metropolitan State 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 State College

Atlanta Metropolitan State 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). 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 State 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 State 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
- Step 7.** If, after Step 6, the student still wishes to appeal his or her grade, the student has ten (10) working days in which to make a written appeal to the President. The judgment of the President will be considered the final and binding decision on the matter.

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 faculty/academic advisor. Forms are submitted to the Registrar's Office for processing. Students who are in Learning Support (LS) classes and/or academic jeopardy should see a LS academic advisor.

Courses dropped during the Add/Drop time period are not shown on the student's official transcript. Official Add/Drop dates per semester are listed in the official academic calendar each semester.

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

Before mid-semester students may withdraw from classes without failing through the college's regular withdrawal procedure. Students who are experience a hardship after the last day to withdraw without failing should consider applying for a Hardship Withdrawal through the Center for Academic Advising & Success.

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
- HR Completed Forms

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 instruction
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 Institutional Assignments:

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.

5.1.3. Faculty Service

Service generally involves the faculty member applying, performing, or providing significant impact in furtherance of the College/Division's mission, goals, or objectives. Service is defined as activities in which faculty members offer professional knowledge, skills, and advice to the College, Division, profession, and the public. Service is the productive participation in activities, and/or projects of the College or Division that enhance the College's mission to serve its students and the community.

Service supports the internal functioning of the College or Division and can be performed both internally and externally. Activities in which faculty engage that do not involve their professional expertise –such as those centered on the family, neighborhood, church, political party, or social action group - are commendable as being the normal commitments of citizenship, but are not components of the workload of a member of the faculty. When involved in those activities, faculty members do not typically present themselves as representatives of the College.

Service to the College/Division usually draws upon the faculty member's expertise/skills set, related to the teaching, scholarship, and service missions of the College, and typically imply a connection to the College. Therefore, it follows that not all "services" faculty perform will be relevant to the College's judgment of their work.

Example of Service in the area of student organizations:

- You became an advisor to an official student organization recognized on campus.
- You are not compensated
- Your duties as an advisor does not conflict with your official and/or contractual duties as a faculty member,
- Your student organization maintained official records of their meetings, organizational impacts, activities, and engagements on campus

- Your student organization provided substantive evidence of their impact on the student members
- Your student organization adhered to and functioned effectively on campus.

5.2 ACADEMIC ADVISING

AMSC uses a decentralized model (Faculty Advisors and Academic Success Advisors) for advising students. Faculty Advisors advise students who may be new or in good academic standing. The Center for Academic Advising & Success (CAAS) advises students who are in learning support, academic jeopardy, or considered high risk (Academic Alert). The CAAS coordinates initial faculty advisor assignments for students using data from the Banner Information System, during their first semester. The CAAS provides faculty advisors with information about advisement policies and procedures and assist with resolving problems that may occur during the advisement period.

Each semester, students are instructed to meet with their faculty/academic advisor multiple times in a semester to discuss their program of study/major, career goals, appropriate courses, and other essential academic information. Faculty should be familiar with the descriptions and requirements of all degree and certificate programs in their divisions. Additionally, faculty members are responsible for maintaining accurate records in DegreeWorks and in an updated folder for each advisee. DegreeWorks is a web-based degree audit and tracking advising system that provides real-time advice on degree progression. DegreeWorks should be used to update degree plans and helps students and advisors keep track of degree requirements and plan future coursework. DegreeWorks is designed to enhance and facilitate face-to-face academic advising.

During each advisement session, faculty/academic advisors are expected to complete an Academic Advisement Worksheet and provide a guided pathway to each advisee. Guided pathways are structured program maps for full-time and part-time students to keep them on track to degree completion. Guided pathways provide specific courses in a sequential order for retention, academic progression, and timely graduation. Students who are “online only” degree seeking programs are allowed to use the *e*Advisement process for advising by completing an *e*Advisement form and emailing it to CAAS via academicadvising@atlm.edu.

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 by their Division Dean/Department Head.

The Academic “Alert” Student Referral Program allows faculty to seek additional assistance for *at-risk* students when a threat to their success in a course is identified. Academic “Alert” is a process that provides students an opportunity to understand “early” if their academic performance is unsatisfactory. Academic “Alert” recommended due dates are determined by the CAAS and are provided to Faculty each semester. Academic “Alerts” should be submitted to academicadvising@atlm.edu.

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 Center for Academic Advising & Success. 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 CENTER FOR ADVISING AND ACADEMIC SUPPORT (CAAS)

CAAS facilities are available for instructional use by any Atlanta Metropolitan State College faculty or staff member. However, faculty members must **not** send entire classes or groups larger than ten students to the lab without the prior written approval from the CAAS Director.

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- All faculty members should become acquainted with the CAAS facilities and personnel.
 - Faculty members are encouraged to submit a copy of their syllabus to academicadvising@atlm.edu in an effort to assist Academic Success Advisors when providing academic support services to students. Faculty members may request use of the CAAS labs via email to academicadvising@atlm.edu. Requests are granted when space is available. Faculty are required to accompany their classes during any instructional time planned in the CAAS labs.

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Faculty members wishing to have software programs installed on the computers in the CAAS labs must forward all requests to their division Dean. Once the software program has been approved by the CAAS Director, the Division Dean will notify the network manager who will coordinate all

software installation. Faculty wishing to recommend software purchases should do so through their Division Dean.

5.6 DISABILITY SERVICES

The Office of 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.

5.7 ACADEMIC CONVOCATIONS

All full-time faculty members are expected to attend the First Year Student Convocation, 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 AMSC Intellectual Property Policy Statement is to set forth the rights and obligations of Atlanta Metropolitan State 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 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.

5.9.3 Definitions

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

5.9.3.2 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.

5.9.3.3 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.

5.9.3.4 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.

5.9.3.5...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).

5.9.3.6.. 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).

5.9.4 Determination of Rights and Equities in Intellectual Property

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

5.9.4.1 Sponsor-Supported Efforts

The grant or contract between the sponsor and Atlanta Metropolitan State 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 State 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.

5.9.4.2 Institutional – Assigned Efforts

Ownership of Intellectual Property developed as a result of assigned institutional effort shall reside with Atlanta Metropolitan State 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 State College regulations.

5.9.4.3 Institutional – Assisted Individual Effort

Ownership of Intellectual Property developed by faculty, staff or students of Atlanta Metropolitan State College where Atlanta Metropolitan State College provides support of their efforts or use of Atlanta Metropolitan State 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 State College. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to Atlanta Metropolitan State College regulations.

5.9.4.4 Individual Effort

Ownership rights to Intellectual Property developed by faculty, staff or students of Atlanta Metropolitan State 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 State 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 State College contract or grant; or (3) the Intellectual Property is not developed by faculty, staff or students as a specific Atlanta Metropolitan State 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 State College regulations and shall be determined by Atlanta Metropolitan State College.

5.9.4.5 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 State 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 State College regulations.

5.9.5 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 State 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 State 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 State 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 State 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 State 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/)

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.)

5.11.1.1.. Process for New Policy Ratification/ Adoption

Once policy recommendations or proposals are developed within a Division they are submitted to the Executive Committee of the College for review and approval. Once recommendations/proposals are approved by the Executive Committee they go to the appropriate Vice President for review and approval. After review by the Vice President the recommendation/proposal may be sent back to the Executive Committee with comments for re-evaluation, re-assessment, and reconsideration.

If the Executive Committee agrees with the Vice President's changes they must re-submit the revised recommendation to the Vice President who will submit the recommendation/proposal to the President for consideration of placement on the general faculty meeting's agenda. If the President agrees with the Vice President's recommendation for placement of the recommendation/proposal on the full/general meeting agenda the recommendation/proposal will be placed on the agenda. The recommendation/proposal will subsequently be brought before the full/general faculty for a vote, yeah or nay. Once a vote is taken by the full/general faculty to either accept or deny the recommendation/proposal, the secretary of the meeting must sign as validation that the vote was taken and the results of the vote are confirmed. If the recommendation is approved, it will go the College President for subsequent acceptance or denial of the recommendation/proposal. If the President denies the proposal/recommendation it become null and void. If the President accepts the recommendation/proposal it becomes a newly accepted policy of the College, so long as it does not contradict or violate policy and/or procedures set forth by the Board of Regents and the University System of Georgia.

5.11.1.2 Faculty Involvement in Curriculum Development

The Statutes of Atlanta Metropolitan State College assure the involvement of faculty in curricula development through the membership requirements of the Curriculum and Educational Policies Committee (CEPC). The committee members include: two faculty members from each academic Division along with the Director of the Library; Director of Enrollment Services and the Registrar, Director of the Academic Support Center, and two students. This committee reviews course and program proposals and revisions submitted from the academic divisions. All considerations emanating from the faculty should be submitted in the required format and on the appropriate submission forms following the required steps:

STEP 1: Considerations emanating from a faculty member(s) should be submitted to the Division

Dean for initial review and written comments. This ensures that their respective Division administrators have an opportunity to review and comment on proposals/recommendations prior to their submissions to the CEPC members.

STEP 2: Once the Dean (s) have assessed, evaluated, and reviewed the faculty member(s) proposal they will submit the faculty member's original proposal with their written comments to their Division's CEPC members/representatives for submission to the full CEPC.

STEP 3. The CEPC may deny, request further explanation, request modifications, or accept the proposal as written. If the CEPC denies a proposal/submission by majority vote, the CEPC will send the proposal/submission back to the original faculty member(s) that submitted the proposal with their CEPC reasons for denial. The CEPC may request the faculty member(s) who originated/developed a proposal to come before the CEPC for further explanation. If the CEPC requests modification the faculty member(s) that submitted the proposal will go back to step one. If the CEPC approves a proposal/submission by a majority vote of the CEPC committee members, the actual/original, proposal/submission, should be signed by the CEPC chair and submitted to the Executive Committee, via Chair and/or Committee Secretary for review by members of the Executive Committee (EC).

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.

5.11.3...Academic Pathways' and Programs' Coordination

Faculty who serve as Program or Academic Pathway Coordinators review course syllabi to ensure the presence, consistency, and accuracy of Learning Outcomes (LOs) requirements and assessments. Through participation in Curriculum Reviews, they evaluate and approve new Learning Outcomes. They review Learning Outcomes success rates and make recommendations for curricula changes. To serve as an Academic Program or Pathway Coordinator a faculty member must have a Terminal degree or 18 credit hours in the discipline.

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, AMSC 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 State 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 Lyasis/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 AMSC 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 AMSC 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, AMSC 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 AMSC 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 State 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. AMSC 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 State 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 State College before July 1, 1983, initial credit will be granted according to the following scale. For information regarding Years of Service, consult the AMSC Employees Handbook. 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. Please consult the AMSC Employees Handbook for further information regarding sick leave.

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 State 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 State 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 Instruction 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

Trailblazer identification cards are available for all regular full-time and part-time employees. Trailblazer cards allow faculty and staff access to the Library, Center for Academic Advising &

Success, Student Center, and many campus facilities. For further information concerning Trailblazer I.D. cards, contact the Office of Campus Safety.

9.18 PROFESSIONAL DEVELOPMENT

Seminars and Workshops

Atlanta Metropolitan State 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 AMSC 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. AMSC 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. AMSC'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 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 ELECOMMUNICATIONS & 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 AMSC license agreements. Any duplication of copyrighted software is a violation of federal law and AMSC

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 State 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 State 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 AMSC 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 State 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 State 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 State 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 State 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 Continuing Education Program,
- 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 State College's educational programs. There are three levels of student learning outcomes at AMSC:

General Education Learning Outcomes (GELOs) - these are specific learning outcomes that AMSC 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 AMSC has identified for program specific courses or courses in Area F. A list of the PLOs is provided in the Atlanta Metropolitan State 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 *AMSC Assessment Handbook*.

XIII. APPENDICES

APPENDIX	2.2.1	<u>Position Requisition Form</u>
APPENDIX	2.2.5	<u>Request to Interview Form</u>
APPENDIX	2.2.6	<u>Recommendation to Fill Position Form</u>
APPENDIX	2.6.5	Report of Outside Employment Form
APPENDIX	3.1.1.A	Faculty Evaluation/Annual Performance Review
APPENDIX	3.1.1.B	Faculty Workload Agreement Form
APPENDIX	3.1.3	<u>Student Course Evaluation</u>
APPENDIX	4.4	Syllabus Template and Checklist
APPENDIX	4.7.1.1.A	<u>Awarding of Incomplete Form</u>
APPENDIX	4.7.1.1.B	<u>Removal of Incomplete Form</u>
APPENDIX	4.7.2	<u>Change of Grade Form</u>
APPENDIX	5.1.2	Request for Release / Reassigned Time Form
APPENDIX	5.4	Proposal for Course Change Form
APPENDIX	5.15	<u>Grant Application Routing Sheet</u>
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	<u>Event/Facilities Request Form</u>
APPENDIX	12.1	<u>GELOs Course Listing</u>
APPENDIX	12.2	<u>Formal Communication Form</u>
APPENDIX	12.3	<u>Academic Alert Form</u>
APPENDIX	12.4	<u>Hardship Withdrawal Form</u>
APPENDIX	12.5	<u>Program of Study Change Form</u>
APPENDIX	12.6	<u>eAdvisement Form</u>