

# FACULTY HANDBOOK

## TABLE OF CONTENTS

<b>1. INSTITUTIONAL ORGANIZATION AND GOVERNANCE .....</b>	<b>8</b>
1.1 History and Facts .....	8
1.2 Mission Statement.....	9
1.2.1 Institutional Character .....	9
1.3 Educational Assumptions or Objectives .....	11
1.4 Governing Board Organization Functions .....	12
1.5 Organizational Structure .....	12
1.5.1 Communication with the Board of Regents.....	13
1.5.2 Legal Matters/State Law Department .....	13
1.6 Description of Administrative Staff Positions and Functions.....	13
1.7 Faculty Governance Structure.....	13
1.7.1 Faculty Constitution.....	13
1.7.2 Standing Committees of the Faculty.....	13
1.8 College Calendar.....	13
<b>2. ACADEMIC ORGANIZATION AND RESOURCES.....</b>	<b>14</b>
2.1 Examination Policies .....	14
2.1.1 English Competency .....	14
2.1.2 Regents' Testing Program.....	14
2.1.3 Research Papers and Final Examinations .....	17
2.1.4 Religious Holidays.....	17
2.2 Grading Policies.....	17
2.2.1 Grade Books.....	18
2.2.2 Grade Changes .....	18
2.2.3 Directed Study .....	18
2.2.4 Accel Program .....	19
2.3 Course Development, Approval, and Implementation .....	20
2.4 Information Technology .....	21
Information Technology Policies and Procedures .....	21
Hardware and Software Resources .....	21
Online Resources & Systems.....	22
User Accounts & Passwords.....	24
Campus Information Channel .....	25
Wireless Internet Access.....	25
Remote/Off-campus Network Access.....	25
Information Technology in Classrooms.....	25
Computer Classrooms & Student Computer Labs.....	26
Student Computer Labs & Café Computers .....	26
2.5 Library.....	27

Library Hours.....	27
Circulation.....	27
Reserves.....	27
Acquisition of Materials.....	28
Library Committee.....	28
ID Cards.....	28
Interlibrary Loan Service.....	28
Audio-Visual Services.....	28
Electronic Resources.....	29
GALILEO.....	29
ejournals.....	29
netLibrary.....	29
2.6 Advisement and Placement Program.....	29
Placement Scores in English and Reading.....	30
Placement Scores in Mathematics.....	30
Allowable Courses for Learning Support Students.....	30
Exit Requirements for Learning Support Courses.....	31
Grades for Learning Support Courses.....	31
2.7 Academic Calendar.....	31
<b>3. FINANCIAL AND BUSINESS AFFAIRS.....</b>	<b>32</b>
3.1 Payroll Regulations.....	32
3.2 Travel and Fund Requests.....	32
3.3 Purchasing.....	32
Office Supplies.....	32
Ordering Supplies and Equipment.....	33
Receiving Items Ordered.....	33
Petty Cash Purchases.....	33
Textbook Orders.....	33
3.4 Insurance Claims Procedures.....	34
3.5 Check Cashing Procedure.....	34
3.6 Mail.....	34
3.7 Inventory.....	34
Equipment Classification.....	34
Surplus Property Disposal.....	35
Equipment Inventory.....	35
<b>4. STUDENT AFFAIRS.....</b>	<b>36</b>
4.1 Academic Ethics.....	36
Role of Faculty in Encouraging Academic Honesty.....	36
4.2 Student Government.....	38
4.3 Student Records Regulations.....	38
Student's Right to Privacy.....	38
4.4 Tutoring.....	38

4.5 Counseling .....	38
Counseling and Testing.....	38
Students with Disabilities .....	39
4.6 Organizational Advising.....	39
4.7 Disciplinary Rules.....	39
4.7.1 Student Absences .....	39
4.7.2 Discipline Problems.....	40
4.8 Field Activities.....	41
4.9 Student Services.....	41
4.9.1 Student Organizations.....	41
4.9.2 Student Publications.....	44
4.9.3 Student E-mail .....	44
4.9.4 Student Government Association .....	44
<b>5. INSTITUTIONAL AND EXTERNAL RELATIONS.....</b>	<b>45</b>
5.1 Alumni Affairs.....	45
5.2 Community Service Programs .....	45
5.2.1 Department of Continuing Education .....	45
5.2.2 Public Information Guidelines.....	45
5.3 Use of Instructional Resources and Facilities, and Access to Institutional Activities.....	46
Building Usage Policy .....	46
Limitations .....	47
Canvassing and Soliciting.....	47
Reservations .....	47
Rental Fees.....	47
Political Campaigns .....	48
Use of Facilities by College Student Organizations .....	48
Facilities.....	48
Personal Use.....	49
Inventory and Security of Equipment .....	49
Maintenance of Office Machines.....	49
<b>6. FEDERAL-STATE REGULATIONS .....</b>	<b>50</b>
6.1 Grant Administration .....	50
6.2 Copyright Guidelines and Patents.....	50
6.3 Environmental Hazards.....	51
6.4 Student Financial Aid .....	51
6.5 Sexual Harassment.....	51
6.5.1 Policy Statement .....	52
6.5.2 Definition of Sexual Harassment .....	52
6.5.3 Examples of Sexually Harassing Behavior.....	53
6.5.4 Procedures for Handling Complaints of Sexual Harassment.....	53
6.5.5 Plan for Educating the Institutional Community to	

Prevent Sexual Harassment.....	53
6.6 Use of Drugs, Alcohol, and Tobacco Products.....	54
6.7 Use of Explosives and Weapons.....	54
6.8 Emergency Procedures.....	55
6.8.1 Severe Weather Guidelines.....	55
6.8.2 Other Emergencies.....	56
6.8.3 ConnectEd.....	56
<b>7. FACULTY .....</b>	<b>57</b>
7.1 Academic Tenure Status, Titles and Ranks .....	57
7.2 Types of Contracts .....	57
7.3 Recruitment and Appointment.....	57
7.3.1 Faculty Transcripts.....	57
7.3.2 Verification and Certification of Degrees.....	58
7.3.3 Full-time Faculty Selection.....	58
7.3.4 Part-time Faculty Selection.....	59
7.4 Evaluation of Faculty.....	59
7.5 Promotion and Tenure.....	61
Criteria .....	61
Administrative Procedure .....	62
Tenure Timeline.....	63
Tenure and Promotion Guidelines .....	63
Portfolio Guidelines .....	64
Vita Guidelines .....	64
7.6 Post-Tenure Review Policy.....	65
Criteria .....	65
Frequency.....	66
Administration .....	66
Methodology .....	66
Outcomes .....	67
Appeals .....	67
7.7 Severance .....	67
7.7.1 Non-Reappointment/Discharge.....	67
7.7.2 Resignation .....	68
7.7.3 Lay-Off (Reduction in Work Force).....	69
7.8 Workload.....	70
7.8.1 Faculty Course Loads .....	70
7.8.2 Teaching.....	70
7.8.3 Advising Students .....	70
7.8.4 Course Changes and Drops.....	70
7.8.5 Graduation Requirements .....	71
7.8.6 Class Rolls .....	71
7.8.7 Required Format for Syllabi .....	71
7.8.8 First Day of Classes Procedures .....	73
7.8.9 Office Hours.....	73
7.8.10 Research and Scholarships.....	73

7.8.11 Service.....	74
7.8.12 Textbook Adoption .....	74
7.9 Working Conditions.....	74
7.9.1 Office Space.....	74
Personal Computers/Printers.....	74
Faculty E-mail.....	74
Internet Access.....	74
7.9.2 Extra-Institutional Employment.....	75
7.9.3 Nepotism .....	75
7.9.4 Security .....	76
7.9.5 Key Control.....	76
7.9.6 Political Activities.....	76
7.10 Faculty Development (Including Professional Leave) .....	77
Faculty Development Plans .....	77
Professional Development and Achievement .....	77
7.11 Academic Freedom and Responsibility .....	77
East Georgia College Student Academic Grievance Policy .....	78
Informal Procedure .....	78
Formal Procedure.....	79
7.12 Grievance and Conflict Resolution Procedures .....	80
Conflict Resolution Procedures .....	80
Grievance Procedures .....	80
7.13 Salary .....	81
7.13.1 Computation: Procedure for Salary Increases.....	81
Example .....	81
7.13.2 Paychecks.....	82
7.14 Faculty Obligations.....	82
7.14.1 Faculty Annual Reports .....	82
7.14.2 Academic Processions and Regalia .....	83
7.14.3 Faculty Liability.....	83
7.14.4 End-of-Term/End-of-Year Procedures .....	83
7.14.5 Financial and Business Affairs .....	83
7.14.6 College-wide Faculty Meetings .....	83
<b>8. LEAVES AND FRINGE BENEFITS.....</b>	<b>85</b>
8.1 Leaves .....	85
8.1.1 Sick Leave with Pay.....	85
8.1.2 Sick Leave without Pay .....	86
8.1.3 Education Leave without Pay .....	86
8.1.4 Military Leave.....	86
Ordered Military Duty .....	86
Leave of Absence.....	86
Emergency Leave of Absence .....	86
Payment of Annual Leave.....	87
8.1.5 Maternity Leave .....	87

8.1.6 Family Leave .....	87
8.1.7 Miscellaneous Leave.....	88
8.1.8 Faculty Absences .....	88
8.1.9 Vacation Leave .....	89
8.1.10 Holidays .....	89
8.2 Inner Fringe Benefits .....	89
8.2.1 Insurance .....	89
Life and Health Insurance .....	89
Personal Liability Insurance .....	90
Insurance Coverage for Exhibits or Private Collections.....	90
8.2.2 Retirement and Pension .....	90
8.2.3 Salary Continuation Plan-Long Term Disability .....	91
8.2.4 Tax-Sheltered Annuities .....	91
8.2.5 Social Security .....	91
8.3 Outer Fringe Benefits.....	91
8.3.1 Tuition Abatement .....	91
8.3.2 Faculty Development Opportunities/Faculty and Staff Development Plan..	92
Purpose.....	92
Development Objectives.....	92
Responsibilities for Faculty and Staff Development .....	92
Current Faculty and Staff Development Opportunities .....	93
Process for Supporting and Evaluating Faculty and Staff Development.....	93
Faculty and Staff Development Committee Membership .....	94
8.3.3 Parking.....	94
8.3.4 Loans.....	95
8.3.5 Housing.....	95
8.3.6 Use of Facilities .....	95
Academic Computing Services.....	95
Personal Printers/Computers .....	95
Faculty Email .....	95
Internet Access.....	96
Check Cashing .....	96
Petty Cash Reimbursement.....	96
Use of State Vehicles.....	96
8.3.7 Campus Web Server and Faculty Web Pages.....	96
8.3.8 Telephones .....	97
8.3.9 Admission to Campus Events .....	97
8.3.10 Book or Campus Store Discounts .....	97
8.3.11 Faculty Club.....	97
8.3.12 Faculty Association.....	97
8.3.13 Childcare .....	97
APPENDIX.....	98
Grievance Procedures for Faculty and Classified Employees .....	98
Conflict Resolution: Mediation Procedures for Employees & Students .....	106
Consent to Mediate .....	108

Format for Syllabi .....	110
Faculty Performance Plan Guidelines.....	112
Format for Faculty Performance Plan.....	116
Release and Assumption of Risk Form.....	117
Tuition Remission and Reimbursement Policy and Procedures .....	119
Teach-Learn Course Evaluation Form.....	123
Faculty Member Evaluation Report.....	125
Faculty Annual Report Form .....	129
East Georgia College Learning Support Policies and Procedures .....	133
East Georgia College Organizational Chart.....	135

# 1. INSTITUTIONAL ORGANIZATION AND GOVERNANCE

## 1.1 History and Facts

East Georgia College, formerly Emanuel County Junior College, a unit of the University System of Georgia, opened its doors in the fall of 1973. The campus, built on 207 acres of beautiful oak-pine woodlands and open fields, includes a two and one-half acre lake. Most of the land was donated by Mrs. Luck Flanders Gambrell, a native of Swainsboro. The citizens of Emanuel County passed a \$2,000,000.00 bond issue and acquired the land on which the college was to be built as prerequisites for the approval by the Board of Regents to build a college in Swainsboro.

This institution of the University system of Georgia serves as a commuter college for students living within a 50-mile radius of Swainsboro and Statesboro, including all or parts of Appling, Burke, Emanuel, Effingham, Evans, Jenkins, Jefferson, Candler, Toombs, Treutlen, Johnson, Laurens, Bulloch, Montgomery, Screven, Washington, and Tattnall counties.

Location:	131 College Circle Swainsboro, Georgia 30401-2699 Telephone: (912) 289-2000 Fax: (912) 289-2038
Established:	1973
Accreditation:	East Georgia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts and the Associate in Applied Science degrees.
University System of Georgia:	East Georgia College is a two-year college of the University System of Georgia. As such, credits from East Georgia College are accepted by all other colleges and universities of the University System and by other in-state and out-of-state public and private institutions.
Academic Calendar:	East Georgia College operates on the semester system: Fall, Spring, and Summer.
Costs:	For information, contact the Office of Admissions, Records, and Financial Aid.



Student-Teacher Ratio:	East Georgia College offers small classes of around sixteen- <b>twenty</b> students each.
Faculty:	East Georgia College's outstanding faculty is dedicated to superior instruction. <b>Forty</b> percent of the faculty have doctorates or terminal degrees in their disciplines.
Library:	East Georgia College has over 42,000 books, 130 periodicals, and access to over 150 databases on GALILEO, the statewide library.
Laboratories:	East Georgia College gives students access to modern, fully equipped biology, geology, chemistry, physics, and computer laboratories, as well as a two mile nature trail.
Distance Learning:	East Georgia College teaches a number of web-delivered courses. East Georgia offers three completely online programs in General Studies, Psychology, and Sociology.
Classroom Technology:	East Georgia College has state-of-the-art multimedia delivery system in most classrooms with access to the Internet, CD-ROM laser disc, video tapes, satellite broadcasts, Symposium, and cable television.
Recreation Facilities:	Lighted tennis courts, gymnasium, athletic fields, and a Fitness/Wellness Center are available for East Georgia College students.

East Georgia College is an affirmative action, equal opportunity institution. Race, sex, color, religion, national origin, age, veteran status, or handicap does not influence admissions, treatment, or employment at the college.

## 1.2 Mission Statement

East Georgia College is an associate degree granting, liberal arts institution of the University System of Georgia providing its students access to both academically transferable programs of study and collaborative programs in occupation related fields. The College prepares traditional and nontraditional students for success in the global 21st Century through a technologically advanced teaching and learning environment that fosters personal growth. The College continuously engages the communities it serves through public service, continuing education, cultural enrichment, and economic development opportunities.

### 1.2.1 Institutional Character

East Georgia College, a fully accredited two-year unit of the University System of Georgia, provides a wide range of credit and noncredit academic programs in an atmosphere contributing to intellectual and cultural growth. Headquartered in Swainsboro, the college serves a seventeen-county rural region that has an economic mix of agriculture and manufacturing. The 207-acre campus, opened in 1973, provides all of the intellectual and physical resources necessary to maintain high quality general education opportunities. Although most students commute to the campus, the college extends its mission through the East Georgia College Center at Statesboro and through the cooperative Associate of Applied Science programs with neighboring technical colleges. East Georgia College is committed to a positive and growing impact on its constituency—an impact that will:

- demystify the college experience among those for who higher education has not been a part of their experience,
- increase college participation among those who otherwise would not have the opportunity,
- foster increased intellectual aspiration and attainment among all.

In addition, the college enthusiastically meets the needs of a developing economy through its seventeen county region. In these endeavors, the college seeks to sustain and enhance its tradition of excellence.

East Georgia College shares with other institutions in the University System of Georgia the following characteristics:

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

East Georgia College shares with other two-year colleges in the University System the following characteristics:

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

East Georgia College is known for its strong academic standards, its dedicated and skillful faculty, and its commitment to quality improvement through a college-wide comprehensive assessment process. East Georgia College, proud of its role as a learning resource for the people of rural east central Georgia, seeks to build upon its strength and to justify recognition as one of the most student-oriented, community-centered, and academically respected institutions of its kind.

### **1.3 Educational Assumptions or Objectives**

East Georgia College's institutional goals and priorities and those of the divisions, departments, and offices are based on several premises:

- That the faculty and staff of East Georgia College value excellence;
- That we value integrity in the conduct of all activities;
- That we value sensitivity to our community;
- That we value dedication to success; and
- That, above all, we value people as our most important resource.

General education at East Georgia College strengthens the students' foundation of general knowledge and skills important for success in the 21<sup>st</sup> century. It fosters

continued acquisition of information, individual patterns of behavior, and intellectual inquiry. The college's twelve general education learning outcomes are as follows:

1. Students will read, write, speak, and listen with the competence necessary to succeed in higher education.
2. Students will participate in activities for cultural enrichment.
3. Students will demonstrate skill in logic and critical thinking.
4. Students will demonstrate proficiency at solving problems algebraically, numerically, and graphically.
5. Students will apply scientific principles to solve a variety of problems.
6. Students will study various values and cultures to better understand human behavior and diversity.
7. Students will participate in health education and activity classes and be encouraged to take responsibility for personal health, wellness, and life-long physical activity.
8. Students will access, manage, and present information available through traditional and electronic media.
9. Students will demonstrate knowledge of the basic structures and processes of American government.
10. Students will apply historical perspective.
11. Students will apply the study and learning strategies necessary to succeed in higher education.
12. Students will demonstrate an understanding of different themes, subjects, styles, and cultural expressions in art, music, or literature.

#### **1.4 Governing Board Organization Functions**

East Georgia College is a unit of the University System of Georgia, subject to the general jurisdiction of the Board of Regents, a constitutional Board of the State of Georgia, and the chancellor of the University System of Georgia.

#### **1.5 Organizational Structure**

See East Georgia College Organizational Chart in the appendix.

##### **1.5.1 Communication with Board of Regents**

The policies of the Board of Regents and the East Georgia College Statutes state that “the president shall be the official medium of communication between faculty and the chancellor and between any council, senate, assembly, or other such body of the college” (Article 2, Section D).

### **1.5.2 Legal Matters/State Law Department**

Any inquiry or request to be made of the State Law Department should be directed initially to the president of the college for endorsement to the chancellor.

### **1.6 Description of Administrative Staff Positions and Functions**

A complete listing of administrative staff positions and functions can be found in the *East Georgia College Statutes*.

### **1.7 Faculty Governance Structure**

According to the East Georgia College Statutes, the faculty shall make, subject to the approval of the president, the chancellor, and the Board of Regents, rules and regulations for its government and procedures, and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation; and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The faculty prescribe rules for regulation of student publications; athletics; intercollegiate and intramural games; musical, dramatic, and literary clubs; and all other student activities and affairs, subject to the approval of the president, the chancellor, and the Board of Regents.

#### **1.7.1 Faculty Constitution**

East Georgia College does not have a faculty constitution.

#### **1.7.2 Standing Committees of the Faculty**

In addition to organization by divisional and departmental structure, the faculty shall carry on its business through a structure of standing committees that shall represent the faculty. A listing of the standing committees and their purposes can be found in the *Statutes*.

### **1.8 College Calendar**

The official college calendar is maintained by the facilities coordinator. All special activities and events, other than classes, whether scheduled inside or outside or on-campus or off-campus, must be placed on it and cleared through that office. The academic calendar is maintained by the Office of Student and Enrollment Services.

## **2. ACADEMIC ORGANIZATION AND RESOURCES**

### **2.1 Examination Policies**

#### **2.1.1 English Competency**

Students are expected to use Standard English in writing assignments for all courses. In addition, students should be encouraged to use Standard English in oral communications as well.

#### **2.1.2 Regents' Testing Program**

The Regents' Test is an examination to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs leading to the baccalaureate degree in University System institutions shall be administered. Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess certain minimum skills of reading and writing. The Regents' Testing Program has been developed to help in the attainment of this goal.

The objectives of the program are: (1) to provide system-wide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in these areas.

Students enrolled in undergraduate degree programs leading to the baccalaureate degree shall pass the Regents' Test as a requirement for graduation. Any student who has exempted both Learning Support English and reading must take each part of the Regents' Test not previously passed or exempted in each semester of enrollment in a University System institution (after graduation from high school). Students in Learning Support English or reading must take the Regents' Test in the semester after they have exited LS English and reading (math LS is not relevant here). No differentiation is made for transfer students.

Students may exempt RGTE 0199 (Regents' Writing Skills course) by scoring at or above specified scores on one of the following examinations:

- Regents' Essay Test exemption score: 2
- College Board Advanced Placement (AP) English Language and Composition exemption score: 3
- College Board Advanced Placement (AP) English Literature and Composition exemption score: 3
- International Baccalaureate (IB) higher-level English exemption score: 4
- SAT II English Writing exemption score: 650
- SAT Reasoning Test, Writing Section exemption score: 560
- SAT Reasoning Test, Writing Section exemption score: 500 and who also have at least a 510 on the SAT Reasoning Test, Critical Reading Section

Students may exempt RGTR 0198 (Regents' Reading Skills course) by scoring at or above specified scores on one of the following examinations:

- Regents' Reading Test exemption score:61
- SAT-I Verbal exemption score: 510
- ACT Reading exemption score: 23

Students who perform at a very low level when taking Regents' Test for the first time should get immediate assistance. Others, at the discretion of the institution, may retake the Regents' Test without such help.

**Low-Failure** - If the score on the Regents' Test is sufficiently low to be flagged at the low-failure level, the student will be required to participate in remediation in the next semester of enrollment. This remediation may be a set of non-credit workshops (or some similar intervention) designed to develop the specific skills necessary or may be the appropriate regular Regents' Skills course. Students who do not test and are treated administratively as fails need not be automatically regarded as low-fails.

**Above Low-Failure** - If the student fails the Regents' Test at the first attempt, but scores higher than the low-failure level, informal advising/procedures may be used to determine whether the student should enroll in remediation (such as those mentioned for low-failure students), or whether another attempt of the Regents' Test without remediation is advisable. This is an institutional decision.

Students who perform at a very low level when taking the Regents' Test for the second time, must enroll in the Regents' Skills course in the next semester of attendance. Other students who fail, but not at a low level, must participate in remediation, but the remediation may be the Skills course or another form of remediation.

After the second failure of the Regents' Test, remediation is required before the next attempt of the Regents' Test. This remediation will follow the same parameters as for students classified as low failure on the first attempt (see above). Students who are flagged as low-failures on the second administration should enroll in the appropriate regular Regents' Skills course in the following semester.

Students who fail the Regents' Test for the third time, must enroll in the appropriate Regents' Skills course in the next semester of attendance. The number of hours completed is not a consideration in determining Skills course enrollment.

After the third and any subsequent failure of the Regents' Test, students must take the regular Regents' Skills course in each semester of enrollment. However, institutions may treat part-time students somewhat differently as described below. When determining the number of failures of the Regents' Test, institutions are not required to count a failure occurring during a semester in which a student is not taking any classes.

Part-time students must take the Regents' Test each semester but, at the institution's discretion, need not take required remediation until after earning 20-college-level credit hours. A part-time student is defined as a student who takes fewer than 12 hours during his/her first term of enrollment. Part-time students must take the Regents' Test in the first and each subsequent semester but are not subject to mandatory remediation or Regents' Test skills courses requirements until the semester after 20 credit hours have been earned except in the case of part-time students who are flagged as low fails. Such low-fail students are subject to the same requirements as full time students. After 20 hours are earned, all requirements are in effect. Institutions may choose to apply the Regents' Test rules for full time students to part-time students, and institutions may allow part time students a maximum of two semesters before applying the Regents' Test rules rather than counting numbers of hours.

Because of the wide variety of start and stop times of summer semesters and mini-semesters, students coming from a non-system institution (including a high school) who enter a USG institution for the first time during the summer semester, may take six semester credit hours or less without having that semester count towards the imposition of remedial work or the Regents' Skills course.

Transfer students from non-USG institutions who do not exempt must take the Regents' Test in the first semester of enrollment. Any transfer student who is not specifically excluded through Learning Support status (see above) must take the Regents' Test in the first and each subsequent semester until it is passed. No remedial work is required for out-of-system transfers in the initial semester. For subsequent semesters, transfer students should be classified for remediation and Regents' Skills course purposes by how many semesters of coursework they transferred to the USG institution in addition to the one semester of attendance in the USG.

At an institution's discretion, students may be permitted to take the test during a semester in which they are not enrolled. Each institution shall provide an appropriate program of remediation and shall require students who have not passed both parts of the test by the time they have earned 45 semester credit hours to take the appropriate remedial course or courses each semester of enrollment until they have passed both parts. The only exception that may be made is for part-time students taking one remedial course and no college-level credit courses.

First-time examinees must take both parts of the test. A student who has failed both parts of the Regents' Test may be allowed, at the discretion of the institution, to take the reading and essay portions of the test in separate semesters. If one component of the test has been passed, that component need not be retaken.

The Regents' Test is not a requirement for an Associate in Applied Science, although institutions may choose to require the test for this degree. Students who have moved out of state after completing all requirements for graduation with the exception of the Regents' Test requirements may be permitted to have the Regents' Test administered



out of state if they have fulfilled remediation requirements and follow the procedures outlined in the Regents' Testing Program Administration Manual.

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution.

### **Student Request for Review of Essay Failing Score:**

A student may request a formal review of a failure on the essay component of the Regents' Test if that student's essay received at least one passing score among the three scores awarded. The review procedures shall be as follows:

1. A student must initiate the review procedure by mid-term of his/her first semester of enrollment after the semester in which the essay was failed. The review must be initiated, however, within one calendar year from the semester in which the failure occurred.
2. All applicable regulations of the Regents' Test Policy remain in effect for those students whose essays are under review, including those regulations relating to remediation and retaking the Test.

### **2.1.3 Research Papers and Final Examinations**

Faculty should return written tests and reports to students for review within a reasonable time. They should keep final examinations and research papers on file for at least one year and should allow students to review their papers upon request. Copies of all final examinations must be filed with the department chair for five years.

Faculty who desire to administer a re-examination (final) must have prior approval of the appropriate division chair and the vice president for academic affairs.

### **2.1.4 Religious Holidays**

Upon submitting an advance written request to the instructor, a student will be granted an excused absence for religious holidays. Instructors are to provide assignments and/or exams without penalty for those students who request to be excused for religious observances as mandated by federal and state statutes. Students excused for religious observances are responsible for material covered during their absences and are expected to meet the class requirements for those days without undue delay.

## **2.2 Grading Policies**

Prior to midterm, all faculty members will record a preliminary student grade on the BANNER system class roll. Midterm deficiency reports are emailed to the student by the vice president for academic affairs.

The college follows the uniform grading pattern of the University System. (See *Catalog*). Plus and minus grades may not be placed on the permanent record and are not considered in the calculation of averages. Final course grades are to be recorded directly into the computer through BANNER.

Students who have dropped a course officially through the Registrar's Office may be given a (W). The withdrawal deadline for giving a (W) is normally the midpoint of the term. Students who drop courses after this date receive a (WF). Only the vice president of academic affairs, based upon the recommendation of the course instructor, may grant exceptions to this policy.

An I (incomplete) should be given only when a student has satisfactorily completed a significant portion of a course but for nonacademic reasons beyond his or her control was unable to meet the full requirements of the course. An (I) must be removed by the end of the next term of enrollment. Without regard to enrollment, an (I) must be removed within one calendar year. An (I) that is not removed will become an (F).

To give an incomplete, faculty must complete the online "I" Grade Control Form which is electronically submitted to the Registrar's Office. The information will provide a record of the specific understanding between the instructor and the student; it will also serve as the basis for assisting the student to remove the incomplete in the event of subsequent non-availability of the instructor. Once the student has fulfilled the requirements for removal of the incomplete, the instructor will need to complete a Grade Change Form and file it with the Registrar's Office. Refer to the East Georgia College Intranet for forms.

On the final grade rolls, numerical grades as well as letter grades must be assigned for all Accel students.

### **2.2.1 Grade Books**

Grade books, hard copy or electronic copy, are required to be kept by faculty as a part of the college's records. At the end of the academic year or before terminating employment, all grade books must be turned over to the appropriate division chair unless the faculty member is teaching summer semester.

### **2.2.2 Grade Changes**

Faculty who need to make a change in a student's grade must fill out an electronic Grade Change found on the EGC Intranet. The instructor will need the student's social security number, the name of the course, the term in which the course was taken, the previous grade, and the reason for the change.

### **2.2.3 Directed Study**

Directed study is a formal agreement between an instructor and a student or students, with administrative approval, whereby a course listed in the *College Catalog* may be taken at a time and place other than indicated in the term class schedule. In extraordinary and justifiable circumstances, a student may request a course through directed study. Although neither the instructor nor the college is bound to accede to such a request, grounds for approval may include one or more of the following: (1) A course in a student's program of study has not been offered such that a student would otherwise be unable to complete degree requirements in a reasonable amount of time; (2) a course is needed in the student's last term of residency in order to graduate; or (3) a course, while required in a program of study, typically does not attract sufficient numbers of students to make.

Directed study is rarely offered, and the student is expected first to explore all options such as online or correspondence courses offered by the University System, courses offered at our satellite sites, or transient study at another college or university. Directed study courses are not offered for convenience.

Course content will be the same as in a regularly held course, and academic quality will not be sacrificed in directed study courses. Students are expected to perform at equivalent levels to those in regular courses. If necessary, directed study courses will be modified to reflect the need for students to do a workload equivalent to students in a regularly scheduled course.

Application for directed study begins with the student's discussing the possibility with the academic advisor. Next, the advisor will confer with the instructor who is being asked to do the directed study. The decision, however, lies with the instructor in consultation with the respective division chair. Final approval must be obtained from the vice president for academic affairs. A form for this purpose may be obtained from the Registrar's Office. When completed, the form should be returned to the Registrar's Office. The form will include a written agreement between the instructor and student, specifying a schedule of tasks, dates, and times related to the completion of required course components.

#### **2.2.4 Accel Program**

East Georgia College participates in the Accel Program in cooperation with public high schools in the state of Georgia. Students who are in the eleventh or twelfth grade who meet all eligibility requirements may take college courses either as joint enrollment or early admission students. The Accel Program is funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission. A student who is interested in this program should make the initial contract with his/her high school counselor.

Faculty must assign numerical grades in addition to letter grades on the final grade rolls for all Accel Program students enrolled in their classes.

## 2.3 Course Development, Approval and Implementation

Although curricular change may begin at any level in the institution, the formal process usually follows these steps:

- I. Individual Faculty
- II. Division/Department
- III. Vice President for Academic Affairs
- IV. Academic Policies Committee
- V. Faculty
- VI. President
- VII. Office of the Chancellor (new programs)
- VIII. Board of Regents (new programs)

However, before a proposal comes before the Academic Policies Committee and the faculty, all who would be affected should have the opportunity to make suggestions, criticisms, or objections. The vice president for academic affairs and the president should have a similar opportunity as well to determine if the proposal is legally or economically possible and within the role and scope of the college.

Faculty who desire to propose a new course should fill out the Application for Proposed New Course form (see EGC Intranet at [wwi.ega.edu](http://wwi.ega.edu)) which includes the following major sections:

1. Justification of the need for the course (narrative)
2. Course description
3. Estimated budget to support this course
  - a. Operating costs
  - b. Capital outlay
  - c. Additional library resources
4. Institutions in the University System offering similar courses (including course titles and numbers)
5. Course syllabus
6. Major topics to be covered
7. Objectives of the course
  - a. Objectives
  - b. Purpose (replacement or additional course)
  - c. Effect on enrollment of other courses
8. Institutional resources which make the offering desirable (including qualifications of available instructors)

A more detailed description of needs can be found on the EGC Intranet ([wwi.ega.edu](http://wwi.ega.edu)) under *Forms*.

## 2.4 Information Technology

East Georgia College offers a wide variety of information technology (IT) resources to its faculty, staff, students and other patrons of the college. The college's IT resources and equipment are supported and managed by the Computer Services Department. The department provides support for both administrative and academic IT resources. The department's primary office is located on the main campus in the George L. Smith Building. A support office is also located at the Statesboro Center. The department's staff directory is listed on the college's website.

### Information Technology Policies & Procedures

The college's IT policies and procedures may be viewed online at the college's web site by visiting [www.ega.edu/computerservices/ITPolicy](http://www.ega.edu/computerservices/ITPolicy). The various policies and procedures listed on the web page cover a variety of topics such as Campus Email, Acceptable Use, and Support Services. Faculty, staff and students are encouraged to view the various policies and procedures as they contain pertinent information related to the college's various IT resources. Questions regarding any of the IT policies or procedures should be addressed to the Director of Computer Services or a member of the Computer Services Department.

### Hardware & Software Resources

*Personal computers* – The college utilizes personal computers on both the main campus and the Statesboro Center. Faculty and staff should contact the Computer Services Department for assistance with computer related purchases for their division or department. For additional information regarding computer related purchases for your department/division, please see the "Computer / IT Equipment Acquisition / Asset Management Policy" located on the IT Policies and Procedures web page. Currently, Macintosh computers are not utilized at the college. However, faculty or staff who own a Macintosh computer and who wish to utilize the computer (provided the computer has an up-to-date antivirus application installed with an active virus definition) on the campus network can contact the Computer Services Department to establish connectivity.

*Faculty and staff are responsible for making backup copies of critical documents and files that are stored on their EGC computer.* Flash storage drives or blank CDs are excellent and cost-effective means for making backup copies of critical documents and files. For assistance or questions with this process, please contact the Computer Services Department. Please note that the college's Computer Services staff is not responsible for providing support to faculty, staff or students with personally-owned computer related problems.

*Notebook / laptops* – The college has notebook / laptop computers that can be checked out by faculty and staff to utilize in activities such as off-campus presentations, workshops and conferences. Please contact computer services for reserving a laptop. Additionally, depending on the responsibilities of a faculty or staff member, notebook / laptop computers are sometimes purchased for a faculty or staff member.

Printers – Each department or division should have at least one networked printer in which the members of the department or division can print to. Due to the responsibilities of their position, some faculty and staff may require the use of their own printer. Please check with your division chair or department manager regarding this issue.

LCD Projectors – All major classrooms at the main campus have ceiling-mounted LCD projectors installed. Additionally, portable LCD projectors and wireless presenters may be reserved by faculty and staff to utilize in activities such as off-campus presentations, workshops and conferences. Please contact computer services for reserving a LCD projector or wireless presenter.

Software – The college utilizes the Microsoft Office Suite in all locations as the preferred office application suite and McAfee Antivirus as the preferred antivirus application. Faculty and staff who require the use of other office software applications will need to get approval from their division chair or manager as well as contact the Computer Services Department to ensure the software will work properly on the respective IT equipment or resource. For additional information about software utilized at the campus, please see the "Approved Software / Applications Policy" located on the IT Policies and Procedures web page.

Other IT resources – Other IT resources such as color laser printers and scanners are available for faculty and staff use. Please check with your division chair / manger or a member of the Computer Services Department to determine the additional IT resources that are available in your department as well as the overall campus.

## **Online Resources & Systems**

The college utilizes and offers access to a wide variety of online resources and systems. Listed below are some of the key online resources and systems that are available to faculty, staff and students.

East Georgia College website and Intranet website - The URL address for the college's website is [www.ega.edu](http://www.ega.edu) The college's website contains a plethora of information and services and is a key means for electronically disseminating information to faculty, staff, students and the communities at large. The college also utilizes an Intranet website, [wwi.ega.edu](http://wwi.ega.edu) The Intranet website contains links to various resources such as commonly used forms, directories as well as links for submitting an online work request for the Plant Operations or Computer Services Departments. Faculty and staff will need to use their workstation username and password or EGC email address and email password to access the Intranet website. The Computer Services Department manages and maintains the college website as well as the Intranet site. Faculty or staff who need assistance with creating or updating a web page on the college website or who need assistance accessing the Intranet website should contact the Computer Services Department. For additional information about the college website, please refer to the

“Institutional Website Policy” listed in the IT Policies and Procedures webpage - [www.ega.edu/computerservices/ITPolicy](http://www.ega.edu/computerservices/ITPolicy)

*BANNER Information System* – East Georgia College utilizes the BANNER Student Information System for student registration, academic history and related issues. Students can use the online BANNER Web system to view their academic history, register for courses as well as pay their registration fees. An icon to access BANNER Web is listed on the main page of the college’s website. Faculty also use BANNER Web to enter their course grades. Tutorials on tasks such as how to enter midterm grades in BANNER are available to faculty on the college’s Intranet site, [wwi.ega.edu](http://wwi.ega.edu)

*GAView Vista* – The college utilizes GAView Vista for its online course management system. GAView Vista provides the mechanism for faculty to teach a course totally online or have the ability to incorporate features of GAView Vista in courses that meet in the classroom. An icon to access GAView Vista is listed on the main page of the college’s website. An online support center is available to faculty and students within the GAView Vista system. Additionally, the college’s Computer Services Department is available to assist with questions relating to GAView Vista.

*Email* – The college provides all faculty, staff and students with an email address. Email accounts are created for new students during the new student orientation / registration process. Email accounts for new faculty and staff are created when a new network access request is submitted to the Computer Services Department by the respective division or department in which the faculty / staff member will be working. The network access request can be submitted online by a division chair or department manager by accessing the college’s Intranet website and clicking on the “Network Access Request” link listed in the Computer Service Information section. For assistance with this request, please contact the Computer Services Department. For checking and sending email, faculty and staff use Microsoft Outlook or other email application. Faculty and staff may also use the online WebMail application for checking email. An icon for accessing WebMail is displayed on the main page of the college website. Students use the WebMail email application for checking and sending email. Please view the “Campus Email Policy” listed in the IT Policies and Procedures webpage - [www.ega.edu/computerservices/ITPolicy](http://www.ega.edu/computerservices/ITPolicy) for additional information regarding the use of the college’s email system. For assistance with email issues, faculty, staff and students should contact the Computer Services Department.

*Online Calendars & Schedules* – The various calendars utilized by the college can be accessed online via the college’s website. The college’s Campus Master, Academic, Payroll, Events, and Student Activities calendars can all be viewed online. Additionally, as a tool to assist faculty and students with events such as registration, the college’s entire course schedule can be viewed online. The course schedule also has a search feature that allows a user to search by items such as faculty, course code, begin time, etc. Links to the various online calendars and schedules are available via the main page of the college website.

*Online Work Request & Facilities Scheduling System* - To obtain assistance with IT related issues, faculty and staff are asked to complete an online IT work request. The online work request system is also utilized to submit work requests to the college's Plant Operations Department and to reserve the use of a facility. To submit an online work request to the Computer Services or Plant Operations departments as well as to reserve a campus facility, please access the college's Intranet site, [wwi.ega.edu](http://wwi.ega.edu) and locate the "Online Work Requests & Online Facilities Schedule Request" section on the webpage. Instructions on how to submit a work or facilities schedule request are displayed with the links. To obtain assistance with submitting a request, please contact the Computer Services Department.

*"Ask A Question"* – To make contacting key departments (i.e., Admissions, Computer Services, Financial Aid, Counseling, etc) convenient for students as well for prospective students, the "Ask A Question" system is available via the main page of the college website. Users of the "Ask A Question" system click on the link associated with the department that they would like to ask a question of and then enter their name, email address and question. The question is automatically emailed to the respective department. The department then responds to the user via email with an answer. Faculty and staff are asked to utilize the online work request system for requesting assistance from the Computer Services Department rather than the "Ask A Question" system.

*ConnectED Emergency Notification System* – To alert faculty, staff and students of any emergency-related activities (i.e., bad weather, campus closing, violence, etc), the college utilizes the ConnectED emergency notification system. The notification service is free to faculty, staff and students. Information about the ConnectED system as well as instructions on how to sign up for the system are listed on the college's website.

## **User Accounts & Passwords**

Workstation accounts and passwords are created for faculty and staff. The account and password allow faculty and staff to login to their computers and have access to the various IT services available via the college's data network during their employment with the college. Accounts and passwords are also created for faculty and staff for the BANNER system as well as for the GAView Vista online course management system. For new faculty and staff, the division chair or department manager in which the faculty / staff member will be working will need to submit a network access request to the Computer Services Department so that the necessary network accounts and passwords can be created. The network access request can be submitted online by a division chair or department manager by accessing the college's Intranet website, [wwi.ega.edu](http://wwi.ega.edu) and clicking on the "Network Access Request" link listed in the Computer Service Information section. For assistance with accessing or completing the online network access request, please contact the Computer Services Department. Additionally, with problems relating to existing user accounts, please contact Computer Services. For additional information regarding the policies and procedures relating to faculty and staff user accounts and passwords, please review the respective policies listed in the IT Policies and Procedures webpage - [www.ega.edu/computerservices/ITPolicy](http://www.ega.edu/computerservices/ITPolicy)



## **Campus Information Channel**

To assist in disseminating information to students, faculty, staff and campus visitors, TV monitors displaying various announcements and related items are installed throughout the campus. Announcements displayed on the information channel must be related to events, activities or issues at East Georgia College. Please contact the Computer Services Department for assistance in having an announcement displayed on the information channel.

## **Wireless Internet Access**

To promote convenience and mobility with respect to accessing the Internet, wireless internet access is available to faculty, staff and students. All buildings at the main campus have wireless Internet connectivity available. Secured wireless access is also available to faculty and staff. The secured wireless system allows access to various EGC network services that are inaccessible via the student/guest wireless system. Location information as well as instructions for connecting to the EGC student/guest wireless network access are listed on the college's web site under the Computer Services Department's web page or by going to [www.ega.edu/wireless](http://www.ega.edu/wireless). Faculty, staff or students needing assistance accessing the campuses wireless network should contact the Computer Services Department.

## **Remote / Off-campus Network Access**

Faculty and staff who need to access their office computer via a computer located off-campus can do so via the college's VPN (virtual private network) and Remote Desktop Access. In order to utilize the VPN and remote access, faculty and staff must have an EGC workstation account and password. Instructions for utilizing the VPN and remote access are listed in the "VPN Remote Access Procedure" link on the college's Intranet website, [wwi.ega.edu](http://wwi.ega.edu). Faculty and staff needing assistance with utilizing the VPN remote access should contact the Computer Services Department.

## **Information Technology in Classrooms**

All classrooms at the main campus have a computer workstation available that is attached to a ceiling-mounted LCD projector. Each classroom also includes a VCR/DVD player unit that is connected to the LCD projector. In addition to showing VCR / DVD media, the VCR component of the unit can be used to show the various campus cable TV channels such as CNN, Fox News, etc. Most of the classrooms also include an Elmo document camera that can be used to display a document via the LCD projector. Some of the classrooms also include a Sympodium Interactive Display Unit that can be used to annotate PowerPoint files during a presentation. In addition, the Sympodium unit can be used by faculty to record lectures for students to view after class. Faculty should contact the Computer Services Department for assistance with the IT equipment / resources installed in the classrooms.

## **Computer Classrooms & Student Computer Labs**

At the Swainsboro campus, four computer classrooms are available that have computers and printers installed. The computers in each of the classrooms are connected to the Internet and have Microsoft Office and various academic software programs installed. The faculty / instructor computer in each of these classrooms is connected to an LCD ceiling-mounted projector.

Faculty and/or staff members who need additional/new software installed in any computer classroom or student computer lab should contact the Computer Services Department for assistance. So that the required time to test and install the new software is available, new software requests should be submitted to the Computer Services Department no later than three weeks prior to the date needed.

Additional information about each of the four computer classrooms is listed below:

**C-236** Location: Math/Science wing in Academic building. Classroom contains 24 standard computer workstations; 1 ADA accessible computer workstation; 1 faculty/instructor PC installed in stand-up podium unit; 1 networked printer.

**C-226** Location: Math/Science wing in Academic building. Classroom contains 30 standard computer workstations; 1 ADA accessible computer workstation; 1 faculty/instructor PC installed in desk unit; 1 networked printer.

**J-531** Location: Luck F. Gambrell building. Classroom contains 29 standard computer workstations; 1 ADA accessible computer workstation; 1 faculty/instructor PC installed in desk unit; 1 networked printer.

**D-127** Location: Physical Education building. Classroom contains 29 standard computer workstations; 1 ADA accessible computer workstation; 1 faculty/instructor PC installed in desk unit; 1 networked printer. This classroom is also periodically used for Compass testing activities.

## **Student Computer Labs & Café Computers**

At the main campus, two student computer labs are available for student use. One lab (Room J-524) contains 50 computers and is located adjacent to the library in the Luck F. Gambrell Building. The other lab (Room B-111) contains 40 computers and is located in the Student Services Building. At the Statesboro Campus, one computer lab is available for student use and contains 30 computers. All student computer labs are Internet accessible and have the Microsoft Office Application Suite installed as well as other academic applications. Printers are available in each lab.

Faculty who need additional/new software installed in a student computer lab must contact the Computer Services Department for assistance. So that the required time to test and install the new software is available, new software requests should be submitted to the Computer Services Department no later than three weeks prior to the date needed.

Because funds from the Student Technology Fee are used to operate the student computer labs, students must present their EGC Student ID or verify their student eligibility via their Student ID number when utilizing the student computer labs. This ensures that the IT resources in the student computer labs are only being utilized by EGC students. The operating hours of the various computer labs are displayed on the college's website in the Computer Services Department's webpage.

Because food and beverages are not allowed in the student computer labs or computer classrooms, computers have been installed in the café seating area in the Student Services Building. These computers have protective keyboard covers installed so that students can enjoy their food and beverages while utilizing the computers. For logistical purposes, these computers are not connected to a printer. Students are required to enter their EGC Student ID to use the café computers.

Student workers are available in the computer labs to ensure that the resources in the labs are working and to assist students with issues such as how to check their email, how to login to BANNER, etc. Questions or technical problems with any of the student computer labs should be forwarded to the Computer Services Department.

## **2.5 Library**

### **General Library Hours**

Monday through Thursday	7:45 a.m. to 7:30 p.m.
Friday	7:45 a.m. to 12:00 noon
Saturday	Closed
Selected Sundays	1:30 p.m. to 4:30 p.m.

**Hours may change during summer terms and breaks.**

### **Circulation**

EGC faculty may check-out books for 100 days and videos for 14 days. Reference books do not generally circulate, but exceptions can be made based upon specific requests.

### **Reserves**

Library materials may be reserved for variable check out periods: one hour, over night, library use only, or for a time period set by the requesting faculty member. Faculty members who wish to place library materials on reserve should submit a list of titles to the librarian at least two days prior to the time the material is needed and should include the course number, descriptive title, dates the material is to be kept on reserve, and the reserve period desired. Faculty members may also put personal materials on reserve. When requested and not in violation of copyright laws, copies of reasonably short articles will be provided for reserve only. See copyright guidelines under the heading

Instructional Responsibilities. Faculty may place electronic reserves on their GaView Vista pages.

### **Acquisition of Materials**

Allocation of funds for library purchases is administered by the librarian with the approval of the VPAA and sometimes in consultation with the Library Committee. At present, no allocations are made by divisions. Individual requests for materials should be submitted to the librarian. Each request should be initialed by the faculty member and appropriate division chair. Requests should include a listing of the author, title, publisher, date, and ISBN. If a publisher's announcement or catalog listing is available, it may be submitted. When items are received Faculty are notified via email.

### **Library Committee**

The Library Committee is comprised of two members from each academic division, the library director, and others as may be appointed.

### **ID Cards**

Identification cards are issued by the library and are necessary for checking out books and resource materials from the library. They are also used for access to the EGC Fitness Center and campus events.

### **Interlibrary Loan Service**

Books and journal articles not available in the EGC Library may be requested from other libraries through Interlibrary Loan (ILL) Services. All EGC Faculty, staff, and students are entitled to self-request books (not articles) found in GILUC, the USG Universal Catalog, by using a service named GIL Express. Books borrowed via GIL Express usually arrive in 2 days.

Faculty who need articles not available in a GALILEO database or books not available at EGC or in GILUC, can request these items using the Interlibrary Loan Book Request or Interlibrary Loan Articles Request forms found on the library webpage. After completing and submitting these forms, library staff will submit the requests to a provider called OCLC. Books and articles requested from OCLC may take as long as 3 weeks.

East Georgia College faculty are allowed to personally check-out items from other USG libraries by presenting a valid EGC ID.

### **Audio-Visual Services**

Audio-visual services are offered by the library in conjunction with the Office of Instructional Technology Support. The Library and Computer Services will coordinate

the circulation of equipment. The library has a collection of videotapes available for check-out. Each classroom has video and DVD players for viewing videotapes.

### **Electronic Resources**

All computers in the Library and in the Student Computer labs are connected to the Internet which allows users to connect to the library catalog and databases on GALILEO. Applications such as word processing, spreadsheet, database management, and presentation programs are not available on library computers.

### **GALILEO**

GALILEO stands for Georgia Library Learning Online, a project sponsored by the Board of Regents of the University System of Georgia. A World Wide Web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products. Through GALILEO, East Georgia College faculty have access to over 200 databases that index thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications. Links to GALILEO are on the EGC website and on the library webpage.

### **ejournals**

Free electronic versions of periodicals for which the Library has subscriptions are available from the Library homepage at <http://www.ega.edu/library>, under "Library Resources." Many of these ejournals are available directly from campus computers while some require passwords. All require passwords for off-campus access. Contact the Library to obtain these passwords.

### **netLibrary**

Over 27,000 electronic books are accessible through EGC's participation in GALILEO. These may be accessed through the netLibrary database on the GALILEO site as well as through catalog searches in GIL@EGC, the EGC library catalog. Faculty and students need to register for an account from an on-campus computer which will allow them access to these ebooks from off-campus.

## **2.6 Advisement and Placement Program**

Advisors are assigned to each student to provide help and guidance in planning a college career; however, it is the responsibility of the student to know and to fulfill the graduation requirements of his/her major.

East Georgia College has a **learning support** program designed to assist students who have deficiencies in English, reading, and mathematics.

### **Placement Scores in English and Reading**

Students who score below a 75 the reading or English portions of the **COMPASS** are required to enroll in learning support courses which provide institutional credit only.

COMPASS Placement Scores	Entry-Level Course
30-59 on English COMPASS	ENGL 0099
Below 30 on English COMPASS	ENGL 0097
55-73 on Reading COMPASS	READ 0099
Below 55 on Reading COMPASS	READ 0098

### **Placement Scores in Mathematics**

Students who score below 37 on the mathematics portion of the COMPASS are required to take learning support mathematics. Students who score between 25 and 36 should enroll in MATH 0099 while students who score below 25 must enroll in MATH 0097.

### **Allowable Courses for Learning Support Students**

Learning support students may not take courses that require English, reading and mathematical skills until they have completed the area of deficiency or have exited the developmental studies program. See appendix for the learning support policies and a listing of courses open to learning support students. A student may be required to enroll in one, two, or all three of the areas of learning support.

Learning support students may not take a core course that has prerequisite skills for which the learning support course is designed. In addition, learning support students may not accumulate more than 20 hours of academic credit before completing all learning support course work. Students who are required to take learning support courses and who are enrolled in regular credit courses may not withdraw from learning support courses without withdrawing from their regular credit courses.

### **Exit Requirements for Learning Support Courses**

To be eligible to take the exit examination (the COMPASS Examination), the student must be enrolled in the exit course for the area of deficiency and must have an appropriate numerical average and meet all course requirements. The COMPASS Examination is given during final exam week of the class for students in learning support classes. To exit the learning support exit-level mathematics course (Math 0099), students must score at least a 37 on the COMPASS. To exit a learning support reading course (Read 0098 and/or Read 0099), students must score at least a 74 on the COMPASS and

to exit the learning support exit-level English course (Engl 0099), a student must score at least 60 on the COMPASS. Students in learning support classes who score below the cutoff score on the COMPASS Examination will be allowed to take a single retest during the scheduled retesting times. Students, in most cases, should take the retest before the end of the testing period for that semester. Students able to show hardships with retesting before the end of the testing period must complete retesting before the beginning of the next semester. Students who are in their fourth or fifth attempt in a particular learning support area and have a score within 3 points of exit may be allowed a second retest based upon the recommendation of the learning support course instructor and the approval of the vice president for academic affairs.

### **Grades for Learning Support Courses**

Grades for learning support courses are as follows: A, B, C, IP (in progress), F, and W. Ds are not given. Students who have passing averages and completed course requirements but who fail the COMPASS are assigned the IP grade. The IP grade will also be assigned in English 0097 and Math 0097 for a student making progress in the class, but not having a passing course average.

### **2.7 Academic Calendar**

The academic calendar is maintained by the Office of Student and Enrollment Services. A copy of the calendar can be found on the college website at [www.ega.edu](http://www.ega.edu).

## **3. FINANCIAL AND BUSINESS AFFAIRS**

### **3.1 Payroll Regulations**

See section 7.13: Salary

Check Requests for Flex Spending Reimbursement will be due in the Business Office on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. Payments will be processed on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month and direct deposited in employee accounts the following Tuesday. Please contact Human Resources if Flex Spending is to be deposited into another account other than payroll location.

### **3.2 Travel**

When faculty members are required to travel in the performance of their official duties, they should submit a Travel Request Form to their division chair at least a week in advance of the departure date. Authorization to travel is required even when no charges to the College are involved. Authorization effectively establishes the trip as official business. Upon return, faculty should then submit a Travel Expense Statement directly to their division chair (See appendix) for reimbursement. The forms can be obtained at the EGC intranet website: <http://wwi.ege.edu/Forms/forms.htm>. The form must be completed, signed by the employee, and approved by the division chair. Travel Expense Statements are due in the Business Office on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. Vouchers will be processed on the 2<sup>nd</sup> and 4<sup>th</sup> Friday and funds will be deposited by direct deposit the following Tuesday. See Accounts Payable if reimbursements are to be deposited into another account other than payroll locations.

Employees who are required to travel are entitled to reimbursement for reasonable, necessary, and allowable expenses incurred. Travelers are expected to adhere to the subsistence level for meals and reasonable rates for lodging. Please refer to the East Georgia College Institutional Travel Policies and Procedures on the college's intranet website: <http://wwi.ega.edu/Policies> for specific limitations and detailed regulations.

### **3.3 Purchasing**

#### **Office Supplies**

Any items of supplies or materials that are required for use by an employee of East Georgia College in the performance of the individual's official duties will be purchased from funds budgeted for such purposes for the employee's division. The chair of each division has the primary responsibility for the control of divisional budgets including the establishment of priorities in meeting the needs of their staff members within the limitations of the division's operating budget for the fiscal year.

Division secretaries are responsible for ordering office supplies and all purchases for office supplies must be acquired from Office Depot. All employees of the College are



prohibited from securing items of supplies on a “charge” basis in the name of the College, and any employee who does not comply with this policy will be held personally liable for the costs of the items involved.

In emergencies items costing less than \$100.00 may be procured locally through petty cash in the Business Office.

### **Ordering Supplies and Equipment**

To order supplies (other than office supplies) and equipment, faculty should fill out a departmental request or submit it to their division chair. The Business Office will prepare the necessary purchasing documents and place the order.

### **Receiving Items Ordered**

When items purchased arrive on campus they will be delivered to the ordering department/division. The department will verify the receipt (in good condition) of the items by signing and dating the packing slip. Any discrepancies in orders should be reported to the Business Office as soon as possible.

### **Petty Cash Purchases**

The Business Office maintains a Petty Cash Fund to purchase small items locally up to \$100. Petty cash purchases must be approved in advance by the division chairs.

Requests for petty cash reimbursement should be made in person at the Business Office on the Swainsboro campus:

1. The receipt is to be the vendor’s normal and customary receipt for cash transactions. An original receipt is required.
2. The receipt must reflect the vendor’s name, date of purchase, quantity, description, price of items purchased and the total amount paid.
3. The receipt must be approved at the department/division level by someone with departmental approval authority. The person’s signature on the receipt is sufficient.
4. Approved receipts are to be submitted to the Business Office for reimbursement within 10 working days (14 calendar days). Receipts submitted later than 14 days must be supported by a statement that justifies the delay.
5. Receipts should be hand delivered to the Business Office for actual reimbursement. The person requesting reimbursement must sign for receipt of the reimbursed funds.

### **Textbook Orders**

Orders for textbooks should be placed at least a year in advance.

In order to insure efficient service, individual faculty members should turn their orders in to the division secretary that will consolidate the book orders for the division

and submit them to the bookstore after approval by the division chair. All textbook orders will be submitted by the department secretaries to the college bookstore. The division secretary will also order desk copies for the faculty through the publishers.

### **3.4 Insurance Claims Procedures**

Contact the Business Office within 24 hours on any situation that will involve an insurance claim.

### **3.5 Check Cashing Procedure**

Personal checks may be cashed in the Business Office for an amount up to \$25.00.

### **3.6 Mail**

Mail to faculty is distributed to boxes, by division, in the mailroom located in the Student Services Complex. Incoming delivery is usually made by 12:00 PM. Outgoing mail is to be placed in the “Out” box for the division or department. Incoming and outgoing mail is usually picked up from and delivered to the mailroom by division secretaries by mid afternoon. Outgoing mail must be in the mailroom by 3:30 p.m. in order to be dispatched that day.

All outgoing mail requiring college postage and utilizing college stationery must have in the upper left-hand corner the appropriate department name in addition to the College’s return address. When large clasp envelopes are used, the return address, name of sender and East Georgia College departmental name must be placed in the upper left-hand corner. 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. College postage cannot be used for personal mail.

### **3.7 Inventory**

#### **Equipment Classification**

In order to assist faculty in preparing their budget requests and in analyzing their probable expenditures for supplies and equipment, the following general guidelines for equipment classification are stated:

Equipment items are those which have an acquisition value of \$3,000.00 or more per item and have a life expectancy of three years or more. Components that are acquired to build a piece of equipment should be classified as equipment even though individual parts cost less than \$3,000.00 each. Items permanently installed or affixed to a building are not to be classified as equipment.

All items that qualify as equipment should be placed on the institution's inventory records regardless of source of receipt. Items received as gifts should be assigned a value based on the fair market value. Surplus property received from federal or state agencies should be placed on the inventory records at the actual cost.

### **Surplus Property Disposal**

Faculty members who wish to surplus an item should make a written request to their division chair. So that surplus items can be processed, the division chairs should then submit an online Plant Operations Work Request via EGC intranet <http://www.myschoolbuilding.com/myschoolbuilding>. 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 Director of Accounting Services or Director of Plant Operations.

### **Equipment Inventory**

Division chairs are directly responsible for the custody of equipment assigned to their divisions. The Business Office will provide division chairs with a listing by property decal number for inventory control. The Business Office will take a physical inventory yearly with the assistance of the division chairs.

## 4. STUDENT AFFAIRS

### 4.1 Academic Ethics

#### Role of Faculty in Encouraging Academic Honesty

It is the duty of the faculty to practice and preserve academic honesty and to encourage it among students. Instructors should clarify any situation peculiar to the course that may differ from this policy and should furthermore endeavor to make explicit the intent and purpose of each assignment so that the student may complete the assignment without unintentionally compromising academic honesty. It is the responsibility of faculty members to provide for appropriate supervision of examinations.

Academic honesty requires the presentation for evaluation and credit one's own work, not the work of others. In general, academic honesty excludes:

1. Cheating on an examination of any type: giving or receiving, offering, or soliciting information on any examination.
2. Plagiarism. Plagiarism is the failure to acknowledge indebtedness. It is always assumed that the written work offered for evaluation and credit is the student's own unless otherwise acknowledged. Such acknowledgment should occur whenever one quotes another person's actual work; whenever one appropriates another person's ideas, opinions, or theories, even if they are paraphrased; and whenever one borrows facts, statistics, or other illustrative materials.
3. Collusion in the preparation of editing notes, themes, reports, or other work offered for evaluation and credit unless such collaboration is specifically approved in advance by the instructor.

All faculty must promote academic honesty not only through their own high standards of scholarly conduct but also by anticipating conditions which may lead to dishonesty on the student's part. At the beginning of each course or prior to the first test, faculty should make explicit statements about their expectations of high standards of conduct. In *all* classes that require students to prepare term papers, research reports, and projects, faculty should instruct students in the proper method of documenting, citing, and adapting source materials.

Faculty should avoid placing student assistants in compromising positions by requesting them to type or handle testing materials. Faculty should allow only divisional secretaries to type and duplicate tests.

East Georgia College has adopted plagiarism prevention software to assist the faculty in helping students understand intellectual honesty. The software is called Turnitin and students are informed by the advisor of the utilization of the software in a

particular course. The course utilization information is also available on the semester course schedule. The faculty also explains how Turnitin works through the presentation of the course syllabus at the first class meeting each semester. Turnitin allows educators to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases using the industry's most advanced search technology. Every Originality Report provides instructors with the opportunity to teach their students proper citation methods as well as to safeguard their students' academic integrity.

The procedures dealing with Academic Honesty are outlined for students in the *Student Handbook* on page 6 at [www.ega.edu/counseling\\_center/handbook2008.pdf](http://www.ega.edu/counseling_center/handbook2008.pdf). The procedures are stated as follows:

Upon encountering a violation of academic honesty by a student, a faculty member should:

1. Confront the student and make the charge known.
2. Discuss the matter thoroughly with the student so that each position is clearly delineated.
3. Decide what action is appropriate.
4. Inform the student that he/she may appeal the decision of the faculty member to the division chair. If the division chair is the faculty member in question, the initial appeal is to be directed to the Vice President for Academic Affairs.

If the action is less severe than a "WF" for the course, a faculty member should:

1. Report the violation and the action taken to the chair of the division in which the violation occurred, who will then report the matter to the Vice President for Academic Affairs.
2. Recommend whether the incident shall be made part of the academic dishonesty file in the office of the Vice President for Academic Affairs.

If a "WF" for the course is appropriate, a faculty member should:

1. Notify the Division Chair and initiate a "WF" withdrawal form. At this point, the matter shall be reviewed by a division committee and the division chair.
2. If those reviewing the matter do not agree with the interpretation of the evidence or with the action taken by the faculty member, they may ask him/her to reconsider. After reconsidering the matter, the faculty member may stand by the original decision and forward the "WF" withdrawal form to the Vice President for Academic Affairs.
3. If those reviewing agree with the faculty member, the withdrawal form shall be forwarded to the Vice President for Academic Affairs.

The Vice President for Academic Affairs shall:

1. Review each faculty member's recommendation for a "WF," check the academic honesty status of the student via the academic dishonesty file, and either let the "WF" stand or make some other recommendation.
2. Send the withdrawal form to the Registrar and enter the violation in the academic dishonesty file if the "WF" is to stand.

3. Notify the student in writing of the action taken, remind the student of his/her right to appeal, and inform the student that if he/she plans to appeal, the appeal must be filed within three (3) calendar days.
4. Notify the involved faculty member in writing of the action taken.
5. Upon a student's second offense requiring a "WF" for a course, expel the student from East Georgia College and direct the Registrar to enter the phrase "Ineligible to Register" on the student's student information record.
6. Maintain the academic dishonesty file so that all appropriate administrators have access to the record of violations but also so that the student's rights to limited access shall be safeguarded.

## **4.2 Student Government**

The Student Government Association is the campus organization governing student activities and representing the students in college affairs. The student body elects members and officers of the SGA. The SGA is composed of three officers: the president, the vice-president, and the secretary-treasurer; three senators elected from the sophomore class; and three senators elected from the freshman class.

## **4.3 Student Records Regulations**

### **Student's Right to Privacy**

Annually, through distribution of the Student Handbook, East Georgia College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

## **4.4 Tutoring**

The Academic and Instructional Resources (AIR) Center on the East Georgia College Swainsboro Campus provides tutorial services, supplemental instruction, and guided practice in mathematics, reading, writing, and grammar. An AIR Center is also available at the Statesboro site. Instructors should refer student to the AIR Center for academic assistance. In addition, instructors are encouraged to volunteer their services at the AIR Center and to contribute supplemental course-specific exercises and practice tests to the Center for student use.

## **4.5 Counseling**

### **Counseling and Testing**

The staff of the Office of Student Services provides guidance and counseling services. Students may seek help at any time by contacting the offices of Student Services or by visiting the college's Guidance and Counseling Center located in the Student Center.

Testing is available to assist in placing students, in diagnosing problem areas, and in determining career interests and aptitude. Academic advisors are assigned to each student to assist in planning individual college programs.

### **Students with Disabilities**

Students who have documented learning disabilities are allowed certain accommodations to improve chances of success. Instructors will be notified in writing by the college ADA office at the beginning of each term as to which students qualify for academic accommodations. Accommodations may include, but are not limited to, extended time for tests and quizzes, in isolation, to include the Regents' Test; permission to audiotape lectures; permission to write English essays on a computer with a spell-check. Additional information may be requested through the Office of Student Services. Students with documented learning disabilities may be able to request special accommodations for the COMPASS Test and the Regents' Test and must notify the Counseling Office at least one week prior to testing to assure the accommodation is met.

## **4.6 Organizational Advising**

Faculty members who are interested in starting service clubs or pre-professional organizations must implement the following procedures to secure recognition on campus:

- 1) Meet informally with interested students
- 2) Call a formal meeting
- 3) Establish a constitution and set of by-laws
- 4) Submit a copy of the constitution and by-laws to the Student Government and vice president for student and enrollment services for approval.

For additional information, contact the Office of Student Services.

## **4.7 Disciplinary Rules**

### **4.7.1 Student Absences**

Courses at East Georgia are provided for the intellectual growth and development of students. To attain maximum success, students must attend their classes regularly and are expected to attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures.

Regular and punctual attendance and adherence to the course schedule is the student's responsibility. Students are expected to account for absences to each instructor and, at the discretion of the instructor, to make up all work missed because of the absence. Final approval for any class absence remains with the individual instructor.

At the beginning of each semester, instructors will clearly explain to each of their classes specific attendance requirements.

The general attendance policy at East Georgia College is that after the equivalent of one week of absences regardless of the cause, instructors may penalize the student. The "one-week equivalent" means three absences in a three hour credit course that meets three times a week during a fifteen week semester; however, the "equivalent week" will vary depending on the class meeting schedule and the length of the term.

A student penalized for excessive absences may appeal to the board of review appointed by the Academic Policies Committee.

Faculty are responsible for accurate records of student absences. This is required for attendance verification by the Records Office. This information is also needed by the vice president for academic affairs in making decisions about a student's academic or disciplinary status as well as in counseling and by the Business Office to determine refund status when a student withdraws without formal notification.

#### **4.7.2 Discipline Problems**

Faculty members who have difficulty with unruly students are asked to first attempt to resolve the problem themselves with tactics to deal with the incivility in the classroom. Faculty are asked to document any incident as such with as much detail as possible. If the student(s) continue to be unruly, the faculty should take the next measure and contact his/her division head. If the problem is deemed that needs attention beyond the division head, the division chair should then notify the vice president of student and enrollment services and vice president of academic affairs should be notified. Appropriate documentation should accompany any request for their assistance with unruly students. See Student Handbook, "Student Code of Conduct" and "Regents' Statement on Disruptive Behavior".

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 is considered by the Board of Regents to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.



Note: Research shows that student expectations in class should be clearly outlined in the syllabus to establish expectation of conduct and to reduce the chance of unruly behavior.

## **4.8 Field Activities**

All field activities must be approved by the division chairs, and if bus transportation is involved, arrangements for the bus must be made through the Office of the Vice President for Academic Affairs. A waiver of liability form must be completed and submitted prior to the trip. See the EGC intranet for a copy of the Release and Assumption of Risk for Participation in Off-Campus Educational and Recreational Activities form. Instructors should distribute a notice of the field trip to the faculty, to the Office of Student Services, and to the vice president for academic affairs with the following information:

1. List of students with telephone numbers.
2. Purpose of the trip and destination.
3. Itinerary.
4. Time of departure and return.
5. Major stops and approximate times.
6. Name of the driver.

Parents of minors should be notified if there is to be a long delay in returning to campus.

## **4.9 Student Services**

### **4.9.1 Student Organizations**

#### **Clubs – (As of Fall 2008)**

African-American Union- An organization to involve black students in all aspects of campus life, provide programs of interest to its members and promote a sense of genuine unity and brotherhood among all students of East Georgia. Membership is open to all students.

Alpha Sigma Psi – An organization to foster interest and activities among students interested in the social sciences, particularly anthropology, sociology and psychology.

Art Mania Club – The purpose of this organization is to expand its member's knowledge and understanding of the many varieties of artistic expression in the world around them. Members will have opportunities to broaden and improve or find their artistic abilities. The group's purpose is also to share art and information about it with students and faculty on campus, as well as other people in the community and surrounding communities.

Baptist Collegiate Missions- An organization involving young men and women in spiritual growth and Christian service. BCM is open to all students.

Bobcat Paw Puppet Players Club – To advance and promote the art of puppetry, to educate children and families through the art of puppetry and to make a positive impact on East Georgia College's cultural, climate, especially as it affects children and families in our community.

Book Club – The purpose of the club is to broaden the reading experience of EGC students and encourage students to read beyond their course assignments. Reading is the foundation of higher education.

Chess Club – Students who participate in the chess club enjoy the ancient game and college community while developing critical thinking, abstract reasoning, problem solving, pattern recognition, strategic planning, creativity, analysis, synthesis, and other mental abilities supportive of higher education.

Circle K – Members are dedicated to serving the community. The Circle K pledges to foster compassion and goodwill toward others through service and leadership, develop their abilities and the abilities of all people, and dedicate themselves to the realization of mankind's potential.

College Democrats – Provides students the opportunity to learn about the political process and discuss issues from a Democratic perspective. The club organizes debates, invites guest speakers to address club members, and promotes community service projects.

College Republicans – The purpose of this organization is to promote and increase political awareness and activity as well as to serve as a source of conservative political information on East Georgia College Campus, Emanuel County, and surrounding counties. This organization will provide a forum for students to discuss important issues in politics. This organization will also play an active role in grassroots activism.

ECHO - The purpose of the club is to discover “Green Employment” and to create “green employment” in Swainsboro and this area of Georgia.

Environmental Activists Ready To Help - The E.A.R.T.H. Club's purpose is to engage in environmental projects dealing with beautification, safety, and conservation, “to work today for a better tomorrow”. Membership is free and open to all students.

Golf Club – The purpose of the Golf Club is to promote the game of golf by providing instruction and competition, to encourage community interaction and envelopment through participation in local charity tournaments, and to promote sportsmanship by fostering proper on-course golf etiquette and moral integrity.

Global Movie Club – To adhere to its mission statement, Global Movie Club (GMC) will: broaden the worldview of the participants; introduce major film genres and

directors; allow students to discuss cross-cultural implications in conjunction with the International Club at EGC; survey foreign and limited release films; allow participants to discuss films that depict “human experience” and explore the answers to the question, “What is human?”; promote meeting the General Education Learning Outcomes I, II, III, VI and XII; support reading across the curriculum.

International Club- An organization devoted to furthering the interests of foreign languages. Hands-on experience is emphasized. Membership is open to all students.

Music Makers –

Non-Traditional Student’s Organization – An organization to provide support for adult students attending school after being absent from an educational institution for over 5 years.

Nursing Club – The purpose of the club is to provide support and accurate up-to-date program information for pre-nursing and nursing students at East Georgia College.

Outdoor Recreation and Sports Club – The purpose of the club is to enhance the college experience for all students, through outdoor recreation and sports opportunity.

Phi Theta Kappa - An honor, educational-service organization which seeks to develop leadership potential and encourage fellowship among its members. Membership is open to students who have completed a minimum of fifteen semester hours with a 3.25 grade point average.

Pursuit – The purpose of the club is to spread the good news of Jesus to the campus.

Quiz Bowl – An honors club recruited by faculty. The team competes in College Bowl competitions throughout the spring semester, which test player’s knowledge across the complete spectrum of the core curriculum.

Robert Feline Players- An organization to foster interest in drama and to increase students’ skill in dramatic performance. Membership is open to all students.

Students in Free Enterprise - The East Georgia College SIFE Team is one of more than 1,600 teams active on college and university campuses in more than 31 countries. SIFE focuses the energy and enthusiasm of college students to make positive changes through services to their communities. SIFE students value the idea of seizing their opportunities and making a difference. Through a collaborative effort between business and education, SIFE teams improve the quality of life and the standard of living around the world by teaching the principles of market economics, entrepreneurship, business ethics and personal financial success.

Science, Technology, Engineering, Mathematics & Medicine of East Georgia (S.T.E.M.M. of East Georgia) – The club’s purpose is to promote the success of students pursuing math, science, medical and engineering degrees. To contribute to the success of these students an interactive website will be created and modified by club members posting important dates such as entrance exam schedules, study groups, and additional calendar activities. The club will also pursue and retain shadowing/internship arrangements for students in applicable degree tracks. The club will serve as an information and resource network for students.

Student Professional Association of Georgia Educators (SPAGE) is an organization under the direction and guidance of the Professional Association of Georgia Educators and is open to all education majors.

Tennis Club -

Video Gamers – The purpose of this club is to develop good sportsmanship and character through friendly competition as well as to provide good entertainment and opportunities to socialize.

Wrestling Team – The Bobcat Wrestling Team is at present the one intervarsity sport on the EGC campus. The team competes in the National Collegiate Wrestling Association, using the folk-style of wrestling similar to that used in local high schools. The wrestling season lasts from September through the beginning of March.

#### **4.9.2 Student Publications**

The official student publications on campus are The Hoopee Bird, the student newspaper and *Wiregrass*, the literary magazine. These publications are produced by students under the supervision of faculty advisors. Financed in part by the Student Activity Fund, these publications provide opportunities for students in creative writing, reporting, business, and design.

#### **4.9.3 Student Email**

Electronic mail (Email) is provided to all East Georgia College students via the campus Email server. Students can obtain instructions and policies from the EGC web page. Student Email usage is detailed in the East Georgia College Campus Email Policy, accessible via the campus web server.

#### **4.9.4 Student Government Association**

The Student Government Association is the campus organization governing student activities and representing the students in college affairs. Members and officers of the SGA are elected by the student body. The SGA is composed of three officers: the president, the vice-president, and the secretary-treasurer; three senators elected from the sophomore class; and three senators elected from the freshman class.

## **5. INSTITUTIONAL AND EXTERNAL RELATIONS**

### **5.1 Alumni Affairs**

Membership in the East Georgia College Alumni Association is automatically conferred upon all graduates of the institution and is available to those students who have attended but not graduated. This organization, under the general administrative supervision of the Office of Public Information, was formed after the college's first graduation.

### **5.2 Community Service Programs**

#### **5.2.1 Department of Continuing Education**

Continuing education is part of the mission of East Georgia College. The Department of Continuing Education provides noncredit courses for the citizens of our service area. Faculty have the opportunity to participate in their fields of expertise or interests. Teaching Continuing Education classes is expected of all faculty and is evaluated as a part of each faculty member's annual review. See a copy of the Faculty Member Evaluation Report form in the appendix and on the EGC intranet ([wwi.ega.edu](http://wwi.ega.edu)). Compensation is variable. A copy of the continuing education course proposal form is included on the EGC intranet.

#### **5.2.2 Public Information Guidelines**

The director of public information represents the administration in matters pertaining to the public relations aspect of all student publications.

Specific policies amplifying the statements in the Statutes follow:

##### **I. General Publicity Policies**

- A. All news releases will be issued to the media through the director of public information as stated in the Statutes of East Georgia College.
- B. The director of public information is responsible for determining the news value of any information submitted and for deciding on the treatment and distribution of such information. Requests for special distribution, such as to hometown newspapers or alumni publications, will be honored insofar as this is practical or possible.
- C. While it is hoped that every worthwhile story will get the treatment it deserves, the amount of activity may sometimes force the establishment of priorities. These priorities will be set by the director of public information in keeping with policies established by the

president or any person or group designated by him or her to perform this function.

- D. The director of public information may, as a matter of courtesy or to verify faculty matters, allow faculty or staff members to read drafts of stories before these stories are issued to the media. The director is not, however, under any general obligation to do so, nor is he/she obligated to accept any changes other than corrections of fact in any drafts which may be submitted in this manner.
- E. Faculty or staff members whose names appear in news releases will be sent copies of these releases at the same time they are issued to the media, or as soon thereafter as is practical.

## II. General Publications Policies

- A. The director of public information has administrative responsibility for the technical production of all official college publications, as stated in the Statutes of East Georgia College.
- B. Policies, budgets, and schedules relating to official college publications will be established by a Publications Committee consisting of the vice president for academic affairs, the vice president for fiscal affairs, the vice president for student and enrollment services, the director of admissions, the director of public information, three faculty members elected by the faculty, and two students appointed by the president.
- C. The Publications Committee will supervise and be responsible for policies concerning student publications.
- D. The campus newsletter will not be considered an official college publication. Its production, content, and distribution will be governed by the general policies established for publicity materials.

### **5.3 Use of Instructional Resources and Facilities, and Access to Institutional Activities**

#### **Building Usage Policy**

Facilities at the college are available for meetings, receptions, banquets, seminars, workshops, public forums, library research and reading, and nature walks. All activities held on campus will comply with the laws of the State of Georgia, the policies of the Board of Regents, and the rules and regulations of East Georgia College. The college reserves the right to limit functions at any time and facilities cannot be committed to long-term agreements.

## **Limitations**

No eating or drinking is allowed in classrooms, library, lecture rooms, or labs. No smoking, tobacco products, alcoholic beverages or illegal drugs are allowed on the East Georgia College campus.

The Student Center cannot be rented by private individuals or by non-campus organizations for dances.

Equipment that is a permanent part of the Student Center may not be removed from the building under any circumstances. This includes the pianos, tables, chairs, kitchen equipment, utensils, lighting systems, stages, public address system, and backdrops.

## **Canvassing and Soliciting**

Canvassing, placing of signs and posters for solicitation purposes, chain letters, collections for any purpose, and sale of tickets or merchandise are prohibited on the college premises. In addition, solicitation of funds for scholarships, loans, grants, equipment, and supplies is not permitted unless approved in writing by the college president.

## **Reservations**

All reservations for the use of college facilities will be made with the facilities director and all special activities and events must be placed on the official college calendar. When outside parties request permission to use a campus facility for an event which is consistent with the mission of the college, the president of the college shall require the completion of a license agreement including a properly executed indemnification and liability insurance agreement.

## **Rental Fees**

Certain facilities may be used free of charge when the proposed activity is in support of the purpose of the college and when no extra labor is required to prepare or to clean facilities after the activity.

A rental fee is charged for the use of the Student Center facilities. Current rental fees are posted in the Office of Facilities. These charges include cost of utilities and labor for setting up and cleaning the building after the activity. The college reserves the right to add a surcharge for additional services required beyond the normal ones provided. Some activities require an additional security guard, and the cost of this service will be borne by the renter. Renters must agree to the above stipulations, in addition to assuming

responsibility for damages to college property caused by the renters or users. All fees and charges will be agreed upon in writing when the renter reserves the facility.

### **Political Campaigns**

The president may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of institutional materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.

### **Use of Facilities by College Student Organizations**

Student organizations will be permitted to use campus facilities without charge, subject to prior approval by the facilities director. The college reserves the right to assess charges for required services beyond normal security or maintenance activities. Dances sponsored by student organizations will require an additional security officer paid for by that organization.

### **Facilities**

The vice president for academic affairs has the responsibility for the use of the Academic Building and the Physical Education Building. The use of buildings for activities other than for the normal class schedule should be scheduled through the facilities coordinator.

- Lecture Rooms 239 and 240 in the Academic Building

Each room seats approximately 50-60 persons. These rooms are available for use by the public when not in use by the college.

- Classrooms in the Academic Building

Classrooms seat about 30-35 persons and are equipped with desks or tables and chalk boards.

- Fitness/Wellness Center in the Physical Education Building

The Fitness/Wellness Center is equipped with various exercise apparatuses. It is not designed for use by the general public except for courses taught through the Department of Continuing Education.

- Student Center Dining Room

The dining rooms seat 100-125 persons, depending on the type of activity.



- Student Center Recreation Room

The recreation room is limited to use by college students and college personnel. Any exception will be approved by the facilities director.

- The Pond Area

The pond is restricted to use by college employees. Fishing regulations are posted, and boating is not allowed except for supervised physical education classes, and swimming is not permitted at any time.

### **Personal Use**

Property owned by the institution shall be used only for institutional purposes. No employee shall permit such property to be removed from the campus for use on either a rental or loan basis for personal use.

### **Inventory and Security of Equipment**

All permanent equipment items in classrooms and offices have been inventoried. Should any equipment be moved from an area for which a faculty member is responsible or should any equipment that a faculty member regularly uses be moved to a different location, the faculty member should notify the vice president for fiscal affairs who is charged with responsibility for inventories. All rooms containing valuable and removable equipment should be locked after working hours.

### **Maintenance of Office Machines**

The college has an annual service contract (or warranty) on office equipment. In case of difficulty with a machine, the appropriate service agent of the company should be contacted by the person responsible for office equipment. Information as to whom to contact may be obtained from the vice president for fiscal affairs.

## **6. FEDERAL-STATE REGULATIONS**

East Georgia College is an affirmative action, equal opportunity educational institution. Admissions, treatment, and employment at the college is not influenced by race, sex, color, religion, national origin, age, veteran status, or handicap.

### **6.1 Grant Administration**

The regulations of the Board of Regents and the fiscal policies of the State of Georgia provide that the president of the institution must authorize the commitment of the facilities, staff, or institutional services, and the president is the only officer of the institution who may enter into a contractual agreement with any agency external to the institution. Proposals for external contracts and grants must be routed through the usual channels and must be affirmed in writing by the president.

Research grants and contracts are awarded to the college, not to individual faculty members. Both the vice president for academic affairs and the vice president for fiscal affairs share responsibility for the proper execution of research grants and contracts. Proposals are initiated by the academic staff and approved by the vice president for academic affairs. The vice president for fiscal affairs has responsibility for contractual negotiations, for accounting and preparation of financial reports, and for collection of payments from sponsoring agencies. The president shall sign all such research grants and contracts.

All maintenance, lease, and rental contracts shall be in writing and signed by the vice president for fiscal affairs.

### **6.2 Copyright Guidelines and Patents**

The copyright law limits what instructors may copy, under what conditions, and for what purposes. Authors and producers have specific rights under the law that cannot be denied. However, the copyright law was also designed to allow educators and students to reproduce copyrighted materials under certain limitations for educational purposes. An understanding of the fair use concept is important in determining what may or may not be copied. Section 107 of the copyright law states that:

fair use of copyrighted work, including such use by reproduction in copies . . . or by any other means specified by that section (Section 106) for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright.

Furthermore, Section 107 lists the four criteria for evaluating fair use of copyrighted materials in an educational setting:

- the purpose and character of the use, including whether such is of a commercial nature or is of nonprofit educational purposes,
- the nature of the copyrighted work,
- the amount or portion used in relation to the copyrighted work as a whole,
- and the effect of the use upon the potential market for or value of the copyrighted work.

For additional information on patents and copyrights, see the *Policy Manual of the Board of Regents*, Section 603.

### **6.3 Environmental Hazards**

The Instructional resources coordinator is a liaison between the vice president for fiscal affairs, the vice president for academic affairs, plant operations, and instructors to coordinate the clean-up and disposal of hazardous wastes.

### **6.4 Student Financial Aid**

The student assistant program is financed entirely by the college. Students enrolled in the program generally work ten to fifteen hours a week. Financial need is not a determinant in qualifying for work as a student assistant. All employment at the college operates in compliance with Title IV of the Civil Rights Act of 1964.

The selection of student assistants is at the discretion of the division chairs or department heads. Faculty members who desire student assistants must have the approval of the division chair before employing a student assistant. Once student assistants have been selected, they must contact the Business Office before beginning work. Student assistants are paid minimum wage.

College Work-Study is a federally funded program designed to help students who have qualified for financial assistance through an approved need analysis system. The number of hours that students may work depends on their financial need and the amount of other financial assistance received. College work-study students normally work ten to nineteen hours per week. Some may work full time between terms. In no circumstance may their earnings exceed their financial aid award. College work-study students must contact the Business Office and the Financial Aid Office before beginning work. College work-study students are paid minimum wage.

Accurate records of hours worked must be kept for all student employees.

### **6.5 Sexual Harassment**

Sexual harassment is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements.

### **6.5.1 Policy Statement**

East Georgia College follows the policy statement as passed by the Board of Regents, University System of Georgia (Section 802.18 of the Policy Manual). That statement reads as follows:

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

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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

### **6.5.2 Definition of Sexual Harassment**

Sexual harassment is a form of illegal sex discrimination as defined by Title VII of the Civil Rights Act of 1964, as amended, and a violation of the Education Amendment of 1972.

The United States Supreme Court defines sexual harassment as:

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

- 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- 2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- 3. such conduct has the purpose or effect of unreasonably interfering with an

individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic standing; or
2. submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting such student; or
3. such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive academic environment.

### **6.5.3 Examples of Sexually Harassing Behavior**

Sexual harassment may occur in any segment of the college community, including the administration, faculty, staff, and students, and encompasses a wide range of behaviors including, but not limited to,

Verbal Harassment--sexual remarks, jokes, teasing

Physical Harassment--unnecessary physical contact

Bribery--requesting sexual favors accompanied by implied or overt threats concerning such things as one's job, promotion, grades, etc.

Physical Assault--use of physical force

### **6.5.4 Procedures for Handling Complaints of Sexual Harassment**

Students who consider themselves to be victims of sexual harassment should file a formal complaint with the director of student services.

Faculty members should file their report with the vice president for academic affairs.

Classified employees should file their report with the vice president for fiscal affairs. Complaints involving the administrators of the college should be filed with the president.

Verbal notice should be immediately followed by a written formal complaint. The formal complaint should include, but is not limited to, the following:

1. Date(s) of occurrence(s)

2. Place(s) of occurrence(s)
3. Time(s) of occurrence(s)
4. Specific description of occurrence(s)
5. Familiar or overly familiar gestures of accused
6. Reaction description of both parties according to accuser
7. Witness(es), if any, to collaborate statement
8. Secure signature of accuser on his/her statement in the presence of a notary public and secure notarized signature and seal.

An investigation into the incident will be conducted by the vice president for student services, the vice president for academic affairs, the vice president for fiscal affairs, or the president. Appropriate action will be taken. Any appeal as a result of the investigation shall be made to the president of the college. Any appeal of a decision of the president shall be made to the Board of Regents.

#### **6.5.5 Plan for Educating the Institutional Community to Prevent Sexual Harassment**

The East Georgia College Sexual Harassment Plan will be distributed and discussed as appropriate at the fall term general faculty workshop. The plan will also be distributed to each member of the classified staff. The plan also will be incorporated into the *Student Handbook* and *Faculty Handbook*.

#### **6.6 Use of Drugs, Alcohol, and Tobacco Products**

The possession, consumption, distribution, or sale of psychoactive drugs and alcoholic beverages on campus or at officially sponsored off-campus events is prohibited. East Georgia College is a tobacco-free campus. The use of tobacco products is not permitted on campus.

#### **6.7 Use of Explosives and Weapons**

No student shall possess, furnish, sell, or use explosives of any kind on college property or at functions sponsored or supervised by the college or any recognized college organization.

Students are prohibited from possessing firearms on college property or at events sponsored or supervised by the college or any recognized college organization. The possession or use of any other offensive or defensive weapons is prohibited. The word

“weapon” is defined in the Official Code of Georgia Annotated includes any pistol, revolver, or other weapon designed or intended to propel a missile.

## **6.8 Emergency Procedures**

### **6.8.1 Severe Weather Guidelines**

Tornadoes can occur at any time of year, but are most likely to occur in March, April and May. Knowing what to do and where to go in an emergency situation on campus could save your life or the lives of your students. In order to keep abreast of severe weather conditions, a weather alert radio is located in the Division of Natural Science and Mathematics. In addition, during periods of severe weather, the message boards on campus can be tuned to the weather channel.

A **TORNADO WATCH** means that weather conditions are favorable for tornado formation. This does **NOT** mean that a tornado has been spotted. During a tornado watch, normal campus activity should continue, but everyone on campus should be ready to move to designated shelter areas should conditions warrant.

A **TORNADO WARNING** means that a tornado has actually been sighted in the area. Should a tornado warning be issued by the Weather Service, everyone on campus will be notified and should move immediately to one of the locations suggested below. Offices should be locked and outside doors should be left open.

During periods of severe weather watches, you will also receive an alert upon such threatening conditions as dark rolling clouds, hail, driving rain, or a sudden change in wind direction or velocity. Upon receipt of such an alert follow the directions below for the building you are in:

#### **ACADEMIC BUILDING**

Those in the academic building should move to the storage area in the old library area and stay away from the windows. The safest place in this area is to the rear in the former stack area, now occupied by the East Georgia Health Cooperative.

#### **STUDENT CENTER**

If one is in the student center and does not feel that it is safe to move to another location, the safest place is the kitchen area or one of the inner offices. Do not remain in the game room or the Richard L. Brown Room. These rooms contain large expanses of glass, which could be deadly.

#### **GYMNASIUM**

If you are in the gymnasium or the fitness center, move to the inner hallway of the older part of the building, the locker rooms, or the restrooms. Do not remain in the lobby or the gymnasium or the fitness center.

#### **GEORGE L. SMITH BUILDING (Administration Building)**

Those who cannot leave the Administration Building should move to the lavatory area of the building, or the inner hallway. Avoid the area of the glass doors.

## LUCK GAMBRELL CENTER

If you are in the Luck Gambrell Center, you should move to one of the following areas: classrooms 531 (computer lab), or 528 (GSAMS room), the storage area of the library, or the file room that adjoins the office of the Vice President for Academic Affairs. In addition, the restrooms are also places of safety.

**The important thing is to move away from areas that have large expanses of windows, since these could become deadly missiles in the event of a tornado. Also, if you are in small inner room such as the restrooms or filing rooms, there will be more wall support around you. Everyone should remain in a safe area until the all clear is given.**

### 6.8.2 Other Emergencies

If a need should arise regarding a fire or a confrontation with a student or community members, contact EGC security. If there is a potential threat to someone's life, dial 9-911 then contact EGC security. Remember- Safety First!

### 6.8.3 ConnectEd

The **Connect-ED** system is a communication service that enables East Georgia College administrators and security personnel to quickly contact all East Georgia College students, faculty and staff with personalized voice and text messages that contain emergency-related campus information (e.g., campus closing, campus threat, health scare, etc.). With **Connect-ED**, East Georgia College students can be reached and provided with vital instructions anywhere and at any time through their cell phones, home phones, e-mail, TTY/TDD receiving devices, or other text-receiving devices. Students, faculty or staff of East Georgia College may designate up to six phone numbers to be called in the event of a campus emergency. A cellular phone number for receiving campus emergency notifications via text message. Emergency messages will also be delivered to East Georgia College email. For East Georgia College students, faculty and staff at the EGC Statesboro Campus, the contact information will also be loaded in the Georgia Southern University **Connect-ED** system for notification of any emergency related issues that may occur on the Georgia Southern University campus. Instructions for entering, modifying or removing contact phone numbers form the **Connect-ED** system can be found on the EGC website at [www.ega.edu/connected.pdf](http://www.ega.edu/connected.pdf). East Georgia College cares about the safety and quality of education for its students. **Connect-ED** is part of the East Georgia College Emergency Action Plan and supports the college's ability to provide an environment in which students can feel safe and informed. Faculty are strongly encouraged to support the **Connect-ED** system.



## **7. FACULTY**

### **7.1 Academic Tenure Status, Titles and Ranks**

Faculty positions may be designed by the College as tenure-track or non-tenure track. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the president. There shall be no maximum time limitation for service in non-tenure track faculty positions.

Non-tenure track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs which are anticipated to have a limited lifespan or which are funded, fully or partially, through non-System sources. There shall be no maximum time limitation for service in positions in this category.

The following provisions shall apply to all non-tenure track faculty or professional personnel:

1. Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.
2. Probationary credit toward tenure shall not be awarded for service in non-tenure track positions.
3. Notice of intention not to renew contracts of non-tenure track personnel who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel.
4. Individuals employed in non-tenure track positions may apply on an equal basis with other candidates for tenure track positions which may become available.

The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only.

Full-time professors, associate professors, assistant professors, instructors, and teaching personnel with such other titles as may be approved by the Board of Regents shall be the Corps of Instruction. A duly certified library director may be included in the Corps of Instruction on the basis of comparable academic training.

### **7.2 Types of Contracts**

Full-time faculty are on a ten month or twelve month contract. These contracts are given to tenure-track and non tenure-track faculty.

### **7.3 Recruitment and Appointment**

### **7.3.1 Faculty Transcripts**

All faculty must have official transcripts on file in the president's office for each degree completed. A faculty member whose last degree was pending when 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.

### **7.3.2 Verification and Certification of Degrees**

Verification of all degrees held by individuals being considered for full-time or part-time positions on the faculty is a requirement before a definite commitment for employment becomes valid. The chair of the search committee or the appropriate division chair in the case of part-time faculty has the responsibility for obtaining this certification and checking the number of subject specific graduate level courses. This tabulation and the official transcripts are sent to the vice president for academic affairs with a written recommendation. If the vice president concurs, a written recommendation is transmitted to the president.

### **7.3.3 Full-time Faculty Selection**

When a need for a full-time faculty position is approved, the appropriate division chair is requested to begin a search for qualified candidates. The search process is as follows:

1. The division chair identifies the vacant position and the necessary qualifications of the faculty member.
2. A search committee is selected and appointed by the vice president for academic affairs.
3. The position vacancy is announced.
4. The committee reviews applicants and selects a list of candidates to be interviewed.
5. After receipt of applicant resume, references, and official college transcripts, the committee interviews the candidates.
6. The applicant performs a teaching demonstration on a topic suggested by the division chair.
7. The applicant is interviewed by the search committee, the division chair, the president and the vice president for academic affairs.
8. The committee recommends candidates to the vice president for academic affairs for the position.

9. The vice president for academic affairs makes a recommendation to the president, who makes the final determination for hiring the candidate.
10. The successful candidate must complete a loyalty oath and security questionnaire prior to being offered a contract for employment.

### **7.3.4 Part-time Faculty Selection**

Part-time faculty at East Georgia College must meet the same high standards for employment as full-time faculty. It is the intention of the administration of East Georgia College to use the minimum number of part-time faculty as possible.

When a need for part-time faculty is identified by the vice president for academic affairs, the appropriate division chair is requested to begin a search for qualified candidates. The search process is as follows:

1. The division chair identifies the vacant position and the necessary qualifications of the part-time faculty member.
2. The position vacancy is announced in the college service area.
3. After receipt of applicant resume, references, and official college transcripts, the division chair interviews the part-time faculty candidates.
4. The applicant performs a teaching demonstration on a topic suggested by the division chair.
5. The division chair recommends to the vice president for academic affairs a candidate for the part-time position.
6. The vice president for academic affairs makes a recommendation to the president, who makes the final determination for hiring the candidate.
7. The successful part-time faculty candidate must complete a loyalty oath and security questionnaire prior to being offered employment.

### **7.4 Evaluation of Faculty**

The faculty of East Georgia College in accordance with the University System Board of Regents' *Policy Manual* will be evaluated on an annual basis during the Spring Term of the academic year. The purpose of faculty evaluation is to maintain high standards of instruction and commitment to academic advising, community service, and professional development. The results of faculty evaluation will be used for counseling

faculty about teaching, academic advising, community service, and professional development. The results are further used to determine merit pay raises, promotion, and tenure.

Faculty evaluation is achieved through two instruments: the East Georgia College Student Faculty-Course Evaluation Questionnaire and the Faculty Member Evaluation Report. Both instruments were composed and approved by the faculty of East Georgia College. See the EGC intranet for copies of these forms.

The Student Faculty-Course Evaluation Questionnaire is administered for courses during the fall term each academic year. The Questionnaire may be administered in the spring term for new hires, if issues arise in the fall evaluation, or the faculty member requests a spring administration. The vice president for academic affairs and appropriate division chair may initiate and must approve the spring administration. The objective section results are summarized and printed for each course and each faculty member and are available to the vice president for academic affairs, division chairs, and faculty members. All Student Faculty-Course Evaluation Reports are filed with the secretary for the vice president for academic affairs for future reference, should the need arise for referencing these documents.

Faculty Member Evaluation Reports are administered by the appropriate division chair and include these criteria: 1) teaching, 2) service to the institution, 3) academic achievement, 4) professional growth and development. The criteria further include: a) demonstrated classroom performance; b) influencing students to accomplish objectives; c) encouraging and assisting students' self-development and favorable disposition toward education; d) demonstrated flexibility in teaching assignments and working conditions; e) conscientious, effective student advising; f) contributions to institutional tasks; g) promotion of harmonious working relationships and team effort; h) support of the college's continuing education program; and i) contributions to community service.

The following are a part of the evaluation system:

1. The division chairs will schedule individual conferences with faculty members to discuss the content of the faculty member's annual written evaluation.
2. Faculty members will sign a statement indicating that they have been apprised of the content of the annual written evaluation.
3. Faculty members will be given the opportunity to respond in writing to the annual written evaluation, and these responses will be attached to the evaluation.
4. The division chairs will acknowledge in writing receipt of this response, noting changes, if any, in the annual evaluation made as a result of either the conference or the faculty member's written response. This

acknowledgment will also become a part of the record.

## **7.5 Promotion and Tenure**

In order to administer the policies of the Board of Regents and comply with the *Statutes of East Georgia College*, the procedure described herein is to be followed in evaluating and recommending faculty members for promotion and tenure. The purpose of this procedure is to provide an orderly process for counseling untenured faculty members as they move toward the time for the tenure decision to be made and to set forth a mechanism by which all untenured faculty will be evaluated. It is also designed to assure an orderly process of review of faculty for promotion to higher academic ranks. These procedures apply to full-time tenured and tenure-track faculty.

The policy at East Georgia College is intended to supplement the policies of the Board of Regents as stated in sections 803.08 and 803.09 of the *Policy Manual of the Board of Regents* and Section F of the *Statutes of East Georgia College*.

### **Criteria**

All decisions pertaining to promotion and tenure shall be based upon the following criteria: superior teaching, outstanding service to the institution and community, academic achievement, professional growth and development, and length of service.

All faculty members at East Georgia College are expected to be effective teachers. The candidate for promotion or tenure or the division chair should be able to present evidence of effective teaching in support of a bid for promotion or tenure.

Effective service to the institution encompasses those things that a faculty member does that go beyond the classroom responsibilities. These include but are not limited to effective student advising, service on divisional and college committees, participation in the continuing education program of the college, discipline-related community service, and service to the community through civic or charitable organizations.

Academic achievement means that the faculty member holds the appropriate degrees to teach in his/her field. For promotion above the rank of assistant professor, the candidate should have at least a master's degree. Holding a particular degree does not in and of itself guarantee promotion or tenure.

All faculty members are expected to participate in activities that enhance their performance as teachers. These include but are not limited to publishing; presentation of papers at regional, state, or national meetings; attending professional meetings; and study of professional literature in one's field of expertise.

The minimum period of service before the award of tenure will be five years at the rank of assistant professor or higher. The maximum period will be seven years at the rank of assistant professor or higher. Neither promotion nor tenure will occur automatically with the passage of time but will occur because of noteworthy achievement in the areas listed in the criteria.

### **Administrative Procedure**

The normal chain of progression for a promotion or tenure recommendation is from the division chair to the Review Committee for Promotion and Tenure to the vice president for academic affairs to the president. Specific responsibilities of the division chair, the Review Committee for Promotion and Tenure, and the vice president for academic affairs will be delineated below.

The division chair is a key person in the promotion or tenure process. The division chair has the responsibility of counseling the faculty in the division concerning the faculty member's responsibility to the institution and the expectations of the institution from the faculty member. It is assumed that this process will begin with the hiring of a new faculty person and will be ongoing, especially during the years leading up to a decision on the award of tenure.

Each untenured faculty member **must** submit a **pre-tenure** portfolio to the division chair, who then forwards it to the Review Committee on Promotion and Tenure in the spring term of the third year of service at the level of assistant professor or higher. The division chair may at this time submit a statement to the committee concerning the qualifications of the faculty member and any other relevant information. This package is for review and critique and is not a formal application for tenure. The division chair will use the committee's critique in continuing counseling with the faculty member.

When the faculty member and the division chair believe that the time is appropriate for a formal application for tenure, the division chair will forward to the Review Committee on Promotion and Tenure the faculty member's portfolio along with the recommendation from the chair.

In the case of promotion, the chair will assist the faculty member in preparing a promotion portfolio and will send a recommendation along with the portfolio to the Review Committee for Promotion and Tenure.

While the Review Committee for Promotion and Tenure has the responsibility of determining the precise contents of the pre-tenure/tenure/promotion portfolio, its contents should document the degree to which the faculty member has met the criteria outlined above.

When a faculty member submits a pre-tenure portfolio to the committee, the committee will review it and submit a written critique to the faculty member and the appropriate division chair.

When a formal application for tenure or promotion is received, the committee will review the application, add its recommendation to that of the division chair, and forward the portfolio and the recommendations to the vice president for academic affairs. At the same time, the committee will notify the faculty member and the appropriate division chair as to its action on the application.

The vice president for academic affairs will appoint the Review Committee for Promotion and Tenure. This committee will consist of one tenured faculty member from each of the three academic divisions. When the committee is first appointed, the vice president for academic affairs will designate one member to serve a one-year term, one to serve a two-year term, and one to serve a three-year term. As these terms expire, the next person appointed will serve a three-year term. The division chairs will not be appointed to this committee. In the case in which a member of the Review Committee is applying for promotion, the vice president for academic affairs will appoint a temporary replacement on the Committee for the academic year.

When the vice president for academic affairs receives a recommendation from the Review Committee for Promotion and Tenure, he/she will add his/her recommendation to that of the committee and the division chair and forward the entire package to the president. The vice president for academic affairs will notify the faculty member and the division chair as to his/her action on the application.

### **Tenure Time Line**

During the spring term of the third year of service at the level of assistant professor or higher, the untenured faculty member **must** submit a trial portfolio for review and critique to the Review Committee for Promotion and Tenure.

During fall term of the fifth year of service at the level of assistant professor or higher, a portfolio may be submitted to the committee for formal tenure review if the faculty member and division chair agree that the time is appropriate for the review. This formal review constitutes the first step in the application for tenure. If this application is not successful, the faculty member may reapply during the fall term of the subsequent years until his/her maximum allowable service years have been reached.

It is understood that if an application for tenure or promotion is initiated, the faculty member may request at any time that the application be withdrawn.

The division chair will inform the faculty member of their tenure status each fall to include the timeline for gaining and retaining tenure.

### **Tenure and Promotion Guidelines**

The Tenure and Promotion Committee recommends the following guidelines to faculty compiling a portfolio for pre-tenure, tenure and promotion. In addition, guidelines for developing vita are also presented.

### **Portfolio Guidelines**

Since the portfolio is developed to support a candidate for promotion and/or tenure, it should be focused on showing the strengths of the candidate.

1. The portfolio should contain the following items:
  - A cover letter (abstract).
  - A letter of evaluation from the immediate supervisor.
  - A current curriculum vitae.
  - Letters of support and/or recommendation from students and peers.
  - A summary of student evaluations for the past three years.
  - Annual reports for the past three years.
  - A copy of evaluations from the division chair for the past three years.
  - Any additional information the individual wishes to submit.
2. The portfolio is not developed to show every single activity of a candidate but a selection of strongest activities. All portfolios should be limited to materials that fit into a single 2-inch binder.
3. Limit letters of support and/or recommendation to three. The candidate should choose only the strongest letters that address different attributes. All letters of support or recommendation should be typed and original.
4. Appendices should be used for documentation so that the body of the portfolio can be as succinct as possible.
5. The vita should contain only items relevant to the tenure and promotion decision. (See the accompanying vita guidelines.)
6. The cover letter should act as an abstract of the portfolio.

### **Vita Guidelines**

1. Include a complete list of degrees earned, the awarding institutions, and the dates completed.
2. Provide a summary of teaching experience, including employers, date of employment, and subjects taught.
3. List professional affiliations, including offices held.
4. List professional publications, including books and journal articles. Short



abstracts of the most significant publications may be included in an appendix to the portfolio.

5. List in summary form evidence of teaching effectiveness. The evidence should include evaluations of supervisors and students. Details supporting this summary may be included in an appendix to the portfolio.
6. List the most significant professional growth and development activities. These include activities that either enhance a faculty member's abilities as a teacher or as a contributing member of the college community.
7. List in summary form service to the college. This may include service on standing committees and special committees, such as search and SACS committees.
8. List in summary form service to the community. This may include lifelong education, articles written for local publication, discipline-related service, and volunteer work.

## **7.6 Post-Tenure Review Policy**

### **Criteria**

The Board of Regents has mandated that each unit of the University System of Georgia develop and implement procedures for conducting post-tenure reviews of all faculty. The main objective of the reviews is to enable each faculty member to reach his/her full potential in service to East Georgia College. This review should be a positive part of each faculty member's career development. In keeping with the mission of East Georgia College, each faculty member will be evaluated according to the following criteria:

1. Teaching
2. Service to the Institution and Community
3. Academic Achievement
4. Professional Growth and Development.
5. Other. This is a category that allows a faculty member to submit for evaluation activities, such as judging in academic contests and other activities that do not fit into the first four categories.

With the understanding that teaching is of primary importance at East Georgia College, noteworthy achievement need not be demanded in criteria 2, 3, and 4 but should be expected in at least one of them.

## **Frequency**

According to policies of the Board of Regents, faculty will undergo review every five years after being granted tenure. Each year a portion of the tenured faculty will undergo post-tenure review. The process cycle was begun with a random drawing to determine the year of review. The fifth year will be used to evaluate faculty members who achieve tenure after the process began. Faculty members will be informed as to the year of their review by the chair of the three-member Steering Committee during the fall term of their fifth year.

## **Administration**

There will be a three-member Steering Committee appointed by the vice president for academic affairs to resolve questions and difficulties. The committee will be appointed for a period of three years. The Faculty Review Board will consist of all tenured faculty members.

## **Methodology**

The faculty member being reviewed may select a member of the Faculty Review Board to serve as chair of the Review Panel. Two other tenured faculty will be chosen by a random drawing conducted by the Steering Committee. The chair will be responsible for convening the panel, making assignments, keeping the minutes, and communicating the results only to the faculty member, the division chair, and the vice president for academic affairs.

To document accomplishments pertaining to the criteria, each faculty member will submit to the Review Panel a portfolio containing the following information in the order listed and tabbed for ease of reference. To help ensure completeness of the faculty member's portfolio, an informal review will take place at the division level prior to the official review.

1. A letter of evaluation from the immediate supervisor.
2. A current curriculum vitae.
3. A summary of student evaluations from one class per year for the past five years.
4. Annual reports for the past five years.
5. A copy of evaluations from the division chair for the past five years.
6. A realistic career development plan for the next five years.
7. Any additional information the individual wishes to submit.

If, after examining the material submitted by the faculty member, the Review Panel feels there are significant omissions, the faculty member will be informed and given the opportunity to fill in the missing data.

By majority vote, the Review Panel will determine whether the faculty member's performance is satisfactory or unsatisfactory.

### **Outcomes**

At the conclusion of the review, the Review panel will report its decision to the vice president for academic affairs. If the vice president for academic affairs agrees with the decision of the Review panel, he/she will notify the faculty member, the division chair, the chair of the Steering Committee, and the president that the review has been successfully completed.

If the vice president for academic affairs does not agree with the decision of the Review Panel, he/she will give his/her points of disagreement to the Review Panel in writing and ask that they reconsider the faculty member's portfolio. If there is further disagreement, the Steering Committee will look at the portfolio and make the final determination on the portfolio. In any case, the faculty member, the division chair, the chair of the Steering Committee, and the president will be notified of the outcome of the review.

If performance is deemed to be unsatisfactory, the faculty member will, in consultation with the division chair, establish a two-year plan of development, which may incorporate features of the five-year plan but will address deficiencies noted in the evaluation. After two years, the faculty member will be evaluated again under the guidelines of this procedure. If the evaluation is again unsatisfactory, the vice president for academic affairs in consultation with the division chair will propose a plan of action to the president.

### **Appeals**

A faculty member has the right to appeal an evaluation to the full Faculty Review Board, diminished by the three faculty who constitute the Review Panel. The appeal **must** then go to the Steering Committee and finally to the vice president for academic affairs. The appeal may encompass any action that has been taken, including an unsatisfactory evaluation, the development plan, or the evaluation of progress after the third year.

## **7.7 Severance**

### **7.7.1 Non-reappointment/Discharge**

Faculty members may be dismissed before the end of the term for the following reasons, provided that the institution has complied with procedural due process requirements.

- Conviction or admission of guilt of a felony or a crime involving moral turpitude during the period of employment—or prior thereto if the conviction or admission of guilt was willfully concealed.
- Professional incompetence, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship.
- Sale or distribution of illegal drugs; teaching under the influence of alcohol or illegal drugs which interferes with the faculty member's performance of duty or responsibilities to the institution or to the profession.
- Physical or mental incompetence as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty.
- False swearing with respect to official documents filed with the institution.

The president of an institution may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved Statutes of this institution.

### **7.7.2 Notice of Employment and Resignation**

The following notification requirements apply to those members of the faculty who have been awarded the ranks of instructor, assistant professor, associate professor, or professor:

**Tenured Faculty:** All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty days written notice of their intention to resign to their respective division chair, the vice president for academic affairs, and the president of the institution.

**Non-Tenured Faculty:** All non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor), are employed under written contract, and who served full-time for the entire previous year have the presumption of renewal of the next academic year unless notified in writing, by the president of an institution or his/her authorized representative, of the intent not to renew. Written notice of intent not to renew shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

Notice of intention to not to renew a nontenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:

1. at least three months before the date of termination of an initial one-year contract;
2. at least six months before the date of termination of a second one-year contract;
3. at least nine months before the date of termination of a contract after two or more years of service in the institution.

Non-Tenure Track Faculty: Notice of intention not to renew contracts of non-tenure track personnel (Lecturer, Senior Lecturer, Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel.

This schedule of notification does not apply to persons holding temporary, limited-term, or part-time positions, or persons with courtesy appointments such as adjunct appointments.

Letters of resignation should be sent to the President with copies to the vice president for academic affairs and the division chair. Keys must be returned to the vice president for fiscal affairs, all college property and books must be returned to the appropriate offices, and all grades and grade books must be turned in before a final paycheck will be released.

### **7.7.3 Lay-off (Reduction in Work Force)**

The term layoff, as used in this policy, is defined as the temporary dismissal of any employee, including tenured faculty members or non-tenured faculty or other contracted employees, before the end of their contract term. Layoffs may lead to eventual termination. Layoffs or terminations may occur within an academic or other units of an institution without a net loss of faculty members or other personnel at the institution; that is, layoffs or terminations in some academic or other units may occur with simultaneous authorization of new positions for different duties in academic or other units depending upon the needs of such units. The president of each institution, after consultation with faculty and staff, shall determine whether layoffs or terminations are required and which employees will be affected. This determination shall be made in accordance with the procedures established by the Chancellor, which will give primary functions and responsibilities of the institution.

Faculty and other employees under contract who are laid off or terminated before the end of their contract term for reasons of financial exigency shall, whenever possible, be notified at least ninety (90) days in advance of the date of the layoff or termination. The notice of layoff or termination shall be delivered personally or by certified mail, with return receipt requested. This notice shall include, in writing, a statement of the conditions requiring layoff or termination, a general description of procedures followed in making the decision and a statement of the employee's right to respond orally and in writing to the appropriate official at the institution as to the reasons for the layoff or termination. The employee(s) shall also have the right, upon written request within twenty (20) days from the date of the final decision of the President to apply to the Board of Regents for a review of the President's decision in accordance with the provisions of

the Bylaws of the Board. (Source: Section 805.02 of the Board of Regents *Personnel Manual*).

## **7.8 Workload**

### **7.8.1 Faculty Course Loads**

The normal teaching load for a full-time faculty member is 15-16 credit hours of instruction per term. Adjustments in the faculty load may be made by the vice president for academic affairs when necessary with the approval of the president and when budget and availability of personnel permit. Division chairs normally are assigned 6 to 8 credit hour teaching loads.

### **7.8.2 Teaching**

Teaching involves those activities associated with the design and delivery of course material to the student. It is a process designed to advance the student's learning experience.

### **7.8.3 Advising Students**

Faculty are expected to be available during announced advising days and evenings and should maintain posted office hours daily. In addition to being knowledgeable about the fields assigned, each advisor must become thoroughly familiar with the current college catalog and *Advisement Handbook*. These documents contain changes in programs and regulations, which must be understood before appropriate advice can be given to students.

The vice president for academic affairs selects faculty advisors for the various degree programs. In assigning faculty to the various degree programs, the vice president for academic affairs considers, insofar as possible, the interests and competence of individual faculty members. The Registrar's Office then assigns students to a faculty advisor.

From time to time, students need to change advisors. The most common reason for such a change is the desire to change from one major course of study to another or from "undecided" to a major. If either of these situations exist, the student begins the process by informing the current advisor of his or her decision to change majors. The advisor then contacts the Registrar's Office and asks who the new advisor should be. The advisor then delivers the signed Change of Advisor Form to the newly designated advisor. The new advisor signs the Change of Advisor Form and forwards the signed Change of Advisor Form to the Registrar's Office for recording.

### **7.8.4 Course Changes and Drops**

All course changes and drops during the registration period are made in the Registrar's Office. During the regular drop/add period, the student must obtain a drop/add

card from the Registrar's Office. This card must then be signed by the advisor, the instructor of the class that is dropped or added, and the Business Office. The drop/add card is then returned to the Registrar's Office for processing.

### **7.8.5 Graduation Requirements**

Though the college catalog is not a binding legal document, it is the intent of the college to allow the student the option of graduating under the catalog in effect at the time of entry (assuming that there has not been a two-year break in enrollment) or under the one in effect at the time the student wishes to graduate. However, students are required to comply with all of the requirements of one or the other. They cannot choose to comply with parts of one and parts of another.

### **7.8.6 Class Rolls**

On the first day of class, instructors may access an unofficial roll in Banner from which roll will be taken for the first five days of classes. A student who is not on the roll should be sent to the Registrar's Office for clarification, and under no circumstances should a student be allowed to attend class if his/her name is not on the official roll. The instructor should also indicate if a student is not attending class during this initial time through the attendance verification feature of Banner.

### **7.8.7 Required Format for Syllabi**

The college has adopted the following format for all syllabi:

**EAST GEORGIA COLLEGE**  
A unit of the University System of Georgia  
131 College Circle  
Swainsboro, Georgia 30401-2699  
Phone Number

Semester / Year  
Course Prefix & Number: Course Name  
(e.g. ENGL1101: Composition I)  
CRN #  
Meeting Day(s), Location(s) and Time(s)

\*Students are responsible for their own academic progress and must make themselves familiar with EGC Learning Support policies. Decisions regarding fulfillment of College Preparatory Curriculum (CPC) deficiencies should be made with the help of an academic advisor. EGC Learning Support policies can be found at

<http://www.ega.edu/academicpp/LearningSupportPolicies.pdf>.

***\*SPECIAL NOTE: To be placed at the beginning of all syllabi for learning support classes only.***

- I. Instructor
- II. Office information: Location, Phone, E-Mail, Office Hours
- III. Course Description from EGC Catalog  
(<http://www.ega.edu/registrar/catalog/Catalog0809.pdf>)
- IV. Prerequisites
- V. Textbooks: Author, Title, Publisher, and ISBN #
- VI. Course Learning Outcomes with linkages to General Education Student Learning Outcomes
- VII. Evaluation (i.e. description of how Student Learning Outcomes will be evaluated)
- VIII. Grading (i.e. how grades will be assessed, including percent of total grade for each major assignment)
- IX. Attendance Policy
- X. Make-up Policy
- XI. Plagiarism & Academic Dishonesty (please see EGC Student Handbook  
([http://www.ega.edu/counseling\\_center/handbook2008.pdf](http://www.ega.edu/counseling_center/handbook2008.pdf)))
- XII. ADA Statement (can be found at  
([http://www.ega.edu/counseling\\_center/disabilityaccommodations.htm](http://www.ega.edu/counseling_center/disabilityaccommodations.htm)))
- XIII. Course Withdrawal Policy Statement: Students are responsible for their own academic progress. Decisions regarding withdrawal from courses should only be made after consultation with an academic advisor. Before withdrawing from a course, students must meet with a Financial Aid representative to discuss their personal financial aid situation. More information regarding withdrawal from courses can be found in the EGC catalog at  
(<http://www.ega.edu/registrar/catalog/Catalog0809.pdf>)
- XIV. Campus Emergency Policy:
  - a. In the event the fire alarm is sounded, everyone must evacuate the building at once and in a calm and orderly fashion, using the nearest exit. In the event of a severe weather warning everyone must proceed immediately to the nearest designated shelter area which are marked by a small tornado symbol. All severe weather shelter locations are posted on the EGC website. Each student should, on the first day of class, determine the location of the nearest exit and the nearest designated shelter area for each of his or her classrooms. If you have difficulties locating either ask your instructor to assist you.
  - b. The **Connect-ED** system is a communication service that enables East Georgia College administrators and security personnel to quickly contact all East Georgia College students, faculty and staff with personalized voice and text messages that contain emergency-related campus information (e.g., campus closing, campus threat, health scare, etc.) With **Connect-ED**, East Georgia College students can be reached and provided with vital instructions anywhere, anytime, through their cell phones, home



phones, e-mail, TTY/TDD receiving devices, or other text-receiving devices. (<http://www.ega.edu/connected.pdf>)

- c. EGCS students should make themselves familiar with Georgia Southern University's Emergency Response Plan  
<http://services.georgiasouthern.edu/ess/Emergency%20Response%20Plan.pdf>

In the event of an emergency, EGCS students should follow the instructions of EGCS faculty and staff members and GSU campus officials.

- XV. Additional Course Requirements
- XVI. Daily Course Schedule
- XVII. Optional Policies
  - a. Cell Phones & Electronic Devices
  - b. Recording (e.g. audio, video, cell phone pictures)
  - c. Classroom Behavior
  - d. Any additional course objectives

### **7.8.8 First Day of Classes Procedures**

At the first class meeting, all faculty members should introduce their courses clearly in terms of objectives, topics to be covered, attendance policy, ways to contact the instructor, types of learning activities, number and nature of tests and reports, system of evaluation and grading, and any course or instructor-unique requirements. In addition, it is also beneficial to suggest course-specific success strategies.

### **7.8.9 Office Hours**

Faculty members should announce their office hours to their students and post their schedules on their office doors. Faculty should be available consistently during those hours. The total office hours shall not be less than ten hours per week and should include morning and afternoon periods on most days. Other conference hours should be arranged for the mutual convenience of students and faculty members. During the early advisement period, a faculty member may need to provide more hours on campus to advise students.

### **7.8.10 Research and Scholarship**

While the primary mission of East Georgia College is undergraduate teaching, faculty may from time to time receive grants for research. Faculty members who receive a grant may be given release time to conduct research. See statutes, Article IV, Section J. for additional information.

### **7.8.11 Service**

The service role constitutes all faculty activities linked to academic specialty, faculty status, or professional/personal skills which promote the mission of the institution at the department, school, college, system or larger community levels. (In general, compensated activities will not be considered service if department chair or other administrator determines that these activities do not interfere with the faculty member's primary duties or constitute second employment).

### **7.8.12 Textbook Adoption**

Unless special justification can be established, a single textbook (or set of textbooks) should be used by all sections of the same course. Changes in textbooks should be made one year in advance and should follow established procedures.

## **7.9 Working Conditions**

### **7.9.1 Office Space**

Division chairs, in conjunction with the vice president for academic affairs, assign office spaces for faculty members.

### **Personal Computers/Printers**

All full-time faculty members are provided personal computers for use in their offices. Part-time faculty members also have access to personal computers but may be asked to share computer resources with other part-time faculty and/or staff. All computers provided to faculty are MS Windows operating System .

Document printing is handled by shared network laser printers available in each division of the main campus; at the EGC Statesboro Center; and/or by local office printers. Local office printers vary in type and capability.

### **Faculty Email**

Electronic mail (Email) is provided to faculty members via the campus Email server. Faculty members are encouraged to use this service and should contact Academic Computing or Administrative Computing to obtain instructions for use of an Email account. The East Georgia College Campus Email Policy should be referred to for more detailed utilization information. This policy is accessible via the College webpage at [www.ega.edu](http://www.ega.edu). A list of Email addresses is available on the EGC intranet.

### **Internet Access**

Faculty computers capable of accessing the Internet are configured for this service by Computer Services. Two software programs are available for Internet browsing,

Netscape Navigator and Microsoft Internet Explorer. The East Georgia College Campus Internet Policy should be referred to for more detailed information regarding Internet utilization on campus. This policy will be accessible via the campus intranet.

### **7.9.2 Extra-Institutional Employment**

- a. An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
- b. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria:
  1. is a means of personal professional development;
  2. serves the community, state, or nation; or
  3. is consistent with the objectives of the institution.
- c. For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the president, or designate, prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

### **7.9.3 Nepotism**

1. The basic criteria for the employment of classified employees in the several institutions of the University System 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 disadvantage.
2. No individual shall be employed in a department or unit which 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.
3. For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers and sisters, and any in-law of any of the foregoing.
4. Sub-section 2 will not apply to:

- a. temporary or part-time employment of any children under age 25:
- b. any individuals 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; or
- c. exceptions approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the Institution and the University System.

#### **7.9.4 Security**

A security officer is on duty at all times. Faculty should notify the security officer when on campus during times when classes are not in session. The Security Office is located in the lower level of the Academic Building near the library. Security can be reached by dialing **478-289-2090** or **478-455-0125**.

#### **7.9.5 Key Control**

Keys are issued in the Business Office upon approval of the division chairs. A record is kept of keys assigned to each individual, and keys must be turned in when employment terminates. If a key is lost, the Business Office should be notified. Keys cannot be duplicated.

#### **7.9.6 Political Activities**

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

- a. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which compensation is received from the System.
- b. Employees may not hold elective political office at the state or federal level.
- c. Employees who seek elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office, such person must resign prior to assuming office.

- d. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the System.

## **7.10 Faculty Development**

### **Faculty Performance Plans**

Faculty are required to prepare a Faculty Performance Plan for each academic year and give these to their division chairs at the time requested. The plan must include "precise activities to achieve the goals set, a time frame for achievement, and criteria to determine progress". Faculty should work with their division chairs in the development of the plan. The three areas of teaching, service, and professional development must be included. These are the same areas for tenure and promotion. A copy of the detailed guidelines can be found in the appendix.

### **Professional Development and Achievement**

The professional development and achievement role encompasses original contributions to knowledge or understanding; creative work in the arts; efforts which advance scholarship and/or improve professional competence; and endeavors which contribute to the teaching/learning process of college education.

## **7.11 Academic Freedom and Responsibility**

Members of the faculty are free to express, inside or outside the classroom, opinions on any matter that falls within the field of knowledge the faculty members are employed to teach, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others.

It is the faculty members' scholarship in their disciplines which entitles them to teach. As members of a learned profession and of the academic community, faculty members have an obligation to respect the dignity of others.

Academic Freedom shall be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law. Academic Freedom is an additional assurance to those who teach and pursue knowledge, and thus, properly should be restricted to rights of expression pertaining to teaching and research within their areas of recognized professional competencies. Beyond this, expressions by members of the academic community carry no more weight or protection than accorded any other citizen under the guarantee of constitutional rights; that is, outside of one's professional field, one must accept the same responsibility which all other individuals bear for their acts and utterances. In these cases, there is and should be no guaranteed immunity from possible criticism under the guise of academic freedom. However, when a member of the

academic community speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline, but as persons of learning, faculty members should remember that the public may judge the education profession and institution by their utterances. Therefore, the faculty should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should indicate that they are **NOT** speaking for the Institution.

Personal written utterances, from members of the faculty to public officials, editors, or others shall be written on personal, not college stationery. No mention of rank or college affiliation should be made. Personal written utterances when typed on University System stationery will be construed by the public as representative of the Institution or the University System, and therefore, should be avoided.

The universal responsibility of the teaching faculty member is effective teaching. A proper academic climate can be maintained only when members of the academic community meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and reporting promptly in all student achievements, and participating in group deliberations which contribute to the growth and development of students and the institution. All members of the academic community also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular, co-curricular, or extra-curricular. Additionally, the concept of institutional loyalty still has a proper place within the academic community to accept, honestly and with **good** faith, to preserve and defend the institution and its goals, without restricting the rights to advocate change.

Faculty members are also to make every effort to assure unimpeded intellectual diversity in their classes, and they must avoid particularly even the appearance that students who disagree with their views on matters of opinion will in any way be penalized or put at a disadvantage.

### **East Georgia College Student Academic Grievance Policy:**

East Georgia College encourages students to seek an informal resolution by speaking with those closest to the problem – the faculty member, chair and/or Vice President of Academic Affairs. If the student is not comfortable pursuing this route, or the complaint is not resolved at this level, the student may file a formal grievance with Vice President for Academic Affairs or request mediation of the dispute through the Conflict Resolution Committee.

#### **Informal Procedure**

Any student who has an academic fairness complaint with a faculty is encouraged, but not required, to meet with the faculty and/or the faculty member's division chair seeking to resolve the problem informally at the lowest level. If the division chair is unsuccessful in resolving the complaint, the matter will be referred to the vice president for academic affairs for final resolution. However, if the student is

uncomfortable confronting the faculty or the faculty is the division chair and the student is uncomfortable confronting the division chair, the student may complain directly to the vice president for academic affairs for resolution. If the vice president for academic affairs is the instructor and has a conflict of interest in the case, the matter will be referred to the vice president for student and enrollment services. In each instance, the faculty, division chair and/or vice president for academic affairs, vice president for student and enrollment services should provide written documentation of the meeting(s) and the resolution. The student may also elect to have the dispute heard via mediation, either before the above informal meetings, or after, if the matter remains unresolved. For mediation procedures, the student should follow the procedures outlined in the *East Georgia College Student Handbook* "Conflict Resolution: Mediation Procedures for Employees and Students." This policy is also located in the *East Georgia College Faculty Handbook* and the *East Georgia College Staff Handbook*. At any time during or upon completion of the informal resolution processes outlined above, the student may file a formal complaint. Students should therefore become and remain familiar with the formal complaint process and timelines, stated below.

### **Formal Procedure**

The student academic grievance procedure serves primarily as a means of resolving concerns about academic fairness that arise between a faculty member and a student within a particular course during a single term. Matters which are grievable include allegations that a faculty member failed to observe course syllabus policy, partiality in grading, undue or excessive disciplinary measures, or failure of a faculty member to satisfy all of the instructional responsibilities outlined in the *East Georgia College Faculty Handbook*. Intellectual diversity issues may be legitimate grounds for complaints. See *EGC Student Handbook* for an explanation of Intellectual Diversity. All other matters, not included above, will be referred to the appropriate college administrator for investigation and resolution.

A student must begin the formal process by filing a written complaint with the vice president of academic affairs. If the vice president of academic affairs is unavailable, or has a conflict of interest in the case, the student may file a complaint with the vice president for legal and external affairs or the vice president for student and enrollment services. The complaint must state the name of the faculty member against whom the grievance is made, the specific complaint, and the specific remedy or sanction desired. All statements should be concise and factual, and avoid personal attacks. Grievances should be filed in as timely a manner as possible, but no later than ten (10) college working days of the term following the term in which the dispute arose. Exceptions to this limitation will only be made for extenuating circumstances beyond the control of the student, such as military service or hospitalization.

Due process for formal academic grievances at East Georgia College includes (1) written notification of charge(s), (2) the opportunity to review evidence supporting the charge(s), (3) opportunity to present evidence in response to the charge(s), (4) the right to have an advisor from the college community present during any hearing, and (5) unless

time extensions have been granted, the right to a written decision based on the evidence within forty (40) college working days from the date of filing the formal grievance.

After the grievance is filed, the faculty member will have a chance to respond to the complaint. The faculty member has three options:

- (1) contest whether the matter is grievable;
- (2) request a formal meeting with the student;
- (3) volunteer to participate in mediation.

In any case, the faculty member must provide a written response to the complaint. If the faculty member contests the grievability of the matter, the complaint will go to the Grievance Committee Board of Review to determine whether or not the case is grievable. If the faculty member requests mediation, the case will be referred to the Conflict Resolution Committee Chair and a mediation date will be set. If the case has not been settled through formal meeting or mediation, and the matter is deemed grievable, the Judicial Committee will hear the case and make a recommendation to the vice president of academic affairs. If the matter is not grievable, but should be reviewed by another committee, the matter will be referred to the appropriate faculty or administrative committee for resolution as outlined in the East Georgia College Statutes.

The complaint may be further investigated and a determination be made as to whether disciplinary action is necessary. If so, such action, ranging from an official reprimand to dismissal, will be administered according to due process through the Office of Academic Affairs in accordance with provisions in the *East Georgia College Statutes*, the *East Georgia College Faculty Handbook*, the University System of Georgia *Academic Affairs Handbook*, and the *Policy Manual of the Board of Regents*. Faculty members are encouraged to be familiar with the American Council on Education "Statement of Academic Rights and Responsibilities" endorsed by a number of major education organizations and found on the East Georgia College web site at [www.ega.edu/statements/ACE.pdf](http://www.ega.edu/statements/ACE.pdf).

## **7.12 Grievance and Conflict Resolution Procedures**

### **Conflict Resolution Procedures**

The college has established conflict resolution procedures to hear disputes of college employees and students who have not received satisfaction in the resolution of a dispute. Disputes that are not resolved with an immediate supervisor should be taken to the Conflict Resolution Committee for mediation. A copy of the Mediation Procedures for Employees and Students is in the appendix.

### **Grievance Procedures**

The Board of Review may consider the grievance of any faculty member or classified employee which is reasonably related to the terms and conditions of his/her



employment and which is supported by affidavit of the grievant or other credible evidence and timely filed in accordance with the procedures set forth in the East Georgia College grievance procedures. See copy of the procedures in the appendix.

## **7.13 Salary**

### **7.13.1 Salary Raises**

Salary raises are used as one instrument to improve the quality of the college's personnel and through its personnel, its own performance as an institution. The Board of Regents' policy requires that salary increases be based upon merit.

The following system was designed to insure that faculty members are evaluated fairly and that the evaluation process becomes an instrument to promote changes as needed. The system employs a series of salary steps. The average dollar raise to be available is equal to two steps. Individual faculty members are rated as deserving raises between one and three steps. Those faculty who are not thought to be deserving of a one step raise should not be retained, and faculty members with marginal performance will be discouraged from remaining here, while those with above average performance will be encouraged to do so. Raises beyond three steps will rarely be justifiable. Individuals who consistently perform at the "noteworthy" level can be justly rewarded and retained by annual three step increases.

### **7.13.2 Procedure for Salary Increases**

The vice president for academic affairs requests written recommendations from all division chairs on the step increases they recommend for each of their faculty. The vice president for academic affairs then makes recommendations to the president. Each proposed step increase should be justified in terms of the following criteria: teaching performance, research and other scholarly work, professional activities and advanced studies, service on institutional projects and committees, assistance with student activities, and participation in Continuing Education programs and civic activities. In addition, the vice president for academic affairs may make recommendations to rectify inequities in salaries.

#### **Example**

The average step increase for each division will normally equal two.

Faculty Member A	2.0 Steps
Faculty Member B	1.0 Step
Faculty Member C	1.5 Steps
Faculty Member D	3.0 Steps
Faculty Member E	<u>2.5 Steps</u>

10 Steps for 5 members; i.e.,  
2 Steps = Average

The president may choose to modify some of the recommended step increases for certain reasons, such as to rectify major inequities or to adjudicate differences in proposals between the vice president for academic affairs and a division chair. Once funds for salary increases are allocated by the Board of Regents, the amount of money equal to the various step raises can then be determined.

### **7.13.3 Paychecks**

Salary paychecks for employees paid on a monthly basis are normally distributed on the last working day of each month via direct deposit. When the last day of the month falls on a weekend, paychecks will be issued on the preceding Friday. If direct deposit is not used, checks will be mailed to employees. Any changes in the payroll (new employees, terminations, deductions, etc.) must be reported in the Payroll Office fifteen working days before the change goes into effect.

Academic-year contracts are divided into ten equal payments, beginning with the last working day in August and continuing through mid-May. In December, paychecks are distributed on the 15<sup>th</sup> of the month.

Payroll deductions will be made for federal and state withholding taxes, social security, and teachers' retirement or an optional retirement plan (ORP). Faculty should see the Personnel Office for details concerning which ORPs are currently available. Optional deductions include tax-sheltered annuities, health insurance, dental insurance, dependent and employee life insurance, long-term disability, and savings bonds.

Faculty on leave with pay will normally receive a pro rata monthly check, contingent upon the fiscal contract signed by the member and college, beginning with the completion of the first month of leave, unless other arrangements are made. Such special arrangements shall not involve payments in advance of leave time served.

Salary for teaching in the summer session is currently \$1,020.00 per credit hour for employees on ten month appointments. Summer classes will require a minimum enrollment for full pay.

## **7.14 Faculty Obligations**

### **7.14.1 Faculty Annual Reports**

During the spring term, faculty are required to complete their Annual Reports and submit them to their divisions chairs. A copy of this form can be found on the EGC intranet. It is suggested that faculty have this form stored in their computers so that they can work on the form periodically throughout the academic year.

### **7.14.2 Academic Processions and Regalia**

Members of the faculty are expected to attend all formal academic exercises of the college and to wear on such occasions appropriate academic regalia. Absences from formal academic exercises must be approved by the president of the college.

### **7.14.3 Faculty Liability**

Occasionally, questions arise concerning the liability of faculty for injuries to students engaged in laboratory work, physical education, and field trips. Since faculty members are employees of the State, they enjoy sovereign immunity in the performance of their duties. It is well-established in Georgia that a suit against the State cannot be maintained without its consent, nor may such an action be maintained against an officer or employee of the State in his or her official capacity (*Roberts v. Barwick*, 187 Ga. 691 [1939]). However, if faculty members should commit some act of negligence, they could be individually and personally liable to the injured party. See personal liability insurance under Fringe Benefits and also a copy of the Release and Assumption of Risk form located on the intranet.

### **7.14.4 End-of-Term/End-of-Year Procedures**

At the end of each term, the following items should be completed:

1. Grades should be recorded on the final class roll in Banner and submitted by the published deadline.
2. Vacation address, telephone number, date of departure, and date of expected return should be filed with the division chair and the vice president for academic affairs.
3. The faculty Annual Report should be filed with the division chair (end of spring term only, if no earlier deadline has been set).

### **7.14.5 Financial and Business Affairs**

The Business Office needs verification that the material has been received as ordered or that the service billed for has been performed. All receipts, packing slips, or invoices for merchandise received should be properly verified, signed, and forwarded to the Business Office no later than the day after the merchandise is received.

### **7.14.6 College-wide Faculty Meetings**

A general faculty meeting shall be scheduled each term. All teaching faculty and the general administrative staff shall be in attendance, unless excused by the president. The teaching faculty may meet as a separate group on occasion as determined by the vice president for academic affairs. All shall be in attendance unless excused by the vice

president for academic affairs. Division faculty may meet on a regular basis as determined by the division chair.

## **8. LEAVES AND FRINGE BENEFITS**

### **8.1 Leaves**

#### **8.1.1 Sick Leave with Pay**

For all regular full-time employees of the University System of Georgia defined in Section 801 of the Regents' *Policy Manual*, sick leave shall be at the rate of one working day (8 hours) per calendar month of service. Regular part-time employees working one-half time or more (20+ hours per week) will accumulate sick leave in an equivalent ratio to their percentage of time employed. Sick leave for employees shall be cumulative.

Sick leave may be granted at the discretion of the institution and upon approval by the supervisor of an employee's absence for any of the following reasons:

1. Illness or injury of the employee.
2. Medical and dental treatment or consultation.
3. Quarantine due to a contagious illness in the employee's household.
4. Illness, injury, or death in the employee's immediate family requiring the employee's presence. The definition of "immediate family" for sick leave purposes at East Georgia College includes the employee's spouse, children, parents, brothers, sisters, grandparents, father-in-law, and mother-in-law.

If sick leave is claimed for a continuous period in excess of five (5) days, a physician's statement is required to permit further claim of sick leave regardless of the reason for requesting the use of sick leave. A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of employment.

Sick leave is a privilege. Abuse is a serious offense and may constitute grounds for dismissal.

Employees must notify their supervisors if they are ill and unable to report to work. Upon return to work, the employee must fill out the sick leave portion of the Request for Leave form immediately. Request for Leave forms are available from the division secretary and on the intranet.

HB 203 has provisions to allow any member of the Teachers Retirement System of Georgia who retires July 1, 1999 or after to establish unused sick leave as service credit under TRS. In order to qualify, retiring employees must have sixty days of sick leave accumulated for which they have not been paid on their retirement date. For each twenty (20) days of sick leave accumulated and unused, a retiring employee will receive credit for one month of service under TRS. Sick leave credit can be used to qualify for

retirement, but cannot be used to become vested under TRS. (Note: Any TRS member whose effective date of retirement was July 1, 1998 through June 30, 1999 is not eligible for the full funding and will only be eligible for one month of service for each 40 days of accrued sick leave for which the member has not been paid.)

### **8.1.2 Sick Leave Without Pay**

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits and the institution will continue its share of the cost for such period. All other benefits are prohibited which otherwise would accrue to the employee.

### **8.1.3 Education Leave Without Pay**

Institutions may grant educational leave without pay to full-time employees for periods not to exceed one year at a time for the purpose of encouraging professional development. Such approved leave shall allow the employee the right to elect to continue group insurance benefits with institutional participation.

### **8.1.4 Military Leave**

#### **Ordered Military Duty**

For the purpose of this policy, ordered military duty performed in the service of the State or the United States, including but not limited to service schools conducted by the armed forces of the United States. Such duty, performed for a period or periods not exceeding a total of thirty (30) days in any one calendar year, shall be deemed “ordered military duty” regardless of whether the orders are issued with the consent of the employee.

#### **Leave of Absence**

An employee who receives orders for active military duty shall be entitled to absent himself or herself from his or her duties and shall be deemed to have a leave of absence with pay for the period of such ordered duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) work days in any one calendar year and not exceeding eighteen (18) work days in any one continuous period of absence (as authorized by Georgia Law O.C.G.A. 38-2-279[e]). At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of his or her orders to active duty.

#### **Emergency Leave of Absence**

Notwithstanding the foregoing leave limitations of eighteen (18) days, in the event the Governor declares an emergency and orders an employee to State duty as a member of the National Guard, such employee while performing such duty shall be paid his or her salary or other compensation as an employee for a period not exceeding thirty (30) days in one calendar year and not exceeding thirty (30) days in any continuous period of such State active duty service.

### **Payment of Annual Leave**

After an employee has exhausted his or her paid military leave an institution may pay the employee for his or her accumulated annual leave.

### **8.1.5 Maternity Leave**

Disability due to pregnancy shall be considered as any other disability and appropriate sick leave provisions of these policies shall apply.

### **8.1.6 Family Leave**

Any employee who has been employed on a half-time basis or greater (20+ hours per week) for at least twelve months is eligible for twelve work weeks of family leave during a twelve month period commencing on the date the family leave begins. Family leave shall be unpaid leave; however, if an employee is eligible to use accumulated sick leave the employee, after obtaining permission from the employer, may do so exclusive of the twelve weeks of family leave. The employee may also utilize any accrued annual leave with the approval of the employer.

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

- a. the birth of the child of the employee;
- b. the placement of a child with the employee for adoption;
- c. a serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence; or
- d. a serious health condition of the employee which renders him or her unable to perform the duties of his or her job.

With certain exceptions as indicated in the Family Leave Acts (Public Law 103-3 and Georgia Laws 1992, p. 1855; O.C.G.A. Title 45, Chapter 24), family leave entitles the employee to be restored to the position held prior to going on family leave or an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain his or her benefits during the period of leave with instructional participation in the payment of premiums.

### **8.1.7 Miscellaneous Leave**

**FLSA-** When exempt employees are absent from work for less than one scheduled work day and their accumulated leave is insufficient to cover the partial day of absence, they shall be placed on FLSA leave with pay for the period of absence.

**Court Duty-** Court duty with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

**Voting-** Employees of the University System are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When an employee's normal working hours coincide with voting hours, the employee shall be granted leave, as stipulated by the immediate supervisor, for the purpose of voting.

**Selective Service and Military Physical Examinations-** Any regular employee by Federal law to take a Selective Service or Military physical examination shall be paid for any lost hours to take such an examination.

**Personal Leave-** At the discretion of the President of an institution, personal leaves of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

**Leave for Organ and Marrow Donation-** An employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty days. An employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay, of seven (7) days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

**Other Leave-** In the event of inclement weather or any emergency which requires leaves of absence of employees, the President of such unit in the System may declare leave with or without pay.

### **8.1.8 Faculty Absences**

Faculty members shall report for each term on the date and the time published by the college. Only extreme emergencies are considered as valid excuses for not reporting



on time. The vice president for academic affairs must be notified as soon as possible and, in turn, will immediately notify the president. Faculty are expected to meet all classes without fail. When a faculty member must be absent, for whatever reason, he/she shall notify the division chair and shall make arrangements so that classes will be met in the instructor's absence. The division chairs shall report all absences to the vice president for academic affairs in writing, giving details for the absence. Faculty who teach at off-campus sites are expected to notify the site director's office if they are going to be absent as well as the appropriate division chair at East Georgia College.

### **8.1.9 Vacation Leave**

Faculty members employed on an academic year (ten months) basis do not earn vacation time. Faculty members on 12 month contracts accrue annual leave based on length of service:

Years of Employment	Rate
1-5 years	1.25 days per month
6-10 years	1.50 days per month
Over 10 years	1.75 days per month

### **8.1.10 Holidays**

East Georgia College observes the following holidays:

New Year's Day	January 1
Martin Luther King, Jr. Birthday	Third Monday of January
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	First Monday of September
Thanksgiving	Two Days (Thursday through Friday)
Christmas	Five Days (Dates determined each year)

## **8.2 Inner Fringe Benefits**

### **8.2.1 Insurance**

#### **Life and Health Insurance**

The health benefits plan and the group life insurance plan are offered through the Board of Regents of the University System of Georgia.

Health Insurance: Single, Employee + Child, Employee + Spouse and family coverage is available after the deduction is met. Approximately 80% of the premium is paid by the employer with the remaining 20% paid by the employee.

Life Insurance: The college provides \$25,000 to each full-time employee free of charge. Supplemental and dependent life insurance coverage is available.

Details about benefits and premiums are listed in brochures in the Human Resources Office.

### **Personal Liability Insurance**

The college provides personal liability insurance coverage at no expense to the employee. The purpose of this coverage is to protect the employee from claims while acting in an official capacity. This insurance does not provide coverage for employees who are traveling on official business in a personal vehicle. Employees are responsible for carrying adequate personal liability insurance.

### **Insurance Coverage for Exhibits or Private Collections**

The State Insurance Program provides an all-risks insurance rider that protects the owner of an exhibit or private collection for losses incurred on campus. The vice president for fiscal affairs should be notified of the name of the owner, the articles on exhibit, their value, and the dates of the exhibit two weeks in advance of the occasion.

### **8.2.2 Retirement and Pension**

All eligible employees are required to participate in the Teachers' Retirement System of Georgia or the optional retirement plan (ORP).

1. The major provisions of the Teachers' Retirement Plan are as follows:
  - a. The member's contribution is 5.25% of total salary; the state matching contribution is 9.74%.
  - b. Benefits are based on the following formula: Two x the number of years of creditable services x the average annual salary for the employee's two highest consecutive years of service.
  - c. Maximum benefit at age 65 with 40 or more years of service is 80%.
  - d. A member may retire with 30 years of service regardless of age or after age 60 with 10 or more years of service.
2. Employees of the University System of Georgia may apply for a refund of their contributions after but not before the date of their termination. (The office of human resources has the necessary forms). A refund can be expected within four to six weeks after the application is received by the Retirement System.

The Retirement System credits interest to active members' accounts annually each June 30<sup>th</sup> on the previous June 30 account balance. Members who withdraw their contributions will be paid all interest which had accumulated to their accounts as of the June 30 preceding the date of withdrawal.

3. Employees who have a question about their status or benefits should request information directly from the Teachers' Retirement System (1-800-352-0650 or [www.trsga.com](http://www.trsga.com)).
4. For additional information on ORP, contact the office of human resources.

### **8.2.3 Salary Continuation Plan—Long-Term and Short-Term Disability**

The Salary Continuation Plan is an additional option of the group insurance plan. All premiums are payable by the employee. This plan provides for the continuation of salary under certain conditions of illness or injury. Details about the plan can also be obtained from the Office of Human Resources.

### **8.2.4 Tax-Sheltered Annuities**

The Internal Revenue Service permits tax-sheltered annuities for employees of nonprofit organizations. The college provides payroll deductions for employees who have a tax-sheltered annuity. The college does not have an approved insurance company and does not recommend a particular insurer; however, the Office of Human Resources can supply a list of annuity providers currently under agreement to serve employees of East Georgia College. Selecting an insurer is a private decision made by each employee. Employees who select a tax-sheltered annuity provider must notify the Office of Human Resources.

### **8.2.5 Social Security**

The college participates in the Federal Social Security Program. The current rate of contribution is 7.65 percent of the first \$65,400 of salary by both the employer and the employee.

## **8.3 Outer Fringe Benefits**

### **8.3.1 Tuition Assistance Program (TAP)**

Faculty may take courses for credit or work on a degree provided that they fulfill their contractual obligations and pay the required fees. Faculty may take courses at East Georgia College on a noncredit basis if space is available. Full-time employees who have been employed at East Georgia College for at least six months are eligible to participate in the Tuition Assistance Program. Detailed guidelines can be found at the following website: <http://www.usg.edu/employment/benefits/tuition/>.

### **8.3.2 Faculty Development Opportunities/Faculty and Staff Development Plan**

#### **Purpose**

East Georgia College seeks to create professional development opportunities that are consistent both with the needs of the faculty and staff and with the mission of the college. The rapid expansion of knowledge across many disciplines attests to the increasing importance of lifelong learning to achieving career success. As an employer, East Georgia College can play a vital role in assisting its employees to further develop their knowledge and skills. By promoting the development of an energized and confident team of employees, the college's presence in the communities it serves is in turn energized.

#### **Development Objectives**

The following objectives will provide the focus for the college's development activities:

1. Faculty and staff are encouraged to participate in those development activities that will renew their enthusiasm, vitality, and spirit of inquiry.
2. Because East Georgia College is a two-year institution, its primary mission is to deliver effective teaching to the communities it serves. Thus, the primary objective of the college's development plan is to facilitate improvements in teaching. Faculty and staff may apply for financial support to improve teaching methods and introduce new teaching technologies to the classroom.
3. Faculty and staff may apply for financial support to stay abreast with developments in their disciplines and to take advantage of opportunities for interdisciplinary study and research.
4. Faculty and staff may apply for financial support to develop expertise beyond their specific disciplines when these efforts enable East Georgia College to respond with more flexibility to the needs of the communities in its service area.

#### **Responsibilities for Faculty and Staff Development**

Faculty and staff members bear the primary responsibility for their own development. This includes completing the requirements for the appropriate graduate degree in their disciplines.

Beyond this point, continued development is accomplished through a partnership between the individual faculty or staff member and East Georgia College. The college will give priority to supporting those development activities that most directly enhance its

ability to deliver educational programs appropriate to the needs of its service area and to its status as a two-year institution.

The college will support development efforts through state funding set aside for development and through grant funds from internal foundations set up to support development. In addition, the college will assist faculty and staff in taking advantage of the University System's programs for tuition remission and reimbursement.

The efforts of faculty and staff in participating in development activities will be an important evaluation criterion in the tenure, promotion, and post-tenure review process.

### **Current Faculty and Staff Development Opportunities**

There are a variety of opportunities for faculty and staff development. Appropriate vehicles for development include

1. Attending off-campus addresses by guest speakers on specific topics of importance.
2. Participating in research projects and foreign travel.
3. Participating in workshops, seminars, and institutes that either update technical skills or provide a fresh perspective on a topic of interest to the individual faculty or staff member.
4. Completing course work that enhances the preparation of faculty and staff members to perform their duties, but cannot be funded through the tuition remission and reimbursement program.
5. Pursuing additional degrees if this activity can be shown to contribute to the college's ability to respond to the needs of the communities it serves, but cannot be funded through the tuition remission and reimbursement program.

### **Process for Supporting and Evaluating Faculty and Staff Development**

The development plan should be no more than two pages in length, including a one-page application form. The application form contains sections for

1. A description of the activity.
2. A statement explaining the benefits from participating in the activity.
3. A statement of the outcome to be expected.
4. A budget detailing the use of the funds to be granted.

Faculty and staff members should submit their applications for funding to the chair of the Faculty and Staff Development Committee by the semester deadline. The following days are the deadlines for submitting applications.

- Fall Semester: Last Friday in August
- Spring Semester: Last Friday in January

- Summer Semester: Last Friday in March

The application process is designed to allow both peers and supervisors the opportunity to review applications and make their recommendations. All applications are subject to the final approval of the Vice President for Academic Affairs. The steps in the application process are listed below.

1. Faculty and staff may submit their applications to the chair of the Faculty and Staff Development Committee at any time prior to the semester deadline during which the activity will take place.
2. A peer committee will be appointed by the Faculty and Staff Development Committee for each application received. The peer committee will submit its recommendation based on majority vote to the applicant's supervisor.
3. The applicant's supervisor will review the application and send it, along with his or her recommendation, to the Faculty and Staff Development Committee for review.
4. The Faculty and Staff Development Committee will consider applications submitted to it by the peer committees. The Faculty and Staff Development Committee will submit its recommendations based on majority vote to vice president for academic affairs.
5. Final approval for each application will be given by the vice president for academic affairs.

Following the submission deadlines, each step in the application process should normally take no longer than two weeks. For those plans that do not secure funding, applicants will be informed as to why their applications were not funded.

Depending on the duration of the development activities, employees may be required to provide progress reports to their supervisors. The development objectives achieved by the activities completed during an academic year should be cited in a faculty member's annual report for that year.

### **Faculty and Staff Development Committee Membership**

The Faculty and Staff Development Committee will include

- Three faculty members – one from each division
- One administrator
- One non-administrative staff

### **8.3.3 Parking**

Parking passes are required and can be obtained free of charge at the Office of Human Resources.

### **8.3.4 Loans**

The college does not offer loans to faculty members.

### **8.3.5 Housing**

The college does not provide faculty housing.

### **8.3.6 Use of Facilities**

Employees have access to most outdoor facilities for personal use when they are not needed for regularly scheduled academic, continuing education or intramural activities. The gym, tennis courts, intramural field and Frisbee golf course may be used by any college employee. Employees and their immediate family members, (children must reside in the household and be between the ages of 16 and 21 years of age) may use the weight and exercise equipment in the Fitness Center. Identification cards, which can be obtained through Human Resources, are required by employees and family members for admittance to the Fitness Center. No swimming, boating or fishing is allowed in Ezra Pond.

### **Academic Computing Services**

The college offers a variety of computer support services to assist faculty, staff, and students with computing technology relating to academia. Assistance is extended to all off-campus sites as well.

### **Personal Computers/Printers**

All full-time faculty members are provided personal computers for use in their offices. Part-time faculty members also have access to personal computers but may be asked to share computer resources with other part-time faculty and/or staff. All computers provided to faculty are standard IBM compatible.

Document printing is handled by shared network laser printers available in each division of the main campus; at the EGC Statesboro Center; and/or by local office printers. Local office printers vary in type and capability.

### **Faculty Email**

Electronic mail (Email) is provided to faculty members via the campus Email server. The office of Human Resources will assist faculty members in establishing an Email account and computer services will provide instructions on use of the account. The East Georgia College Campus Email Policy should be referred to for more detailed utilization information. This policy will be accessible via the campus web server. A list of Email addresses is available on the East Georgia College website: [.http://www.ega.edu/directories/printdirectory.asp](http://www.ega.edu/directories/printdirectory.asp).

## **Internet Access**

Faculty computers capable of accessing the Internet are configured for this service by Computer Services. Two software programs are available for Internet browsing, Netscape Navigator and Microsoft Internet Explorer. The East Georgia College Campus Internet Policy should be referred to for more detailed information regarding Internet utilization on campus. This policy will be accessible via the campus web server.

## **Check Cashing**

The Business Office will cash personal checks for employees up to \$ 10.00. Two party checks will not be cashed.

## **Petty Cash Reimbursement**

The Business Office maintains a Petty Cash Fund which may be used by campus departments to purchase small items such as office supplies or other inexpensive items that are used in the daily activities of a campus department. The petty cash reimbursement limit is \$25.00 per date of purchase, per vendor, per account. Excluded from petty cash purchases are those items covered by State contracts, as well as travel reimbursement, per diems/fees, sales tax, or registration/membership fees.

Receipts should be marked "PAID" at the time of purchase. They must reflect the name of the vendor, date of purchase, list each item purchased, indicate the price per item, and the total price for the quantity received. If items are not separately identified, the purchaser must provide that information. The receipt should be the vendor's normal and customary receipt for cash transactions.

The receipt should be dated and approved by signature of the appropriate department head before it is presented to the Business Office for reimbursement.

## **Use of State Vehicles**

Requests for the use of college vehicles should be made directly to the Business Office. Any employee using a college vehicle should become familiar with the EGC Travel Regulations and is also expected to view the Department of Administrative Services Auto Liability Video ([http://doas.georgia.gov/00/channel\\_modifieddate/0,2096,21917123\\_83374302,00.html](http://doas.georgia.gov/00/channel_modifieddate/0,2096,21917123_83374302,00.html)). The EGC Travel Policy, travel request form and Travel Reimbursement Request form can be obtained on the EGC website: <http://www.ega.edu/HR/Documents/TravelPolicies100106.pdf>.

## **8.3.7 Campus Web Server and Faculty Web Pages**



The campus web server, which houses the college web site, contains a variety of information about East Georgia College. In addition, the web site contains a section that houses web pages developed by East Georgia College faculty and staff. Please contact Computer Services for additional information on placing a web page on the web server.

### **8.3.8 Telephones**

Local calls are placed by dialing 9 followed by the phone number. Official long distance calls should be placed by dialing 9, the area code, and the phone number. Calls placed to the general East Georgia College phone line after 5:00 p.m. are answered by the library staff. A directory of commonly called campus telephone numbers is available in the appendix.

### **8.3.9 Admission to Campus Events**

Faculty, staff members, their spouses, and families are admitted without charge to campus events; however, they are expected to pay admission, at the student rate, for fund-raising events. Admission to college-sponsored campus events, such as dinner theaters, is at the rate established for the public. See also Section 5.3.

### **8.3.10 Book or Campus Store Discounts**

The bookstore offers a 10% discount to faculty members and staff.

### **8.3.11 Faculty Club**

The college does not have a faculty club.

### **8.3.12 Faculty Association**

East Georgia College has a faculty association. The purpose of the East Georgia College Faculty Association is to provide a formal organization able to speak for the teaching faculty of East Georgia College; to promote the professional, economic, and social welfare of the teaching faculty; to promote effective communications among teaching faculty, between teaching faculty and administration, and between faculty and student services; to promote unity, coherence and cohesion among the teaching faculty; and to promote academic excellence in the classroom, the College, and the community. Membership is open to all full-time teaching faculty, those with more than a 50 percent teaching load, and instructional associates.

### **8.3.13 Childcare**

Childcare facilities are not available on campus, and the institution cannot be responsible for children on campus. Therefore, for the protection of the children, the parents, and the institution, children should not be left unsupervised on campus.

## APPENDIX

### **GRIEVANCE PROCEDURES FOR FACULTY AND CLASSIFIED EMPLOYEES (Revised 8/10/09)**

#### I. Name

The Grievance Committee at East Georgia College shall be known as the Board of Review.

#### II. Purpose

The Board of Review is established to provide a means to hear the complaints of college employees (faculty members and classified personnel) who have exhausted normal channels of appeal but whom have not received satisfaction in the resolution of a grievance. Normal channels shall be construed to mean an appeal to administrative officers, through and including at least one level of authority higher than the grievant's immediate supervisory, to resolve satisfactorily the grievance.

#### III. Jurisdiction

##### A. Grievance Complaints

The Board of Review may consider the grievance of any faculty member or classified employee which is reasonably related to the terms and conditions of his/her employment and which is supported by affidavit of the grievant or other credible evidence and timely filed in accordance with the procedures set forth in Section X, below.

##### B. Grievances Referred

Notwithstanding the exclusions set forth in Section III.C below, the Board of Review shall consider any grievance referred to the Board of Review for hearing by the president of the college or the Board of Regents of the University System of Georgia.

##### C. Exclusions

The Board of Review may not consider grievances, that concern salary, promotion, or dismissal of any employee, or which involve the award of tenure or nonrenewal of a faculty member unless it is reasonably alleged that the action complained of was the result of discrimination based on race, color, sex, religion, creed, national origin, handicap, or age. Nor shall the Board of Review consider any grievance concerning which the president has made a final decision.

#### D. Appeal of Academic Decisions

Grievances based on judgment of academic qualifications such as salary, promotion, tenure, or nonrenewal may be appealed at the institution through established channels to the president of the college and, thereafter, to the Board of Regents of the University System of Georgia pursuant to the provisions of Article IX of the Bylaws of the Board of Regents.

#### E. Dismissal of Faculty

Grievances related to the dismissal of tenured faculty or non-tenured faculty during a contract term are governed by Section 803.09 of the Board of Regents Policy Manual.

#### F. Appeals by Classified Employees

Grievances of classified employees which concern salary, promotion, or dismissal are governed by the Personnel Policies of the Business Procedures Manual of the Board of Regents.

### IV. Initiation of Grievance

#### A. Request for Hearing

Any employee (grievant) within thirty days after the occurrence of the alleged act causing the grievance may file a written request for a hearing with the chair of the Board of Review describing the grievance and stating:

1. The actions complained of, including the pertinent facts of the complaint; the date, time, and place of the occurrence; the college policies believed to have been violated or improperly applied. The complaint shall be verified (and sworn to) by the grievant.
2. The names of possible witnesses, if any, and a description of the evidence which may tend to support the complaint.
3. The specified corrective action desired.

#### B. Determination of Jurisdiction

The chair of the Board of Review, within three days from the filing of the application for hearing by the grievant, shall determine whether the

grievance is one which has been properly and timely filed and whether the nature of the grievance is one which may be properly heard by a Board of Review. If so, the chair will instruct the parties as to the procedures to be followed in selecting the panel and members of the Board of Review. If not, the chair will notify the parties and the president of his/her determination and give the reason(s). The president may, nevertheless, direct that the grievance be heard by a duly constituted Board of Review. The chair will within ten days following receipt of a grievance cause the panel and the Review Board to be selected as provided in Section V.B below.

## V. Board of Review

### A. Selection of Chair

There shall be a chair for each Board of Review, who, along with the alternate chair, shall be elected annually by the faculty of the college from among the tenured faculty of the institution for a one year term, to begin no later than November 30<sup>th</sup> of each academic year, provided, however, that not more than one person shall be elected from the faculty of any one department of the college. The chair and alternate chair should be briefed thoroughly on the conduct of the grievance mechanism by University System counsel or the affirmative action officer of the college or the University System. The chair and alternate chair shall rotate, on an alternating basis, the duties of the chair.

### B. Drawing of Review Panel

All grievances shall be filed in writing with the chair within thirty days after the alleged act prompting the grievance. If the grievance is determined by the chair to be within the jurisdiction of the Board, he/she shall draw a panel of nine persons as potential members of the Board, by lot, or other random process, from a list of eligible faculty members or classified employees, as appropriate to each case. When grievances involve only faculty member(s), the chair shall draw the nine-member panel from faculty members having at least one academic year (nine months) of continuous service at the college. (Note: Faculty members shall be construed to mean those persons defined as “faculty” by the Bylaws and Polices of the Board of Regents, the Statutes of the college, and those persons appointed by the president to administrative positions at the institution.) For grievances between faculty members and classified personnel, the chair shall draw four members of the panel from eligible faculty members and five members from eligible classified employees, all of whom shall have at least nine months of continuous service at the college. (Note: Classified personnel shall be construed to mean the persons defined as “classified personnel” by the personnel

policies of the *Business Procedures Manual* of the Board of Regents.) For grievances involving classified employees only, the chair shall draw the nine-member panel from the names of classified employees' having at least nine months of continuous service at the college. A new panel for each grievance shall be drawn by the chair in the presence of the chief personnel officer or the affirmative action officer of the college who shall certify to the president that the panel drawing process has been impartially executed.

- C. With the exceptions of the president, all full-time employees (faculty and classified) having at least one academic year (nine months) of continuous service at the college are potential panel members of the Board of Review. Employees' names shall be removed from the pool if employment terminates, an employee is a grievant, or an employee is named or otherwise directly involved in the grievance.

#### D. Excusing Panel Members

Panel members who are drawn as possible Board of Review members may be excused by the chair if he/she determines that (1) there is a bona fide conflict of interest between the panel member(s) and either of the parties of the grievance, (2) the potential panel member is ill, (3) service on the Board of Review should be excused for good cause shown.

#### E. Selection of Review Board

Each Review Board shall consist of the chair (non-voting) and three voting members chosen from a panel of nine, constituted as set forth in Section V B above. Upon notification of the names of the panel members, each party shall in the presence of the chair strike the names of three persons from the panel. The parties shall alternate in exercising their strikes, beginning with the grievant, until three members remain. These three members shall constitute the Board of Review. It is anticipated that this "striking" process will be completed within five days following the selection of the panel by the chair.

#### F. Removal of Review Board Members for Cause

A party may present a request in writing, at least three days in advance of any hearing, to the chair, to remove any member of the Board for reasonable cause. If the chair grants the request, he/she shall fill the vacancy thus created by random selection of another member, according to the process described in Section V.B above. The member chosen to fill the vacancy may likewise be removed for reasonable cause. The chair may on his/her own motion remove any member for reasonable cause stated.

## G. Notice of Hearing

After the Board of Review (three members) has been selected as aforesaid, written notice of the date and time set for hearing shall be hand-delivered or mailed to the parties and to the members of the Board of Review by the chair, no less than three nor more than ten working days in advance of the date set for the hearing.

## VI. Duties of Chair

The chair of each Board of Review shall not vote but shall be responsible for the conduct of the hearing, the interpretation, and the implementation of these grievance procedures. His/her duties shall include, but not be limited to, the following:

1. Assuring that all parties are familiar with the grievance procedures.
2. Receiving the grievance and determining that it is one which is properly heard by a Board of Review (if not, the grievant shall be notified in writing) and whether it has been timely filed as provided in Section IV.B, above.
3. Drawing, at random, within five working days following receipt of a written grievance, a panel of nine persons as potential members of the Board of Review from the pool of faculty or classified employees, or both (See Section V.B above) as the case may be, having at least one academic year (nine months) of continuous service at the institution.
4. Notifying the parties (1) whether the grievance is one which is properly heard by a duly constituted Board of Review, and if so (2) that a hearing of nine panel members has been drawn, and (3) that each party should come before him/her on a date certain and strike the names of three panelists.
5. Distributing the complaint (grievance) to the opposite party and members of the Board of Review, setting a date for the hearing after conferring with the Board of Review members.
6. Convening the hearing after written notice (at least three but not more than ten working days in advance of the hearing) to the members of the Board of Review and the parties; conducting and presiding over the hearing; ruling on motions of the parties and assisting the Board of Review during its deliberations.
7. Assuring that a tape recording or transcript of the hearing is made and retained for use in the event an appeal is filed.

8. Forwarding a copy of the written Findings of the Board of Review to the president and the grievant within ten working days after the hearing and forwarding a copy of the Board's Confidential Recommendation(s) (if any) to the president as set forth in Section VIII below.

## VII. Hearing Procedure

In all instances where a hearing is conducted, the following procedures shall apply:

1. The hearing before the Board of Review will be conducted in private; however, the parties may select one person to attend as an observer.
2. Attorneys are not authorized to participate in grievance hearings; however, the grievant may select an advisor, other than an attorney, from the college to assist him/her at the hearing.
3. A tape recording, transcript, or written summary of the proceedings shall be kept and made available to the parties concerned at reasonable cost.
4. The parties shall be afforded a reasonable opportunity to obtain and present witnesses and relevant documents or other evidence concerning the subject matter of the complaint.
5. The parties shall have the right to cross-examine witnesses against them. Should a witness be unable to appear because of illness or other cause acceptable to the chair, the sworn statement (affidavit) of the witness may be introduced into the record.
6. An oath or affirmation shall be administered to all witnesses by a notary public.
7. The Board of Review will not be bound by strict rules of legal evidence. It may receive any evidence deemed by the chair to be of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available. All questions as to the admissibility of evidence or other procedural matters shall be decided by the chair.
8. The Board of Review shall make no decision on the merits but shall state its Findings which shall be based on the evidence introduced at the hearing. The chair will report the Findings to the grievant and president. The Board of Review may also submit Confidential Recommendation(s) to the president as provided in Article VIII.
9. Public statements and publicity about the complaint shall be avoided, and

the confidentiality of the hearing shall be preserved.

VIII. Findings and Recommendations by the Board

The Findings of the majority of the Board of Review shall be sent by the chair to the president and the grievant no later than ten working days following the hearing, unless a transcript of the hearing is required, in which event Findings shall be sent no later than ten working days following receipt of the transcript. The Board of Review may, in addition to its Findings, make Confidential Recommendation(s) (if any) to the president. The Findings and Confidential Recommendation(s) (if any) made by the Board of Review to the president shall be advisory only and shall in no way bind or commit him/her to any suggested course of action.

IX. Action by the President

In making his/her decision, the president will not be bound by the Findings or Confidential Recommendation(s) (if any) of the Board of Review. The president should, within ten working days after receipt of such written notification of the Findings and Confidential Recommendation(s) (if any) of the Board of Review, advise the faculty member or classified employee, his or her direct supervisor, and other parties concerned in writing of his/her decision, or he/she may refer the matter back to the chair of the Board of Review for further response and recommendation(s) before rendering his/her final decision. The employee should also be advised by the president in writing of his/her right to apply to the Board of Regents for review of the president's final decision in accordance with the provisions of Article VIII of the Bylaws of the Board of Regents. The Board of Regents has the power to remedy any practices which violate the University System's commitment to nondiscrimination and equal employment opportunity.

X. Time Requirements of the Review Process

The procedure contemplates that grievance panels (nine members) should be constituted within five working days following receipt by the chair of an acceptable written grievance from any employee of the college. The final selection of a three-member Board of Review from the panel should be completed within ten working days after the filing of the alleged grievance. The chair should give written notice of any hearing date to the members of the Board of Review and to parties at least three but no more than ten working days prior to the date set for the hearing. Findings should be forwarded by the Board of Review to the grievant and the president within ten working days from the conclusion of the hearing unless a transcript of the evidence is required. If a transcript of the evidence is required, such documents should be forwarded to the president within ten working days after receipt of the transcript from the chair. Confidential Recommendation(s) (if any) should likewise be sent to the president within ten working days. The final decision of the president should be made within ten



working days thereafter, unless he/she refers the matter back to the Board of Review for further response and recommendation(s). Appeals to the Board of Regents shall be filed within twenty days after a final decision by the president.

XI. Retaliatory Action

A grievant shall not be harassed, intimidated, or otherwise penalized for utilization of the grievance procedures.

## **Conflict Resolution: Mediation Procedures for Employees and Students**

### **I. Definitions**

- A. The term “disputant(s)”/ ”party(ies)” shall mean an employee or groups of employees, a student or group of students who have a perceived conflict.
- B. “Mediation” is a structured conflict resolution process in which a person with no interest in the outcome of the conflict/dispute assists the parties in reaching a negotiated settlement of their differences. The mediation process is voluntary and aims at a signed agreement defining the future behavior of the parties. A mediator helps parties communicate, negotiate, and reach agreements and settlements but is not empowered to render a decision. The process will be encouraged by the college.
- C. “Mediators” are those employees trained by the Consortium on Negotiation and Conflict Resolution (CNCR) in conjunction with the Chancellor’s Committee on Alternative Dispute Resolutions.
- D. “The Campus Conflict Resolution Committee” (CCRC) is a standing committee of East Georgia College. The CCRC will be responsible for, communicating the purpose of mediation, keeping the procedures updated and relevant, and designing and conducting education in conflict management. The CCRC shall be composed of 7 individuals. All positions will be appointed by the president on an annual basis. All full-time employees, faculty/staff, and classified personnel, having at least one academic year (nine months) of continuous service at the college and all currently enrolled second year students are potential members of the CCRC.

### **II. Purpose**

The purpose of mediation is to provide a means to resolve conflict at the lowest, most appropriate level. Mediation is a voluntary process available to faculty, staff, classified personnel, and students. Mediators serve as impartial facilitators of the negotiation between the disputants/parties in a private informal setting.

### **III. Mediation Process**

- A. The disputant/party should visit the Campus Liaison to discuss the possibility of using mediation.
- B. The Campus Liaison shall determine if mediation is appropriate and if deemed as such, will then secure a qualified mediator from the cadre of mediators on campus or from the University System-wide Mediation Program. The selection of a mediator by the Campus Liaison occurs after evaluation of the subject matter of the dispute and examination of whether a conflict of interest exists with the

appointment of a qualified on-campus mediator. In the event of subject matter qualification issue and/or an on campus mediator's conflict of interest, the Campus Liaison will then secure a qualified mediator from the University System-wide Mediation Program.

- C. Once both disputants/parties have agreed to mediate, the mediator will arrange the first meeting.
- D. The disputants/parties will meet with the mediator who will guide their discussion and help them work toward a mutually satisfactory solution.
- E. If a satisfactory resolution is not reached, then the individuals are free to pursue other avenues such as filing a grievance. (See Faculty Handbook, sec. 7.12 and Employee Handbook, Sec. VII/Appendix).
- F. If a disputant or party has filed a grievance or lawsuit, the disputant or party may opt out of the grievance/lawsuit, during which time the 'clock stops,' and pursue mediation. If a satisfactory solution is not reached, the disputant/party may opt in and continue with the other avenue (or grievance).

### **Prohibition of Retaliatory Action**

A disputant shall not be harassed, intimidated, or otherwise penalized for using the mediation procedure. If, as a result of using mediation, a disputant or party believes that retaliatory actions have been made, then the disputant/party should follow grievance procedures.

## University System of Georgia Mediation Consent to Mediate

Parties \_\_\_\_\_

---

mutually agree to mediate their dispute and by signing this consent are confirming that they understand the following terms and conditions.

### Mediation Process

All parties recognize that mediation is a *voluntary* process which begins and continues with the consent of all parties and the mediator(s). At any time, a party may withdraw consent to participate by telling the mediator(s).

Mediation is a negotiation process based on *good faith efforts* on the part of all involved. In order to be successful, mediation requires a willingness on everyone's part to try to communicate honestly, listen to each other, and work toward mutually agreeable solutions. However, it is up to each party to decide what to say during a mediation. Participation in mediation does not preclude any party from pursuing this matter through a formal grievance or legal procedure.

### Role of Mediator

All parties understand that the mediator is a neutral person who assists the parties in settlement negotiations and reaching an agreement. The mediator(s) is not a judge and does not act in the capacity of an attorney or financial advisor to any of the parties. The parties are advised not to rely upon the mediator(s) for any legal or financial advice.

### Confidentiality

Everything discussed in mediation is kept *confidential* by the mediator(s) except as required by law. The only exception is when the mediator(s) determines there is imminent risk of serious harm or injury.

The mediator(s) will not discuss information shared in private conversations (caucuses) without the expressed permission of the party. The mediator(s) will not communicate with parties between sessions regarding the details of a dispute or previous mediation sessions. Communication will be permitted regarding logistical concerns (dates, times, etc.) Due to the confidential, impartial and informal nature of mediation, communication to the mediator(s) shall not constitute legal "notice" to any institution in the University System of Georgia. This includes allegations that may be perceived to be violations of laws, regulations or policies or issues covered under whistleblower policy. Anyone wishing to "put their institution on notice" must contact the appropriate authority in your institution or invoke formal grievance procedures.

Participants in a mediation are not bound by the same rules of confidentiality as the mediator(s), but it is understood that it may be in the best interest of a lasting resolution for all parties to refrain from discussing what was said during a mediation with people not involved in the actual mediation.

No tape recording of any part of the mediation is permitted.

Information and documents gathered in the mediation sessions are confidential and privileged. All parties recognize that they may not subpoena the mediator(s) or any documents produced in mediation sessions in any subsequent administrative or judicial proceeding. The mediator(s) will not testify in any administrative or legal proceeding even if a party asks a mediator(s) to testify.

**Private Session (caucus)**

At times the mediator(s) may feel that a private session (caucus) is necessary. This is when the mediator(s) discusses the case with the parties individually for issue clarification. Any information gathered during private session will not be shared with the other party unless permitted.

**Observation**

Observations of the mediation are necessary for training new mediators. Observers do not participate in any fashion and are bound by the same rules of confidentiality.

I have read and/or have explained and understand the above terms and conditions for mediation.

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

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

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

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

Mediator(s): \_\_\_\_\_  
\_\_\_\_\_

## Syllabus Template

### EAST GEORGIA COLLEGE

A unit of the University System of Georgia  
131 College Circle  
Swainsboro, Georgia 30401-2699  
Phone Number

Semester / Year

Course Prefix & Number: Course Name  
(e.g. ENGL1101: Composition I)  
CRN #

Meeting Day(s), Location(s) and Time(s)

\*Students are responsible for their own academic progress and must make themselves familiar with EGC Learning Support policies. Decisions regarding fulfillment of College Preparatory Curriculum (CPC) deficiencies should be made with the help of an academic advisor. EGC Learning Support policies can be found at

<http://www.ega.edu/academicpp/LearningSupportPolicies.pdf>.

***\*SPECIAL NOTE: To be placed at the beginning of all syllabi for learning support classes only.***

- I. Instructor
- II. Office information: Location, Phone, E-Mail, Office Hours
- III. Course Description from EGC Catalog  
(<http://www.ega.edu/registrar/catalog/Catalog0809.pdf>)
- IV. Prerequisites
- V. Textbooks: Author, Title, Publisher, and ISBN #
- VI. Course Learning Outcomes with linkages to General Education Student Learning Outcomes
- VII. Evaluation (i.e. description of how Student Learning Outcomes will be evaluated)
- VIII. Grading (i.e. how grades will be assessed, including percent of total grade for each major assignment)
- IX. Attendance Policy
- X. Make-up Policy
- XI. Plagiarism & Academic Dishonesty (please see EGC Student Handbook  
([http://www.ega.edu/counseling\\_center/handbook2008.pdf](http://www.ega.edu/counseling_center/handbook2008.pdf)))
- XII. ADA Statement (can be found at  
([http://www.ega.edu/counseling\\_center/disabilityaccommodations.htm](http://www.ega.edu/counseling_center/disabilityaccommodations.htm)))

- XIII. Course Withdrawal Policy Statement: Students are responsible for their own academic progress. Decisions regarding withdrawal from courses should only be made after consultation with an academic advisor. Before withdrawing from a course, students must meet with a Financial Aid representative to discuss their personal financial aid situation. More information regarding withdrawal from courses can be found in the EGC catalog at <http://www.ega.edu/registrar/catalog/Catalog0809.pdf>
- XIV. Campus Emergency Policy:
- a. In the event the fire alarm is sounded, everyone must evacuate the building at once and in a calm and orderly fashion, using the nearest exit. In the event of a severe weather warning everyone must proceed immediately to the nearest designated shelter area which are marked by a small tornado symbol. All severe weather shelter locations are posted on the EGC website. Each student should, on the first day of class, determine the location of the nearest exit and the nearest designated shelter area for each of his or her classrooms. If you have difficulties locating either ask your instructor to assist you.
  - b. The **Connect-ED** system is a communication service that enables East Georgia College administrators and security personnel to quickly contact all East Georgia College students, faculty and staff with personalized voice and text messages that contain emergency-related campus information (e.g., campus closing, campus threat, health scare, etc.) With **Connect-ED**, East Georgia College students can be reached and provided with vital instructions anywhere, anytime, through their cell phones, home phones, e-mail, TTY/TDD receiving devices, or other text-receiving devices. (<http://www.ega.edu/connected.pdf>)
  - c. EGCS students should make themselves familiar with Georgia Southern University's Emergency Response Plan <http://services.georgiasouthern.edu/ess/Emergency%20Response%20Plan.pdf>  
In the event of an emergency, EGCS students should follow the instructions of EGCS faculty and staff members and GSU campus officials.
- XV. Additional Course Requirements
- XVI. Daily Course Schedule
- XVII. Optional Policies
- a. Cell Phones & Electronic Devices
  - b. Recording (e.g. audio, video, cell phone pictures)
  - c. Classroom Behavior
  - d. Any additional course objectives

## Faculty Performance Plan Guidelines

### Teaching

Teaching involves those activities associated with the design and delivery of course material to the student. It is a process designed to advance the student's learning experience. For purposes of evaluation, the teaching role may include the following components:

#### A. Instructional Delivery

For example,

1. Teaching classes
2. Explaining concepts and procedures and demonstrating skills
3. Conducting help/problem sessions
4. Communicating with students
5. Establishing good relationships with students
6. Encouraging student participation
7. Directing research projects
8. Planning/participating in field trips
9. Conducting independent studies
10. Helping students with academic problems
11. Mentoring students outside the classroom

#### B. Content Expertise

For example,

1. Keeping up with current information in the field
2. Conveying content to students
3. Conferring with faculty in own discipline

#### C. Course Design

For example,

1. Preparing for classes
2. Previewing materials for possible classroom use
3. Developing pedagogy to bring latest developments to students
4. Creating or revising programs and courses
5. Preparing laboratories
6. Developing and revising course syllabi
7. Conferring with faculty in own discipline
8. Evaluating and revising instruction

#### D. Evaluation and Feedback to Students

For example,

1. Preparing and grading exams and make-up tests
2. Assigning grades for courses
3. Evaluating class presentations, projects, and research work



## **Service**

The service role constitutes all faculty activities linked to academic specialty, faculty status, or professional/personal skills that promote the mission of the institution at the department, school, college, system or larger community levels. (In general, compensated activities will not be considered service if department chair or other administrator determines that these activities do not interfere with the faculty member's primary duties or constitute second employment). For purposes of evaluation, the service role may include the following:

### **A. Service to Students**

For example,

1. Advising students
2. Advising student organizations
3. Participation in student programs
4. Recruitment
5. Placement
6. Writing letters of recommendation
7. Tutoring
8. Selecting students for awards
9. Registering students

### **B. Service to Other Faculty**

For example,

1. Teaching/guest lecturing to classes of other faculty
2. Preparing/directing workshops for faculty
3. Consulting with other faculty (e.g., in class planning or reading a manuscript)

### **C. Service to Department/School**

For example,

1. Handling specific administrative tasks for department (e.g., scheduling classes)
2. Grant writing or directing/arranging other special projects for department
3. Budget work
4. Departmental paperwork
5. Active service on department committees such as search committees and others

### **D. Service to East Georgia College (college-wide)**

For example,

1. Active work and service on college committees, standing and ad hoc (including search committees)
2. Serving actively as an officer on a committee
3. Special projects or consultation for college (e.g., archaeological digs)
4. Participation/attendance at college functions including faculty meetings, graduations, honors ceremonies, Lyceum, library programs, faculty presentations such as poetry, sporting events, alumni events

**E. Service to Community**

For example,

1. Continuing Education (if not paid)
2. Leadership in organization
3. Club membership
4. Volunteer charity work
5. Work with Summertown Elementary

**Professional Development and Achievement**

The professional development and achievement role encompasses original contributions to knowledge or understanding; creative work in the arts; efforts which advance scholarship and/or improve professional competence; and endeavors which contribute to the teaching/learning process of college education. For purposes of evaluation, the professional development and achievement role may include the following:

**A. Publication of scholarship or research, including pedagogical research, appropriate to one's academic expertise**

For example,

1. Books
2. Articles
3. Book reviews
4. Manuals and teaching materials
5. Other media (software design, electronic publishing, etc.)

**B. Presentations appropriate to one's academic/artistic expertise**

For example,

1. Papers
2. Practicums, workshops, seminars, and master classes
3. Other media (posters, graphic designs, videos, electronic media, etc.)

**C. Artistic production, performance, and composition**

For example,

1. Poetry
2. Musical performance
3. Visual arts
4. Theater
5. Other media

**D. Proposals, reports, and works in progress**

For example,

1. Grant proposals
2. Research proposals
3. Technical reports

**E. Conferences, seminars, workshops, exhibitions, and competitions**

For example,

1. Chair/organizer/curator/adjudicator
2. Respondent/discussant
3. Participant/attendee

**Format for Faculty Performance Plan**

**Faculty Performance Plan for 20XX-20XY**

**Faculty** \_\_\_\_\_

**Division Chair** \_\_\_\_\_

**Area # 1: Teaching**

**Area # 2: Service**

**Area # 3: Professional Development**

\_\_\_\_\_  
**Signature (Faculty)**

\_\_\_\_\_  
**Signature (Division Chair)**

**RELEASE AND ASSUMPTION OF RISK  
FOR PARTICIPATION IN OFF-CAMPUS EDUCATIONAL AND RECREATIONAL  
ACTIVITIES**

(Read carefully before signing)

Off-campus recreational and educational activities including \_\_\_\_\_ involve inherent risks of bodily injury, including death, property damage, and other dangers normally associated with outdoor adventure and recreational activities. Such dangers include, but are not limited to, travel to and from the activity, practice and training in preparation for the activity, accidents and illness in places distant from medical assistance, foreseen and unforeseen weather conditions, tripping and/or falling to the ground, and falling or being thrown from rafts or boats into water. Each participant should realize that these dangers may result in injuries such as, but are not limited to, exposure to cold weather and water, hypothermia, sprains, strains, broken bones, concussions, drowning, and heart attack. It is the responsibility of each participant to engage only in those activities for which he/she has the prerequisite skills, qualifications, preparation and training. The Board of Regents of the University System of Georgia does not provide insurance coverage for participants in off-campus educational and recreational activities; each participant should obtain his/her own accident and health coverage if desired. It is further the responsibility of each participant to follow the instructions of the activity leaders, to obey any and all rules, and to follow immediately the activity leader's directions during any emergency. The Board of Regents of the University System of Georgia neither warrants nor guarantees in any respect the competency or mental and physical conditioning of any instructor, activity leader, vehicle driver or individual participant in any off-campus educational or recreational activity. The Board of Regents of the University System of Georgia neither warrants nor guarantees in any respect the physical condition of any of the equipment used in connection with such activity.

The undersigned hereby acknowledges his/her awareness that participation in \_\_\_\_\_ May expose him/her to risk of property damage and/or bodily or personal injury, including death. The undersigned does hereby voluntarily and knowingly assume any and all such risks.

In consideration of East Georgia College's allowing the undersigned to participate in \_\_\_\_\_, the undersigned does hereby release and forever discharge the Board of Regents of the University System of Georgia, and their members, officers, and employees from any and all claims, demands, rights and causes of action of whatever kind, arising from or by reason of any personal injury, property damage, or the consequences thereof, resulting from or in any way connected with his/her participation in \_\_\_\_\_.

The undersigned understands that the acceptance of this Release and Assumption of Risk for Participation in Recreational Activities by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board or its members, officers or employees.

I have read and understand the above.

\_\_\_\_\_  
(signature)

In witness whereof, I have hereunto set my hand and seal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ (Seal)

**In case of any emergency, whom should we contact?** \_\_\_\_\_

Telephone number. \_\_\_\_\_

Relation to you. \_\_\_\_\_

## **EAST GEORGIA COLLEGE: TUITION REMISSION AND REIMBURSEMENT POLICY AND PROCEDURES**

The following includes *highlights* of East Georgia College's tuition remission and reimbursement policies and procedures. A copy of the complete document is available from the Office of the Vice President for Fiscal Affairs.

The tuition remission and reimbursement program is internally funded with limited resources. Thus, participants will be served on a first come, first served basis.

### **Definitions**

**Tuition Remission:** tuition and fees are waived when you attend your home institution (EGC) for course work. You will need a copy of the completed and approved Application for Remission or Reimbursement form available in the Business Office.

**Tuition Reimbursement:** tuition and fees are reimbursed to you when you pay to attend another institution (not your home institution). To receive tuition reimbursement, you must make a C or better in the course. Also, any grants or scholarships you receive will be considered when determining how much you will be reimbursed. You will need the following items in order to receive tuition reimbursement:

1. A completed and approved Application for Remission or Reimbursement form.
2. A fee receipt to show that you have paid reimbursable fees.
3. A grade report or certificate of successful completion.
4. Evidence of registration during the employee registration period.
5. A completed Employee Private Institution Attendance Authorization form, if applicable.

**Employee Registration:** this is the period of time, normally the last hour of registration on registration day, when you can register for courses that have available space.

### **Eligibility**

If you have been a full-time employee at a USG institution for at least six months and are eligible for benefits, you can participate in this program. You must have the approval of your supervisor and the approval of the Tuition Remission and Reimbursement Committee. Additionally, space in class and funds to cover tuition and fees must be available.

An employee who has approval to take courses must meet the institution's requirements for admission. You must follow institutional regulations and academic procedures just like any other student.

**You must agree to satisfactorily complete the course(s) you take and to show evidence of completion. If you do not satisfactorily complete the course, or withdraw from the course, or leave the institution before you complete the course, you will have to reimburse the home institution for any tuition for any tuition remission. You will not be able to receive tuition remission or reimbursement until you meet these requirements.**

### **Courses You Can Take**

The only courses you can take under this policy are those that are job-related.

### **What Is a Job-Related Course?**

Those courses whose content is of "direct and significant assistance to the employee in carrying out present duties and responsibilities or in his or her professional development."

Courses that are not directly related to a specific job but form part of a job-related degree program that relates to your career also qualify.

Courses that you take for self-enrichment **do not qualify**.

Each full-time eligible employee can have tuition waived or reimbursed for up to two courses per term with prior approval and with only one course per term to be taken during regularly scheduled working hours.

Courses must be taken for credit at a regionally accredited, degree-granting college or university, including any University System institution or Department of Technical and Adult Education institution.

**If you take courses at a private institution, you will only be reimbursed if such courses or their equivalent are not available at a University System institution or DTAE institution within 70 miles of your home institution. Reimbursement for courses taken at a private institution will be limited to the lower in-state rate or an equivalent course at the home institution or another USG institution. In other words, you may not receive full tuition reimbursement. Reimbursement for courses taken at an out-of-state institution is not allowed under this policy unless the degree program you are working toward is not offered at a USG institution.**



## **What Happens If You Withdraw from a Course or Don't Make Good Grades?**

If you fail or withdraw from a course and you received tuition remission, you cannot participate in the tuition remission program for six months from the date you withdraw or your grade is sent to the registrar.

If you fail to make a C or better or withdraw from a course under the tuition reimbursement plan, you cannot submit a request for reimbursement. You cannot participate in the tuition reimbursement program for six months.

## **Educational Aid as Taxable Income**

It is the responsibility of the employee as a taxpayer to assess the tax consequences and comply with current tax codes.... as a general rule, educational expenses qualifying as job-related are not reportable by the college as income to the employee.

## **How to Apply for Tuition Remission/Reimbursement**

The deadline for application is 30 days prior to the beginning of the employee registration period for which you are applying.

1. Complete the Application for Remission or Reimbursement form. Because tuition remission/reimbursement is limited to a "space available" basis, you may want to list alternative classes in case the first-choice class(es) is full.
2. Obtain permission from your supervisor to participate in this program. Your supervisor reviews your request to determine if it is job or career related. The supervisor must approve or disapprove the request.
3. If approved, the supervisor forwards your application to the Tuition Remission and Reimbursement Committee. The committee will review the applications and make final approval decisions. You will be notified of that decision before the employee registration period.
4. You must register during the employee registration period. The employee registration period for East Georgia College will be the last hour of registration on the scheduled registration day. East Georgia College employees registering at other USG institutions must adhere to that institution's employee registration dates and times.
5. After you register for your class(es), you must go by the Business Office to assess your fees and notify them that you have been approved for tuition remission. Failure to do so will result in your registration being cancelled. If you are registering for another USG institution, be sure to retain your evidence of registration during their employee registration period and your original fee receipt. These two items are **mandatory** for fee reimbursement.

6. If you were approved for tuition remission (you are attending East Georgia College), you are required to submit the original grade report to the Human Resources Office within 30 days of the completion of the course. Please make a copy for your records. The original will not be returned to you.
7. If you were approved for tuition reimbursement, you must forward the following items to the Human Resources Office within 30 days of the completion of the course:
  - A. A copy of your approved Application for Remission or Reimbursement form.
  - B. Official grade report or certificate of completion (must have C or better).
  - C. Paid fee receipt.
  - D. Evidence of registration during employee registration period.

Originals of the above will not be returned to you. Please have this information photocopies for your records before you submit them. Within two weeks after the submission of the above items, you will be notified to obtain your reimbursement check from the Business Office.

8. Additionally, you will be required to submit an official transcript to the Human Resources Office once each year that you participate in the Tuition Remission and Reimbursement Program. An official transcript is one that is mailed directly from the institution of attendance to the Human Resources Office—East Georgia College.

### **Appeals**

If your request for tuition remission or reimbursement is not approved by your supervisor, you may appeal that decision directly to the Tuition Remission and Reimbursement Committee. If further denied, you may appeal to the president. You may not appeal to the Board of Regents.

**East Georgia College**  
Teach – Learn Course Evaluation Questionnaire

CRN Number					<b>Directions:</b> ← Use a <b>No. 2 pencil</b> to complete this questionnaire. <b>Do not identify yourself.</b> Write the CRN number for this course in the table to the left and <b>fill in bubbles</b> for the corresponding digits below the number.  Presented below are ten multiple choice and five related short answer questions that address five important activities of the teaching and learning process: organize, connect, assist, respond, and think. Use the following scale to respond to the multiple choice questions by <b>filling in the bubble</b> that best matches your opinion for each of the ten multiple choice statements presented below. <b>Do not circle the bubbles</b> that represent your preferred answers.  <b>(a)</b> Strongly agree <b>(b)</b> Agree <b>(c)</b> Disagree <b>(d)</b> Strongly disagree <b>(e)</b> Decline to answer
(0)	(0)	(0)	(0)	(0)	
(1)	(1)	(1)	(1)	(1)	
(2)	(2)	(2)	(2)	(2)	
(3)	(3)	(3)	(3)	(3)	
(4)	(4)	(4)	(4)	(4)	
(5)	(5)	(5)	(5)	(5)	
(6)	(6)	(6)	(6)	(6)	
(7)	(7)	(7)	(7)	(7)	
(8)	(8)	(8)	(8)	(8)	
(9)	(9)	(9)	(9)	(9)	

Teach			Learn	
<b>1.</b> The professor manages the class in an organized manner by stating course expectations clearly in the syllabus and in class.	(a) (b) (c) (d) (e)	<b>Organize</b>	<b>2.</b> I come to class prepared to learn by completing reading and writing assignments when those assignments are due.	(a) (b) (c) (d) (e)
<b>3.</b> The professor presents the material in an understandable manner.	(a) (b) (c) (d) (e)	<b>Connect</b>	<b>4.</b> I participate actively in the class by attending each class, taking notes, and speaking in class discussions and contributing to exercises.	(a) (b) (c) (d) (e)
<b>5.</b> The professor is helpful by answering questions in class and being available during office hours.	(a) (b) (c) (d) (e)	<b>Assist</b>	<b>6.</b> I ask for help when I need it.	(a) (b) (c) (d) (e)
<b>7.</b> The professor provides useful feedback by grading tests and assignments promptly and by commenting based on clearly stated criteria.	(a) (b) (c) (d) (e)	<b>Respond</b>	<b>8.</b> I make good use of the feedback provided by adapting study strategies to improve performance.	(a) (b) (c) (d) (e)
<b>9.</b> The professor stimulates thinking by posing interesting questions and encouraging new thinking.	(a) (b) (c) (d) (e)	<b>Think</b>	<b>10.</b> I am learning to think in new ways in this class.	(a) (b) (c) (d) (e)

The five short answer questions are printed on the back of this form. Please respond to the short answer questions in the space provided.

**Directions:** Please respond to each of the following questions using complete sentences. Identify the course and instructor at the bottom of the page.

<b>Organize</b>	<b>11.</b> What did you like best about the way this course was organized and/or how could the course be better organized?
<b>Connect</b>	<b>12.</b> What teaching techniques in this class worked well for you and/or how could the material be taught more clearly?
<b>Assist</b>	<b>13.</b> Please describe what methods proved most effective in reaching your professor and/or how the various methods could be improved.
<b>Respond</b>	<b>14.</b> Please explain how the professor's feedback concerning your work or progress was useful to you and/or how this professor's feedback could be improved.
<b>Think</b>	<b>15.</b> How will this course benefit your professional and/or personal life?

# FACULTY MEMBER EVALUATION REPORT

Faculty Member's Name \_\_\_\_\_

Division \_\_\_\_\_

Reporting Chair \_\_\_\_\_

Academic Year \_\_\_\_\_

Instructions: Check the box that applies in according with the following categories:

Superior	Excellent	Meets or Exceeds Requirements	Minor Shortcomings	Serious Shortcomings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## I. Teaching

A. Teacher's demonstrated class performance.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

B. Influencing students to accomplish objectives.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

C. Encouraging and assisting students' self-development and favorable disposition toward education.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

D. Demonstrated flexibility in teaching assignments and working conditions.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Enter total number of boxes checked.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Superior	Excellent	Meets or Exceeds Requirements	Minor Shortcomings	Serious Shortcomings
----------	-----------	-------------------------------	--------------------	----------------------

--	--	--	--	--

**II. Service to Institution**

A. Conscientious, effective student advising.

--	--	--	--	--

B. Contributions to institutional tasks.

--	--	--	--	--

C. Promotion of harmonious working relationships and team effort.

--	--	--	--	--

D. Support of the college's continuing education program.

--	--	--	--	--

E. Contributions to community service.

--	--	--	--	--

F. Support of Institutional and Divisional Goals.

--	--	--	--	--

Enter total number of boxes checked.

--	--	--	--	--

**III. Academic Achievement**

Instructions: Check the appropriate box in accordance with the following criteria.

All full-time faculty are considered to have met the conditions for the position they hold. One or more years of course work beyond the master's degree is considered to be excellent achievement. Those who have been awarded a doctorate (or a master's in those areas where it is considered terminal) are considered to have attained a superior rating in academic achievement.

Superior	Excellent	Meets or Exceeds Requirements	Minor Shortcomings	Serious Shortcomings

**IV. Professional Growth and Development**

All full-time faculty members are expected to engage in some tangible and quantifiable activity (excluding work toward a degree) identified as professional growth and development such as publishing, attending seminars, participating in field trips, presenting exhibitions, or providing professional consultations.

Superior	Excellent	Meets or Exceeds Requirements	Minor Shortcomings	Serious Shortcomings

**V. Justification Comments**

Each evaluation of “superior,” “minor shortcomings,” or “serious shortcomings” should be identified and supported in this section with documentary evidence.

**VI. Signal Contributions During This Year**

**VII. Additional Evaluation Comments**

I have read this faculty evaluation.

\_\_\_\_\_  
Signature of Faculty

\_\_\_\_\_  
Date

Signature of Division Chair

Date

**Note for Faculty Member:** If you feel that you need to respond to any part of your evaluation, use this space for comments. Please comment and return within five days.

---

Signature of Faculty

---

Date

---

Signature of Division Chair

---

Date



## FACULTY ANNUAL REPORT 20XX-20XY

Information contained in this report is used in the Annual Institutional Report submitted to the Regents' Office.

**Faculty Member** \_\_\_\_\_

**Division** \_\_\_\_\_

The faculty annual report will help your division chair and the administration in evaluating your performance for this year. Do not hesitate to list all of your accomplishments and contributions.

Insert additional sheets where needed. Show that an additional sheet has been added and keep the same numbering system.

### I. Teaching

#### A. Summary of year's academic classes

Summer		Fall	
Course Number	# of Students	Course Number	# of Students
1.		1.	
2.		2.	
3.		3.	

#### Spring

Course Number # of Students

- 1.
- 2.
- 3.

#### B. What significant contributions have you made to the instructional programs of the college?

### II. Professional Development

#### A. Advanced Study Since July 1, 20XX.

1. Degree awarded since July 1, 20XX

- a. Institution
  - b. Degree
  - c. Major field
  - d. Date of Conferral
2. Other advanced study since July 1, 20XX
- a. Institution
  - b. Nature of Study
  - c. Dates of Attendance
  - d. Is (was) this a degree program?
  - e. If so, what degree?
  - f. When do you expect the awarding of the degree?

**B. Research and Creative Projects**

1. Research projects underway. Give the nature of the project and a synopsis of it.
2. Projects of a creative nature. Art works, art shows, and similar creative work should be included here.

**C. Books Published Since July 1, 20XX**

Author(s):  
Title:  
Publishing Company:  
Publishing Date:  
Number of Pages:

**D. Articles Published Since July 1, 20XX. Include published book reviews here.**

- a. Author:  
Title:  
Periodical:  
Volume, Number, and Date of Periodical:
- b. Author:  
Title:  
Periodical:  
Volume, Number, and Date of Periodical:

**E. Articles Submitted for Publication Since July 1, 20XX, But Not Yet Accepted.**

a. Author(s):  
Title:  
Periodical submitted to:  
Date article submitted:  
Nature of article:

b. Author(s):  
Title:  
Periodical submitted to:  
Date article submitted:  
Nature of article:

**F. Grants and Proposals Approved Since July 1, 20XX (Originated and Written by You)**

Project Director:  
Title of Proposal:  
Program Sponsor:  
Date Submitted:  
Dates of Implementation:

Faculty and others involved in project--indicate percentage of participation in each.

**G. Faculty Member's Participation in Non-budgeted, Non-curricular Public, Civic, Charitable, and other Organizations not Directly Related to the College. Do not abbreviate names of organizations. State your position in the organization(s).**

**H. Faculty Member's Participation in Professional Organizations. Do not abbreviate names of organizations. State your position in organization.**

**Professional Memberships**

**Presentations/Panels**

**I. Professional Meetings Attended      Location      Date(s)**

**III. Institutional Service**

**A. East Georgia College Activities, Committees, Special Projects. Omit**

**Continuing Education projects here. State your position, e.g., chair or other position such as advisor, etc.**

- B. Have you encountered any special difficulties in any aspect of the college during this year? What suggestions could you offer which you believe would improve this aspect?**
- C. Is there any other information that will give the division and administration a better understanding of the activities and problems you encounter that will enable us to make a better appraisal of you?**
- D. What support have you given to the Minority Advancement Program?**
- E. What assessment activities have you completed?**
- F. How have you supported the institution's retention efforts?**

**IV. Community Service**

- A. Public service programs (Continuing Education) conducted under the auspices of the college (budgeted). List successful programs first.**

<u>Category</u>	<u>Title</u>	<u>Location</u>	<u>Attendance</u>	<u>Dates</u>	<u>Hours</u>
-----------------	--------------	-----------------	-------------------	--------------	--------------

Other faculty or person involved in program with you.

- B. Participation in other activities which may not fit well in any other category (e.g., PTA, judging, science fairs, reading seminars, clinics, hospital service, task forces, day care, housing authority).**

## East Georgia College Learning Support Policies and Procedures:

1. All students must exit or exempt Learning Support Reading, Learning Support English, and/or Learning Support Mathematics to take credit courses as prescribed in the attached listing of East Georgia College courses open to learning support students.
2. During each semester of enrollment a student must first register for all required Learning Support courses before registering for other courses. This policy also applies to part-time students. A student with two or more learning support classes may be granted an exception but must be enrolled in at least one Learning Support course and other courses as allowed by East Georgia College (see attached list) instead of one of the required Learning Support courses.
3. Students who have accumulated 20 semester hours of college-level credit and have not successfully completed required Learning Support courses are limited to Learning Support courses only until requirements are successfully completed.
4. Students with Learning Support requirements who are enrolled in both Learning Support courses and credit courses may not withdraw from the required Learning Support courses with a "W" unless they also withdraw from all credit courses.
5. To exit a Learning Support area, students must complete the exit level Learning Support course in that area and attain at least the University System minimum score on the appropriate part of the COMPASS. Students are allowed to retest on the COMPASS exit exam based on the East Georgia College Compass Retesting Guidelines.
6. Students who are not required to take Learning Support courses in a disciplinary area may elect to enroll in Learning Support courses in the non-required area for institutional credit or on an audit basis. Such students are limited to a maximum of three attempts in each area but are not required to retake the COMPASS exam if they have previously made an exemption or exit score.
7. All Learning Support programs are designed so that students can complete all requirements in an area in two semesters. A maximum of three attempts may be taken in any learning support area (English, reading, and/or mathematics). For example, a student placing in Math 0097 has a maximum of three attempts to complete both Math 0097 and Math 0099, not three attempts at each course.
8. If a student does not complete requirements for an area in three attempts the student will be suspended. The student may appeal for up to two additional attempts in a learning support area. For each additional attempt, the student will be individually evaluated and a determination will be made as to the student's chance of success in the area. For the fifth attempt the student must be in an exit level course, and have reached the limit in only one Learning Support area.
9. During the semester of the first additional attempt, the student may enroll in courses other than Learning Support (subject to the 20-hour limit on the number of credit hours a student may earn before exiting Learning Support and the outcome of the Admissions and Records Committee deliberations). If granted the appeal for the second additional attempt, the student may enroll in only the Learning Support course.

10. Students who have been suspended from the institution without completing Learning Support requirements may not be exempted from their Learning Support requirements through transfer of course credit unless they are eligible for transfer admission under the institution's regular transfer admission policies.

11. Students who have not taken any college work in the University System for three years may be retested with the COMPASS in any unsatisfied area and readmitted without a Learning Support requirement if they meet the exemption score. Students who do not exempt on the retest may be considered for readmission. If an individual evaluation indicates that the student has a reasonable chance of success, the student may be readmitted for up to three additional attempts per Learning Support area. Students readmitted under this provision are subject to the 20-hour limit on college-level coursework and may not take credit work if they had earned 20 credit hours during their previous period(s) of enrollment.

12. Students with learning disorders who are required to enroll in Learning Support must fulfill all stated requirements, including the COMPASS requirements. These students will be provided with appropriate course accommodations supported by the student's diagnosis. Students must see the ADA Coordinator for any accommodations granted for learning support classes.

#### **East Georgia College COMPASS Retesting Guidelines:**

If a student does not pass an exit exam, they will be allowed one retest during the scheduled retesting times. Students, in most cases, should take the retest before the end of the testing period for that semester. Students able to show hardships with retesting before the end of the testing period must complete retesting before the beginning of the next semester. Students who are in their fourth or fifth attempt in a particular learning support area and have a score within 3 points of exit may be allowed a second retest based upon the recommendation of the learning support course instructor and the approval of the vice president for academic affairs.

#### **East Georgia College Courses Open to Learning Support Students (Revised 4/28/06)**

1. Courses open to all learning support students –  
All ART classes; COMM 1110 Public Speaking (3); EGAC 1010 Basic Computer Skills (1); EGAC 1100 Student Success (1); ENGL 0097 Learning Support English (4) (Below 30 on English COMPASS); ENGL 0099 Learning Support English (4) (30-59 on English COMPASS); FREN 1001 Elementary French I (3); HLTH 2181 First Aid (1); MATH 0097 Learning Support Mathematics I (4) (Below 25 on Math COMPASS); MATH 0099 Learning Support Mathematics II (4) (25 –36 on Math COMPASS); MUSC 1101 Introduction to Music (3); PHED XXXX All physical education activity courses; READ 0098 Learning Support Reading (4) (Below 55 on Reading COMPASS); READ 0099 Learning Support Reading (4) (55 – 73 on Reading COMPASS); SERV 1001 Service Learning (1); SPAN 1001 Elementary Spanish I (3)
2. Courses open to students who fail only the math COMPASS –  
All courses except anatomy and physiology, biology, geology, chemistry, physics, math, and microbiology
3. Courses open to students who fail only the English COMPASS –  
Any math or science courses; HLTH 2051 Health (2); Any classes listed under number 1 (above)
4. Courses open to students who fail only the reading COMPASS –  
Math classes; Any classes listed under number 1 (above)

# East Georgia College Organizational Chart

