

Darton State College Faculty Handbook

Revised October, 2013

FACULTY HANDBOOK WAS UPDATED AS OF AUGUST, 2013

FACULTY HANDBOOK

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University System of Georgia Academic & Student Affairs Handbook can be found at:

http://www.usg.edu/academic_affairs_handbook/

Board of Regents Policy Manual can be found at: <http://www.usg.edu/policymanual/>

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INTRODUCTORY STATEMENT

The Statutes of Darton State College is the document that sets forth the policies that regulate the operation of the College. The statutes set forth the philosophy, purposes, and programs of the College and outline the administrative structure for promoting the educational program and the supporting elements desirable in an institution of higher education.

The Statutes are intended to be in accord with policies adopted by the Board of Regents of the University System of Georgia. Should discrepancies or changes develop, the policies of the Board of Regents shall prevail, and any provision in conflict therewith shall be null and void.

The original Statutes were adopted by the faculty and approved by the President, January 2, 1976, and approved by the Board of Regents, February 11, 1976. The Statutes were amended by the faculty and approved by the President, November 18, 1981; the amended Statutes were approved by the Board of Regents March 9-10, 1982, and the amended Statutes became effective September 1, 1982. The Statutes were again revised, adopted by the faculty and approved by the President, December 1, 1992; the revised Statutes were approved by the Board of Regents January 13, 1993, and became effective immediately. The current Statues were revised, adopted by the faculty, and approved by the President October 18, 2001, and approved by the Board of Regents January 8, 2002.

Other College publications provide detailed information about specific areas of operation within the College, a partial listing being the College Catalog, Student Handbook, Part-time Faculty Handbook, Classified Personnel Policy Manual, and other administrative manuals, along with the Board of Regents Policy Manual. All these publications are available to the faculty through the administrative office primarily responsible for the function concerned, or from the Learning Resources Center.

University System of Georgia Academic & Student Affairs Handbook can be found at:
http://www.usg.edu/academic_affairs_handbook/

Board of Regents Policy Manual can be found at: <http://www.usg.edu/policymanual/>

ARTICLE I. HISTORY AND AUTHORITY

SECTION A. THE UNIVERSITY SYSTEM OF GEORGIA

The Board of Regents of the University System of Georgia was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The governor appoints member to the Board, who each serve seven years. Today the board of Regents is composed of 19 members, five of whom are appointed from the state-at-large, and one from each of the 14 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System.

The Board oversees the 31 colleges and universities that comprise the University System of Georgia and has oversight of the Georgia Archives and the Georgia Public Library System.

SECTION B. HISTORY OF DARTON STATE COLLEGE

Darton State College, formerly Albany Junior College, is a residential state college within the University System of Georgia. It is operated by the President, as executive head of the institution and all of its departments, with the assistance of the faculty under the jurisdiction of the Chancellor and the Board of Regents. The College was established in 1963, following a community initiative, which showed a need in the Albany area for a junior college. A local bond issue of \$1.6 million financed the purchase of the initial 100-acre site and the construction of the first five buildings on the western side of the city of Albany. As of Fiscal Year 2013, the beautifully landscaped campus includes 180 acres and fifteen buildings. The first residential hall, Darton Commons, opened in 2009 and a second state-of-the-art venue, Darton Village South, was added to the campus residential complex in 2011. The first 620 students started classes on the new campus September 21, 1966. Since then, more **than 33,600** students have attended credit classes at Darton State College. As of June 2013, the College has awarded 16,736 associate degrees and certificates.

Following the recommendations of a special study committee the Board of Regents decided, in 1987, that all junior Colleges in the System should delete the word "junior" from their names. Upon the recommendation of the President and faculty, the Board of Regents approved, on December 9, 1987, the name change from Albany Junior College to Darton College. "Darton" is a combination of old English words meaning "town by the water." In May 2011, the Board of Regents approved to change Darton College's institutional mission to that of a "state college." The new name is Darton State College.

SECTION C. DEGREES AND CERTIFICATES

Darton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The College awards the Associate of Arts degree (A.A.), the Associate of Science degree (A.S.), the Associate of Applied Science degree (A.A.S.), Associate of Applied Science in Nursing, (A.D.N.), Bachelor of Science in Nursing, (B.S.N.), and certificates.

In addition, through the Division of Continuing Education and Economic Development, the College offers CEU's and certificates of completion in a variety of non-credit courses.

ARTICLE II. MISSION

SECTION A. VISION STATEMENT

Darton State College will create a more educated community, well prepared for a global, technological society, by providing first-rate undergraduate education and committed public service.

SECTION B. MISSION STATEMENT

Darton, a state college within the University System of Georgia, is focused on providing a wide diversity of constituents access to certificate, associate, and select baccalaureate programs of study. Dedicated to serving as an access institution, our College will empower students by engaging them in a student-centered, caring and technically advanced environment through innovative delivery systems. Darton is committed to providing exemplary teaching to students in our community, region, and state. As a multi-campus, residential institution, the College pursues traditional and unique mechanisms to deliver education to its richly diverse student body. In service to the community Darton State College will offer cultural enrichment experiences, continuing education, and economic development programs.

Darton State College will work towards:

1. Renewing excellence in undergraduate education to meet students' 21st century education needs.
2. Creating enrollment capacity to meet the needs of 10,000 additional students by 2020.
3. Increasing the University System's participation in research and economic development to the benefit of a global Georgia and enhance and encourage the creation of new knowledge and basic research across all disciplines.
4. Strengthening the College's partnerships with the state's other education agencies.
5. Maintaining affordability so that money is not a barrier to participating in the benefits of higher education.
6. Contribute to the efficiency of the University System of Georgia.

ARTICLE III. THE PRESIDENT

SECTION A. ELECTION

The President shall be elected by the Board of Regents upon the recommendation of the Chancellor. The President shall hold office at the pleasure of the Board.

SECTION B. STATUS

The President shall be the chief executive officer of the College, an ex-officio member of the General Faculty, and presiding officer at General Faculty meetings. He/she shall be the Dean/Chairman of the Administration Committee.

SECTION C. POWERS AND DUTIES

The powers and duties of the President shall be those ordinarily implied by his/her office. The following may be specifically noted. The President shall:

1. Supervise and direct the activities of the College to assure the efficiency of every division and department of the College. He/she shall have the authority to exercise the power deemed necessary for the proper management and control of the College. However, he/she shall exercise no power that is reserved to the Board of Regents.
2. Be the official medium of communication between the faculty and the Chancellor, and between the faculty council, senate, assembly, or any such body and the Chancellor.
3. Each institution is authorized to develop procedures for approval of the following matters without the necessity of formal Board action (BoR Minutes, February 2007; April 2007):
 - Adjunct (courtesy) appointments;
 - Graduate teaching assistant appointments;
 - Appointment of part-time faculty members, other than those faculty members who have previously retired from the USG;
 - Reappointments of temporary faculty, part-time faculty, and aliens; and,
 - Changes of designation for approved degree programs and approved administrative units.

The institution president, without the necessity of approval by the Chancellor or the Board, shall make decisions regarding appointments, promotions, salaries, transfers, suspensions, and dismissals for members of instructional, research and extension staffs, and all other employees of his/her institution (BoR Minutes, February 2007; April 2007).

4. The president has the right and authority to grant leaves of absence for up to one (1) year for members of the faculty for study at other institutions or for such reasons as the president may deem proper.
5. Prepare the annual budget of the College for presentation to the Board of Regents.
6. Prepare an Annual Report for the Board of Regents on the work and condition of the College.
7. Upon the recommendation of the appropriate faculty, confer all degrees and issue diplomas in evidence thereof.
8. Have the power to appoint special committees to advise him/her regarding the administrative problems of the college and to assist in the performance of his/her duties.
9. Have final approval for all actions or recommendations of the faculty and committees. The President has the authority to veto all actions of the faculty and institutional committees and to take or cause to be taken any and all such other actions as in the judgment of the President may be necessary, proper, or convenient in order to promote the efficient operation of the College. When the president exercises the veto power, he/she shall give the group concerned a written statement of the reasons of the veto.

ARTICLE IV. GENERAL ORGANIZATION AND GOVERNANCE

SECTION A. GENERAL

There is a well-defined administrative organization designed to assign authority and responsibility for the planning, supervision, and implementation of the work of the College.

SECTION B. ADMINISTRATIVE OFFICERS OF THE COLLEGE

The administrative officers of the College are the President as chief executive officer and all officers designated in the Faculty Handbook Section II. Administrative officers shall be appointed by the President with the approval of the Chancellor and Board of Regents and shall hold office at the pleasure of the President. Consistent with Board of Regents Policy, administrative officers are voting members of the Faculty Assembly.

Other administrative staff are assigned according to functional responsibility to one of the administrative officers. Administrative staff members holding academic rank and faculty status in conformity with Regents' policy and as such are voting members of the Faculty Assembly with the privilege of serving on various College committees. The President will not hold tenure at the institution but may hold, retain, or receive academic rank.

A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office shall retain his academic rank and rights of tenure as an ex-officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office to which he has been appointed.

The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty member when he or she ceases to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership.

SECTION C. DIVISIONS/DEPARTMENTS

A division is an academic administrative sub-unit of the College organized for the purpose of giving instruction in one or more of the broad areas of study.

The faculty of an academic division shall, subject to the direction of the faculty of the College, be responsible for the programs of study offered by the division and recommend such changes and modifications in its curriculum, as it may deem desirable. At all meetings of the division, the Dean/Chair of the division shall be the presiding officer. Minutes of each meeting shall be forwarded to the Vice President for Academic and Student Affairs.

An academic department is an academic administrative sub-unit of the College organized for the purpose of giving instruction in a specific discipline or program. Whenever it shall appear that academic administrative efficiency and economy of operation require it, a department may be created or deleted, upon recommendation of the President and approval of the Board of Regents.

The faculty of a department have the same rights and responsibilities as the faculty of a division.

The objectives of the Division Dean/Chairpersons (Heads) are:

1. to coordinate the activities of the division/department, serving as intermediary between the teaching faculty and the Vice President for Academic and Student Affairs.
2. to strive to continually improve the instruction within the division/department through leadership and teaching.
3. to assure the accomplishment of annual Strategic Plan goals and objectives.
4. to promote and facilitate the growth of division/department programs.

SECTION D. COLLEGE COMMITTEES

1. Introduction

The governance of the College has been designed to include a system of committees working with administrative officials to ensure maximum input and involvement by the entire College community in the decision-making process. Each College committee shall serve in an advisory capacity to the administrative official who is directly responsible for the area or subject of concern of the committee, unless otherwise specified. The college committees consists of Councils, Advisory, Special Purpose, Appeals/Grievance and other standing and ad hoc committees as defined in the Faculty Handbook. The President shall be ex-officio members of all faculty and staff committees. The President appoints the committee members unless otherwise specified in the committee definition. The President may delegate that responsibility.

2. Committees

- a. Executive Council - The Executive Council may consult with the President concerning any college matter.
- b. Administration Committee - The Administration Committee is intended to serve as an advisory group to the President and other administrative officials

concerning policies and procedures for the general administration of the College. Matters of their concern may include personnel, finance, services, purchases, plant, public relations, and any other item related to the administration of the College.

- c. Faculty Assembly – The Faculty Assembly consists of the President, the Corps of Instruction, and the administrative officers as listed in the Faculty Handbook. The Faculty Assembly shall make, subject to the recommendation of the appropriate committee and the approval of the President of the institution, the Chancellor, and the Board of Regents, Statutes, rules, and regulations for its governance and for that of the students. They shall provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards.
- d. Faculty Council – The Faculty Council is elected to serve in an advisory capacity of the President and the Vice President for Academic and Student Affairs. The purpose of the committee is to discuss faculty institutional concerns and recommend agenda items for upcoming Faculty Assembly meetings.
- e. Staff Council – The Staff Council is elected to serve in an advisory capacity to the President, the administration, and other College departments in matters germane to the staff. The purpose of the committee is to discuss staff institutional concerns and recommend agenda items for upcoming Staff meetings.
- f. Academic Committee - The Academic Committee is intended to oversee all instructional offerings of the College. All important matters of academic policy come before this body for review and recommended action. It is to serve as an advisory committee to the Vice President for Academic and Student Affairs.
- g. Student Services Committee - The Student Services Committee serves as the advisory committee to the Vice President for Student Affairs and the individuals responsible for student activities and student services. Members of this committee, or a subcommittee thereof, will be responsible for recommending the allocation of Student Activity funds.
- h. Other Committees - Other College committees may be established by the Faculty Assembly, through the President, and may be for both academic and

administrative purposes. The duties of each committee shall be specified along with its designation. Upon creation of a committee by the Faculty Assembly, the President shall appoint no less than three members to the committee; such membership to include at least one representative from the area concerned. The term of office of all members of committees shall not exceed one year; however, committee members are subject to reappointment to the same committee if the President deems it advisable. (See Section X of the Handbook for current committees and membership.)

SECTION E. DECISION MAKING AND POLICY FORMULATION

New proposals for college policy may be initiated by faculty, staff, students or administrators. Proposals pertaining to academic concerns are referred to the Academic Committee for consideration. Proposals pertaining to student organization, including athletics, are referred to the Student Activities Committee for consideration. Proposals concerning non-academic or general college procedures are generally referred to the administrative official with whom the general responsibility resides to one of the College committees for further study and recommendation.

Policy proposals that relate to several areas or those that are not clearly one or the other are referred to the President for action or designation of the proper group for consideration.

After a committee acts on a policy proposal, its recommendation is submitted to the President for disposition or action. The President may refer a policy proposal to the Faculty and/or Staff Councils for action. Policy pertaining to internal operations of the College becomes effective upon approval by the President.

To become official, recommendations dealing with budget and finances or new academic programs require the President's recommendation and the approval of the Board of Regents.

SECTION F. STUDENT GOVERNMENT ASSOCIATION

The Student Government Association serves as a liaison and provides a forum of communication and recommendation between the students of Darton State College and the Administration, the Board of Regents, the state government, and the public. Membership consists of the Executive Council, the Senate and the Cabinet.

Official recommendations by students regarding the policies, rules, and regulations of the College shall be made to the Vice President for Academic and Student Affairs either directly or

through the Student Government Association. The recommendations will then be forwarded to the President for final action.

Student government shall be conducted in accordance with the constitution and bylaws of the Student Government Association.

SECTION G. FACILITIES AND SERVICES USE

1. State Property

College facilities are State property and their use shall be in accordance with Regents' Policies.

2. Facilities Defined

For purpose of this section, the facilities of Darton State College shall mean any and all portions of all buildings and structures, land and equipment, open space, air rights above such spaces, and campus utilities, walks, streets, and recreation areas which are considered to be part of the campus of Darton State College.

3. In Political Campaigns

The President may authorize the use of College 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 College materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.

4. For Personal Use

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

5. Outside Parties

When an outside party requests permission to use a College facility for an event which is not contrary to the mission of the College but which holds a potential for harm to the participants as a result of which a liability could be incurred, the President shall require the completion of a license agreement including a properly executed indemnification and liability insurance agreement (an approved form of License Agreement may be secured

from the Chancellor's Office). Property to which title is held by the Building Authority of the State of Georgia and which is leased to the University System cannot be subleased or rented. It is permissible to license an outside party to use it for a purpose consistent with the mission of the College in return for out-of-pocket costs for utilities and custodial services.

6. Priority for Use

There exists the basic requisite that any and all uses of facilities be relevant to educational purposes. Therefore, the use of College facilities for college scheduled academic, athletic, continuing education, other approved college activities and public service programs shall take precedence over all other uses and will not be displaced without the expressed approval of the President or his designee.

ARTICLE V. THE FACULTY

SECTION A. FACULTY STATUS

1. Faculty Assembly Membership

Consistent with Board of Regents Policy, the Faculty Assembly of Darton State College consists of the President, the Corps of Instruction, and the administrative officers as listed in the Faculty Handbook.

2. Corps of Instruction

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. Duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the Corps of Instruction.

SECTION B. FACULTY ASSEMBLY MEETINGS

Each Faculty Assembly shall meet at least once each academic term and at such other times as may be necessary or desirable. If the college should form a council, senate, assembly, or other such body, the Faculty Assembly shall meet at least twice a year. A Quorum for Faculty Assembly meetings shall be two-thirds of the faculty. A simple majority of the quorum is required for the conduct of regular business; however, a two-thirds vote of the quorum is required to recommend changes to the Statutes. Each Faculty Assembly shall appoint a secretary who shall keep a record of proceedings. Faculty Assembly meetings will be Chaired by the President or the President's designee.

SECTION C. FACULTY RULES AND REGULATIONS

The Faculty Assembly, or the council, senate, assembly, or such other comparable body, shall make, subject to the recommendation of the appropriate committee and the approval of the President of the institution, Statutes, rules, and regulations for its governance and for that of the students. They shall provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the institutions statutes, rules, and regulations made by the Faculty Assembly shall be filed with the Chancellor. The Faculty Assembly shall also have primary responsibility for those aspects of student life that relate to the educational process, subject to the approval of the President of the Institution.

SECTION D. ACADEMIC FREEDOM

The faculty and administration of Darton State College are dedicated to creating and maintaining an environment in which the search for truth and a spirit of free inquiry are its essence. In order to achieve and to preserve an environment of the sort to which the College aspires, each individual within the College community must observe principles that are basic to a democratic society.

Faculty members at Darton State College shall be free to present and discuss their subjects in the classroom as they understand them to be the truth. They shall be free to pursue the truth through research and to publish their findings, subject to the satisfactory performance of their other duties as faculty members. However, members of the faculty shall be responsible for familiarizing themselves with and upholding the policies, rules, and regulations of the College and the Board of Regents of the University System of Georgia.

SECTION E. FACULTY GRIEVANCE PROCEDURES

Any question of infringement upon the rights of individuals in the application of the College's statutes, policies, rules, and regulations shall be dealt with as outlined in the Faculty Handbook. Consistent with Board of Regents Policy, issues of annual evaluation, tenure, salary, and promotion are not subject to Grievance, unless the issue of discrimination is involved. These issues are covered under the Appeals Process.

There shall be a standing Faculty Grievance Committee to which all members of the faculty shall have access. The Faculty Grievance Committee shall have the authority to conduct inquiries into faculty grievances, to attempt the resolution of those grievances by mediation, and to present to the President its recommendations for appropriate responses to the grievances it has considered.

Grievances involving promotion, salary, non-renewal of contracts or denial of tenure shall be appropriate for the consideration of the Grievance Committee only if the aggrieved faculty member reasonably alleges discrimination on the basis of sex, race, religion, national origin, handicap, age, color or creed.

The composition of the Grievance Committee and its operating procedures shall be developed by the Faculty Assembly Committee and approved by the President.

SECTION F. FACULTY APPEALS PROCESS

A formal written appeal should be submitted to the individual's immediate supervisor. The appeal should include a clear explanation of the reason(s) why the decision or action being appealed was not fair or accurate along with appropriate documentation. Any remedy being

sought should be specified. The supervisor will study the written appeal and supporting documentation and, if he/she deems it appropriate, will solicit additional information. Within 10 working days of receipt of the written appeal, the immediate supervisor should respond in writing with a decision.

Within 10 working days of receipt of that decision, if the faculty member is not satisfied with that decision, he/she may make formal written appeal to the Vice President for Academic and Student Affairs. The appeal should include a clear explanation of the reason(s) why the decision or action being appealed was not fair or accurate along with appropriate documentation. Any remedy being sought should be specified. The VPASA will study the written appeal and supporting documentation and, if he/she deems it appropriate, will solicit additional information. Within 10 working days of receipt of the written appeal, the VPASA should respond in writing with a decision.

Within 10 working days of receipt of that decision, if the faculty member is not satisfied with that decision, he/she may make formal written appeal to the President. The appeal should include a clear explanation of the reason(s) why the decision or action being appealed was not fair or accurate along with appropriate documentation. Any remedy being sought should be specified. The President will study the written appeal and supporting documentation and, if he/she deems it appropriate, will solicit additional information. Within 10 working days of receipt of the written appeal, the President should respond in writing with a decision.

If the faculty member is not satisfied with the President's decision, the decision may be appealed to the Board of Regents.

SECTION G. FACULTY TEACHING LOAD

The normal teaching load of faculty members of the University System of Georgia ordinarily shall be fifteen (15) credit hours per semester or its equivalent. Evening, Saturday, distance learning, and off-campus classes shall be a part of the normal teaching load of a faculty member.

Research, advising, and committee work ordinarily shall constitute a part of a faculty member's normal workload. When the workload of committee assignments or research is uncommonly high, a compensating reduction in teaching load may be granted upon recommendation of the ***Dean/Division Chairperson*** and the approval of the ***Vice President for Academic and Student Services***.

The normal teaching load of faculty members of Darton State College ordinarily shall be fifteen (15) credit hours per semester or its equivalent. The faculty work week shall consist of 35 hours including teaching, on campus hours, and office hours. Beginning Fall 2013, two overloads per faculty member per semester shall be authorized with approval of the Dean or Division

Dean/Chair. The time required for these courses will be in addition to the normal 35 hour work week, and the faculty member will be scheduled accordingly. Any overloads beyond two will require the Dean/Chair to receive written approval from the VPASA. In granting approval, the following items will be taken into consideration by the VPASA:

- Number of preps the faculty member has prior to the additional overloads and how many preps the faculty member will have if the additional overloads are granted
- Delivery mode of the additional sections-on campus, hybrid, online, streaming, etc.
- Evaluations from supervisor
- Workload outside of the classroom
- VPASA notes
- Student evaluations and grade distributions-faculty member must have above average faculty evaluations for the department

Online course reviews if applicable (administrative portion only)

SECTION H. INSTITUTIONAL EFFECTIVENESS

Each institution will have a strategic planning process which results in a strategic plan by which institutional processes are defined and achieved. The faculty and staff of each institution will be involved in developing the planning process and will be included in the structure by which the plan is implemented.

Each institution will have a formal process by which systematic assessment of institutional effectiveness is conducted and the results of assessment are used to achieve institutional improvement. The faculty and staff of each institution will be involved in developing the assessment processes and will be included in the structure by which those processes are implemented.

SECTION I. OUTSIDE ACTIVITIES

An employee of the University System of Georgia should avoid actual or apparent conflict of interests between his or her college or university obligations and his or her outside activities.

SECTION J. OCCUPATIONAL ACTIVITIES

An employee of the University System shall not engage in any occupation, pursuit, or endeavor that will interfere with the regular and punctual discharge of official duties.

All full-time faculty, administrators, and other professional staff members employed by a unit of the University System are expected to give full professional effort to their assignments of teaching, research, and service.

Professional employees are encouraged to participate in professional 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.

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 the President's designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

SECTION K. CONSULTING

Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

Each unit of the University System shall adopt guidelines governing consulting activities of faculty members, which shall include the following:

1. A plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or material consistent with rates charged outside groups or persons.
2. A procedure for obtaining prior approval of the President or the President's designee.
3. A procedure for defining and prohibiting conflicts of interest.

SECTION L. APPOINTMENT, PROMOTION, AND TENURE

The College follows the Policies of the Board of Regents on all matters and specifically the following faculty personnel matters: appointment, renewal and non-renewal of appointment, removal before end of contract, tenure regulations, employment contract forms, and the procedure for appeals to the Board of Regents.

All appointments, promotions, and tenure of the faculty are recommended by the President. Such recommendations ordinarily originate with the Vice President for Academic and Student Affairs in consultation with the Division Dean/Chairperson and, for tenure recommendations, the Tenure Review Committee. Promotions and tenure within the University System do not come automatically and at all times must be based upon merit properly documented by the President.

Faculty members may consult the Faculty Handbook and will be furnished a copy of the above materials from Regents' Policies upon request. Also the complete copy of the Board of Regents Policy Manual is accessible to any faculty member from any administrative officer, the Board of Regents' Web site, or the Harold B. Wetherbee Library.

ARTICLE VI. DISTRIBUTION, JURISDICTION, AND AMENDMENT OF STATUTES

SECTION A. DISTRIBUTION

Copies of the Statutes of Darton State College will be made available to all college faculty and staff by the President. Each person is responsible for familiarizing himself/herself with the Statutes. Each approved amendment or revision of the Statutes will also be given to every faculty and staff member.

SECTION B. JURISDICTION

All regulations heretofore adopted that are inconsistent with these Statutes are hereby repealed by the adoption of these Statutes.

In addition to the powers and duties conferred in these Statutes, the various persons, officers, faculty, and committees shall exercise the powers enjoyed and be subject to the duties imposed by usage, custom, and ordinary practice insofar as they are consistent with the positive legislation herein contained and the policies of the Board of Regents.

All questions of interpretation of these Statutes and questions of the nature and extent of the jurisdiction of the faculty and of the various administrative officers under these Statutes shall be determined by the President. The President shall settle all questions of conflict of jurisdiction that may arise between any of the legislative bodies of the College or between them and the administrative officers or the various committees.

Any person in the University System for whom no other appeal is provided and who is aggrieved by a final decision of the president of an institution, may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days following the decision of the President. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board or a committee of the Board or a Hearing Officer appointed by the Board, shall investigate the matter thoroughly and report its findings and recommendations to the Board. The Board shall render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing that may be held thereon. The decision of the Board shall be final and binding for all purposes.

SECTION C. AMENDMENT

Amendments to the Statutes may be initiated by any member of the College faculty or by any committee of the College. Proposed amendments shall be presented in writing to the President

and referred by him/her to an appropriate committee of the College for study and recommendation. An amendment so recommended shall be presented to the Faculty Assembly in writing for consideration not later than ten (10) days prior to the next faculty meeting. The proposed amendment shall be effective if ratified at the faculty meeting by a favorable vote of two-thirds majority of the Faculty Assembly members present, provided a quorum is present at the time of voting and upon approval of the President, the Chancellor, and the Board of Regents.

The Board of Regents retains the power to modify, amend, or repeal these Statutes in any respect. Subsequent actions by the Board of Regents requiring changes in these Statutes shall automatically be incorporated therein, and appropriate corrections will be made and distributed by the Office of the President.

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II. ORGANIZATION AND ADMINISTRATION OF THE COLLEGE

A. GENERAL POLICY

The college shall be organized and administered within the policies of the Board of Regents, directives of the Chancellor, applicable laws, and the educational purposes of the college as approved by the Board of Regents. The general objective shall be to create an organization that will accomplish the purposes of the college in an efficient and wholesome environment.

B. ADMINISTRATIVE AFFAIRS, EXTERNAL

The college shall be administered as a unit of the University System of Georgia. The policies and actions of the Board of Regents as well as the directives of the Chancellor shall be the external administrative control. In accordance with Board policy, the college may also deal with other outside agencies or offices to include:

1. Federal agencies
2. Regional/National accrediting agencies
3. National accrediting agencies
4. State and regional educational agencies
5. National/State officials or agencies
6. Local government officials
7. Private individuals or organizations

The Chancellor is the chief executive of the Board of Regents. He/she is the official through whom the President should channel all official college business for action, unless otherwise authorized. The Chancellor is assisted by a staff that may act in his/her behalf within their assigned duties. The college staff may communicate directly with members of the Chancellor's staff provided the President is informed of such communication.

C. ADMINISTRATIVE AFFAIRS, INTERNAL

The internal administrative affairs of the college are the direct responsibility of the President and the delegated responsibility of the administrative officers as assigned or approved by the President. Updated information on the titles of administrative officers, their duties and authority is a part of this handbook. Organizational charts may be found in SharePoint.

D. DEFINITIONS

THE FACULTY: The faculty consists of the full-time employees with faculty status and includes the President, administrative officers, and the Corps of Instruction as designated in the statutes. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

THE CORPS OF INSTRUCTION: Full-time employees with academic rank of professor, associate professor, assistant professor, and instructor make up the Corps of Instruction.

THE ADMINISTRATIVE OFFICERS: Administrative officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President. Administrative officers having faculty status shall have all the responsibilities and privileges of faculty membership. Faculty members who have academic rank and rights of tenure in the Corps of Instruction and who accept an appointment to an administrative office shall retain their academic rank and rights of tenure as ex-officio members of the Corps of Instruction, but shall have no rights of tenure in the administrative office to which they have been appointed. The additional salary, if any, for the administrative position (or duty) shall be stated in the employment contract and shall not be paid to the faculty members when they cease to hold the administrative position (or duty). (NOTE: In this college, fully employed faculty may be part-time as an administrative officer and part-time in the Corps of Instruction. Also, an administrative officer's duties may be divided into more than one title function, thus being shown as part-time (p/t) for a particular title function, when in reality the person is a full-time employee performing more than one title function.)

E. ADMINISTRATIVE OFFICERS (See section F)

Please note: Several new positions are being developed at the time of printing. Please check with the V.P.A.S.A. Office during the year for updates.

President

Vice President for Academic and Student Affairs

Vice President for Business and Financial Services

Vice President for Institutional Advancement (vacant)

Dean of Student Affairs (presently being developed)

Dean of Academic Affairs (presently being developed)

Dean of College Relations

Dean of Institutional Advancement (vacant – presently being filled by Interim Dean)

Director of Human Resources (vacant)

Director of Continuing Education and Economic Development

Director of Institutional Effectiveness (presently being developed)

Director of Admissions

Director of Harold B. Wetherbee Library-Learning Resources

Director of Financial Aid

Director of Campus Life

Director for Minority Advising

Director of Business and Financial Services

Director of Technology Services Division

Registrar

Director of Athletics
Dean/Chairpersons, Instructional Teaching Units:
 Business/Social Science Division
 Cordele Center
 Humanities/Learning Support Division
 Health Sciences Division
 Nursing Division
 Physical Education Division
 Science/Mathematics Division
Assistant Division Dean/Chair
Program Directors
Medical Director/Medical Advisor

F. DUTIES OF THE ADMINISTRATIVE OFFICERS

1. DUTIES AND AUTHORITY OF THE PRESIDENT

- a. Be the executive head of the institution and all its departments, and exercise such supervision and direction as will promote the efficient operation of the institution. (Regents' Policies, Section 2.5.1)
- b. Be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor.
- c. Be the ex-officio Dean/Chairman of the faculty and preside at meetings of the faculty.
- d. Be the official medium of communication between the faculty and the Chancellor or any other college personnel and the Chancellor.
- e. Carry out other duties and responsibilities as specified by the Board or the Chancellor to include temporarily filling vacancies in the faculty, granting leaves of absences, making an annual report to the Board, supervising college publications, suspending faculty for cause, awarding degrees and certificates, controlling college financial accounts, or any other duties or responsibilities assigned by the Chancellor.

2. DUTIES OF THE VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

- a. Serve as Chief Academic Officer. Accept and carry out the authority and responsibility delegated by the President for administering the authorized instructional offerings, programs, and services of the college.

- b. Be the supervising administrator for the instructional support services to include Harold B. Wetherbee Library, Distance Learning, and academic advising.
- c. Be the coordinating and supervising administrator for the instructional division/department/program heads, Applicant Clearinghouse, and other instructional administrative activities.
- d. Make recommendations to the President on all administrative instructional personnel matters such as appointments, re-appointments, terminations, evaluations, promotions, tenure, salary, type contract, teaching load, committee assignments, corrective or disciplinary action, merits or awards, travel, vacations, special assignments, leave, affirmative action, academic advising or any other actions dealing with personnel matters.
- e. Give direct leadership to the instructional offerings and services of the college to include analysis, self-study, use of consultants, planning, proposals, or any other actions that will keep the instructional offerings and services operating to fulfill their intended objectives in an efficient and fiscally healthy manner. Ensure that the college and each of its programs meet the accreditation standards for the college (SACS) and for each program for which there is special accreditation.
- f. Represent the college, particularly in instructional matters, on System committees, within the community or at any event or occasion that would promote or strengthen the college image or instructional offerings.
- g. Serve as Chief Student Affairs Officer for Darton State College with primary responsibility for the following offices: Counseling, Testing, Student Success Program, Career Development Center, Minority Advising Program, Student Activities, Challenge Course, A.B.L.E., (Adventure Based Leadership Education) Student Leadership, Evening Operations, Disability Services, International Student Recruitment, Advising Center, Tutoring Center, Admissions, Financial Aid, and Office of Records/Registrar.
- h. Coordinate all activities related to the graduation ceremony.
- i. Maintain and make available to students a current listing of available housing to include location, monthly rent, etc.
- j. Revise the Student Code of Conduct annually and/or as needed. Respond to student infractions and refer cases to the discipline committee when appropriate.
- k. Serve as a Student Advocate, advise the Student Government Association, and provide opportunities for students to voice concerns/requests and open student forums.

- l. Represent the college on the Regents Administrative Committee for Student Affairs, to include correspondence with Central Office and twice yearly meetings.
 - m. Perform other duties as assigned by the President.
3. DUTIES OF THE VICE PRESIDENT FOR BUSINESS AND FINANCIAL SERVICES
 - a. Be responsible to the President for the administration of fiscal and business affairs of the college.
 - b. Serve as the key staff official for planning, maintaining, and amending the various college budgets in coordination with the President, the College's other Vice Presidents and the System Vice Chancellor for Business Affairs.
 - c. Maintain employment personnel records, payrolls, and fringe benefit services for all college employees and be the chief coordinator for all non-academic employees.
 - d. Prepare records, payrolls, reports, audits or other related services as required by the President, the System, or appropriate outside agencies with which the college conducts business.
 - e. Be responsible for Business and Financial Services, plant services, procurement, auxiliary enterprises, safety and security, campus mail and property.
 - f. Perform other duties as assigned by the President or as requested by the System Treasurer.
4. DUTIES OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT
 - a. Responsible for the operations of the Institutional Advancement, Development, College Relations and Alumni offices.
 - b. Provide creative leadership for all annual and long-term fund raising activities, grants solicitation, alumni relations, external affairs and public relations, institutional and program marketing, public events and external communications, as well as institutional research reports and studies.
 - c. Supervise the Dean of College Relations and Dean of Institutional Advancement and all personnel in those areas.

5. DUTIES OF THE DEAN OF STUDENT AFFAIRS (being developed)
6. DUTIES OF THE DEAN OF ACADEMIC AFFAIRS (being developed)
7. DUTIES OF THE DEAN OF COLLEGE RELATIONS
 - a. Assist the President with all activities and events necessary to maintain a positive public image for the college.
 - b. Arrange for or coordinate all college advertising and promotion.
 - c. Coordinate the editing and printing of college publications.
 - d. Arrange for the preparation of news releases for college activities.
 - e. Arrange for the regular publication of the Capstones, class schedule, and college catalog.
 - f. Review all college publications prior to printing.
 - g. Inform college administrators, faculty, and staff of public opinion regarding the college.
 - h. Represent Darton on the Chancellor's Public Relations Advisory Committee.
 - i. Coordinate Darton's activities with area legislators.
 - j. Perform other duties as assigned by the President.
8. DUTIES OF THE DEAN OF INSTITUTIONAL ADVANCEMENT (vacant-being filled by Interim Dean)
 - a. Coordinate fund raising initiated by the Darton State College Foundation, Inc.
 - b. Provide management of the Darton State College Foundation, Inc. and implement Foundation policies and initiatives.
 - c. Supervise the development and activities of the Darton State College Alumni Association.
 - d. Facilitate and coordinate fund raising activities directed toward federal, state and local agencies and private foundations and corporations.

- e. Create and manage special events and programs that market Darton State College to its multiple constituencies and create a climate of public and private support for the college.
 - f. Develop and manage a planned giving program.
 - g. Inform the Darton State College Foundation Trustees about relevant college activities.
 - h. Plan and execute all Trustee meetings and work with committee Dean/Chairs and faculty liaisons to fulfill the Foundation mission and goals.
 - i. Inform college administrators, faculty and staff of development activities of the College and Foundation.
 - j. Serve as a liaison to the Darton Boosters, Inc. and assist with Boosters events and activities.
 - k. Perform other duties as assigned by the President.
9. DUTIES OF THE DIRECTOR OF HUMAN RESOURCES (vacant –presently filled by VP for Business & Financial Services)
- a. Responsible for the recruitment, employment, orientation and training, payroll, and benefit administration of all employees.
 - b. Manage employee relations, provide conflict resolution and assist with the design of staff development activities.
 - c. Provide leadership in the development of college personnel policies and procedures and assure compliance with all University System, State, and Federal rules and regulations that apply.
 - d. Responsible for the supervision and coordination of all operations in support of facilities management. These operations include, but are not limited to, the development of Major and Minor Capital Project and MRR proposals, remodeling and new construction, custodial services, security, preventive and routine maintenance, and energy conservation.
 - e. Supervise the Campus Information Systems department.

10. DUTIES OF THE DIRECTOR FOR CONTINUING EDUCATION AND ECONOMIC DEVELOPMENT

- a. Be responsible to the Vice President for Academic and Student Affairs for the Continuing Education/ Community Service functions of Darton State College.
- b. Be responsible for developing, coordinating, and supervising all aspects of courses, classes, clinics, seminars, conferences, workshops and/or other programs of a continuing education/public service nature at Darton State College.
- c. Be responsible for the economic and workforce development educational programs targeted to business, industry, government, civic, and social organizations.
- d. Serve as ICAPP Liaison Officer for Darton State College.
- e. Serve as the liaison between the College and the Assistant Vice Chancellor for Development and Economic Services.
- f. Employ all instructional personnel employed in the Continuing Education/Community Services program.
- g. Supervise the work of the Continuing Education Program Development Specialists, secretaries, and student assistants.
- h. Coordinate the use of regular college instructional faculty with the Vice President for Academic and Student Affairs
- i. Be responsible for developing and managing the budget for the Division.
- j. Serve as Director of the Darton State College Center for Computer Education.
- k. Be responsible for the booking of all campus activities other than regularly scheduled credit classes.
- l. Be responsible for maintaining student and course records for all continuing education activities.
- m. Develop semester and year-end statistical cumulative reports concerning Darton State College's continuing education activities and file these reports with the Assistant Vice Chancellor for Development and Economic Services.
- n. Perform other duties as assigned by the President.

11. DIRECTOR OF INSTITUTIONAL EFFECTIVENESS (being developed)
12. DUTIES OF THE DIRECTOR OF ADMISSIONS
 - a. Serve as the primary recruitment officer of the College responsible for all recruitment activities.
 - b. Supervise the admissions office personnel and operations, including scheduling, budget, facilities, and staffing.
 - c. Coordinate with other areas to impact student retention.
 - d. Coordinate with other areas to facilitate the registration process.
 - e. Prepare and disseminate enrollment information to the administration.
 - f. Perform other duties as assigned by the Vice President for Academic and Student Affairs.
13. DUTIES OF THE DIRECTOR, HAROLD B. WETHERBEE LIBRARY-LEARNING RESOURCES CENTER
 - a. Plan, coordinate, monitor, in cooperation with the academic divisions and continuing education, all components of the Learning Resources Center (LRC.)
 - b. Supervise faculty and staff with the division.
 - c. Participate in student recruitment and retention.
 - d. Advise academic divisions, continuing education, and the administration regarding Harold B. Wetherbee Library-learning resources.
 - e. Serve on community, advisory, division, and college committees.
 - f. Assess and plan for new programs and services, and revision of present services.
 - g. Manage budget to ensure support of college programs.
 - h. Evaluate faculty and staff assigned to the Learning Resources Center.
 - i. Recommend annual salary adjustments.

- j. Act as LRC representative to system advisory committees.
- k. Seek grants to support LRC and college programs.
- l. Develop and implement long-range LRC plans and goals in coordination with the college strategic plan.
- m. Perform duties as assigned by the Vice President for Academic and Student Affairs

14. DUTIES OF THE DIRECTOR OF FINANCIAL AID

- a. Responsible for the administration of all federal, state, and institutional financial assistance programs.
- b. Supervise and direct the operations of the financial aid office, including scheduling, budget, facilities, and staffing.
- c. Assure compliance with all federal, state, and University System regulations affecting the granting of financial aid.
- d. Coordinate with other areas to impact the registration process.
- e. Coordinate with other areas to impact student retention.
- f. Perform other duties as assigned by the Vice President for Academic and Student Affairs.

15. DUTIES OF THE DIRECTOR OF CAMPUS LIFE

- a. Advise the Student Activities Committee, including budget proposals for Student Activity fee funds.
- b. Plan, conduct, and supervise student cultural, recreational, and social programs/events.
- c. Supervise intramural sports.
- d. Advise Student Government Association and oversee annual election of officers.
- e. Maintain and oversee operations of the Student Center.

- f. Coordinate student clubs and organizations.
- g. Update, revise, and distribute the Student Handbook annually.
- h. Perform duties as assigned by the Vice President for Academic and Student Affairs.

16. DUTIES OF THE DIRECTOR FOR MINORITY ADVISING

- a. Provide counseling and academic advising for minority students.
- b. Sponsor and coordinate programming activities of special interest to minority students.
- c. Present series of Student Success Program workshops.
- d. Serve on College committees.
- e. Periodically teach the First Year Experience (FYE) class on an as-needed basis.
- f. Serve as faculty advisor for the minority student organization.
- g. Serve as an advocate and liaison between minority students and the college faculty, staff and administration.
- h. Perform duties as assigned by the Vice President for Academic and Student Affairs.

17. DUTIES OF THE DIRECTOR OF BUSINESS AND FINANCIAL SERVICES

- a. Be responsible to the Vice President for Business and Financial Services for the administration of fiscal and business affairs in the areas of accounting, budgeting, payroll, procurement, central receiving, and inventories.
- b. Perform other duties as assigned by the President or Vice President for Business and Financial Services or as requested by the Board of Regents Central Office staff.

18. DUTIES OF THE CHIEF TECHNOLOGY OFFICER OF THE TECHNOLOGY SERVICES DIVISION

- a. Represent Darton State College in the USG CIO Advisory Council, an advisory body for the USG and a stakeholder communication group for the Vice Chancellor/Chief Information Officer.
- b. Oversee all academic and administrative computing technologies and services including BANNER web, Multi-media Lab / Help Desk, College web site, and hardware and application services, etc.
- c. Perform other duties as assigned by the President of the college.

19. DUTIES OF THE REGISTRAR

- a. Responsible for facilitating efficient and innovative processes that will result in quality service for the students, prospective students, faculty, and staff who interact with the Registrar/Records office.
- b. Responsible for leadership and management of the Registrar/Records office and all aspects of student academic records management.
- c. Coordinate with other areas to facilitate the registration process.
- d. Certify candidate eligibility for degrees.
- e. Assist with commencement functions.
- f. Certify NJCAA athletic eligibility.
- g. Serve on various campus committees.
- h. Perform other duties as assigned by the Vice President for Academic and Student Affairs.

20. DUTIES OF THE ATHLETIC DIRECTOR

- a. Work closely with the Physical Education Division Dean/Chair to facilitate, coordinate, and schedule credit and non-credit physical education, wellness programs, and athletic activities.
- b. Ensure the athletic program adheres to and stays in strict compliance with NJCAA, GJCAA, Title IX rules and regulations, as well as College policies and procedures.

- c. Ensure all athletic programs model the highest level of ethical and professional standards.
- d. Advance the success of student-athletes in their academic, athletic, and personal development.
- e. Ensure that the safety and welfare of student-athletes are highly valued within the athletic program and promote the integration of student-athletes into the student body.
- f. Administer and grow a diversified and comprehensive intercollegiate athletic program.
- g. Develop, implement, direct, and actively participate in an ongoing progressive funding program, including working to cultivate and solicit donations and gifts from major donors.
- h. Increase the growth and involvement of the College's Booster organization.
- i. Serve as an ambassador for the athletic program by attending home contests, greeting faculty, staff, current students and parents, and prospective student-athletes and their families during visits to the campus.
- j. Develop relationships and work closely with all facets of the media.
- k. Represent Darton State College athletics in a professional manner to all internal and external constituents.
- l. Hire, evaluate, and provide direction to coaches and staff.
- m. Supervise the planning and operation of the athletic program.
- n. Oversee the professional development of the coaching staff to enhance recruiting and teaching skills.
- o. Coordinate the scheduling, operation, and maintenance of the Physical Education/Athletic/Wellness Complex.
- p. Design and administer a robust, proactive wellness program which serves students, faculty, staff, and the community-at-large.
- q. Foster improvement and excellence in all athletic and wellness programs.
- r. Prepare and monitor the athletic and wellness program budgets.

- s. Perform other duties as assigned by the President.

G. DUTIES OF DIVISION DEAN/CHAIRS AND PROGRAM DIRECTORS

1. DUTIES OF THE DIVISION DEAN/CHAIR

- a. Plan, coordinate and monitor all components of the division.
- b. Supervise faculty and staff assigned to the division.
- c. Mentor new faculty.
- d. Assess and plan for new programs and revision of existing programs.
- e. Develop and implement long-range divisional plans and goals.
- f. Plan and participate in student recruitment activities.
- g. Advise students in academic coursework.
- h. Serve on community, advisory, division and college committees.
- i. Seek grants to support division and college programs.
- j. Assist in preparation of specialized accreditation.
- k. Develop and conduct educational programs for the community.
- l. Recruit and screen for faculty appointments.
- m. Evaluate faculty and staff assigned to the division.
- n. Recommend annual salary adjustments.
- o. Monitor division budget.
- p. Act as division representative to program advisory committees.
- q. Teach courses in area of educational background.
- r. Perform duties as assigned by the Vice President for Academic and Student Affairs

2. DUTIES OF THE ASSISTANT DEAN/DIVISION DEAN/CHAIRPERSON

- a. Act in the absence of the Dean/Chairperson:
 - Sign documents.
 - Work with the Administrative Assistants to manage issues that arise.
 - Manage student issues.
 - Communicate student issues to the Division Dean/Chairperson.
 - Attend relevant meetings, representing the Division.
- b. Assist with recruiting, mentoring and evaluating of new faculty.
- c. Coordinate college, division, and advisory committees.
- d. Assist the Division Dean/Chair with monitoring the budget.
- e. Assist with recruitment, advisement and retention of students.
- f. Monitor book orders, office hours, classroom availability, develop and submit the schedule and other routine tasks related to Division activities.
- g. Assist in the development of the registration schedule and maintain coverage.
- h. Manage requests for MOU's and ensure that MOU's are current.
- i. Monitor grant activities.
- j. Serve as a resource for Division activities regarding accreditation and/or program review.
- k. Complete assigned tasks relevant to the strategic operation of the Division.
- l. Teach courses in area of educational background.

Perform duties as assigned by Division Dean/Chairperson or the Vice President for Academic and Student Affairs

3. DUTIES OF THE PROGRAM DIRECTOR

The director of a specialty education program must possess the qualifications and skills necessary to perform the leadership and management functions identified by Darton State

College as appropriate for the individual program. Those administrative functions should include:

- a. Planning and developing the program.
- b. Organizing and administering the program.
- c. Developing and designing program curriculum.
- d. Scheduling courses for academic terms.
- e. Reviewing the program on continuous basis.
- f. Evaluating and directing full-time and/or part-time program faculty.
- g. Developing clinical/professional affiliations.
- h. Monitoring students at clinical/professional sites.
- i. Directing clinical affiliations.
- j. Meeting specific program accreditation standards/essentials.
- k. Planning, implementing, and monitoring the program budget.
- l. Performing quality improvement activities to enhance program effectiveness.
- m. Maintaining current professional credentials.
- n. Recruiting and retaining students through graduation.
- o. Perform duties as assigned by the Division Dean/Chairperson.

The program director also has a variety of other professional duties and responsibilities. Like other full-time faculty, the program director is responsible for:

- a. Teaching.
- b. Maintaining office hours.
- c. Serving on committees.
- d. Sponsoring activities.
- e. Advising students.

- f. Assisting in special activities.

Many of the responsibilities of the program director require administrative time; therefore, the teaching load of a program director should be reduced from a full-time teaching load. Among the factors to be considered in the assignment of teaching duties of a program director will be specific program accreditation requirements, availability of qualified instructors, the number of contact hours, and other designated responsibilities of the director.

The regulations, policies and practices outlined in the Faculty Handbook are applicable to the program director.

4. DUTIES OF THE MEDICAL DIRECTOR/MEDICAL ADVISOR

The Medical Director/Medical Advisor is appointed by the College President on recommendations from the Program Director and the Division Dean/Chairperson. The Medical Director/Medical Advisor functions should include:

- a. Providing input into the medical content of the program to which he or she is appointed.
- b. Providing input into the medically related activities of students in the clinical phase of the program.
- c. Serving as advisor to the program director.
- d. Acting as liaison between the program and other community physicians.

Qualifications:

- a. Currently licensed physician
- b. Board Certified or Board Admissible in area of expertise necessary to meet specific program accreditation requirements.

Faculty Appointment:

The Medical Director/Medical advisor will have a faculty appointment at Darton State College, the academic institution. The appointment may be a regular one, a non-salaried clinical or courtesy appointment, or an adjunct appointment at the discretion of the institution's President.

H. OTHER REFERENCES IN THIS HANDBOOK RELATED TO THE COLLEGE ORGANIZATION AND ADMINISTRATION: (See Charts 1-5)

1. Statutes, Article II, Article III, and Article IV
2. Rosters, committees, councils, and administrative forms. Section X

I. EXCERPTS FROM REGENTS' POLICIES

(adapted for Darton State College--a Type II, Category H, C, A, B Institution)

Section 3.2.3 FACULTY MEETINGS

The faculty shall meet at least once each semester and at such other times as may be necessary or desirable. The faculty shall appoint a secretary who shall keep a record of the proceedings.

Section 3.2.4 FACULTY RULES AND REGULATIONS

The faculty shall make, subject to the approval of the President of the institution, make statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules, and regulations made by the faculty shall be filed with the Chancellor. The faculty shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the president of the institution. (BoR Minutes, 1986- 87, p. 333; May 2010).

Section 3.1 ACADEMIC AFFAIRS - GENERAL POLICY

The Board of Regents shall rely on the Chancellor, the Presidents of all USG institutions and their Deans and faculty members to develop, adapt, and administer the academic methods and procedures deemed by them to be most effective in promoting efficiency of operations and most appropriate to the advancement of learning.

Without limiting the generality of the preceding paragraph, it is recognized that the following are proper functions of the academic authorities rather than of the Board:

1. To prescribe the teaching load to be carried by each member of the faculty.
2. To determine the maximum and minimum number of students permitted in a class.
3. To define the nature and form of records, if any, to be kept of the members of the faculty and of activities of administrative personnel.

The Board of Regents shall expect of each President, the faculty and staff, the deans and the faculties of each institution in the System efficient service measured by approved academic standards, and shall look to them to promote effective higher education, having in view resources available to them, and, in the discharge of its duties as a Board, must hold them responsible for a failure to achieve these results. The Board is of the opinion that it

would not be reasonable to make academic authorities in the System accountable for results obtained and at the same time deny them the power to choose ways and means they believe to be best adapted to achieve the ends desired.

The Board shall look to the Chancellor to survey institutions in the System and to report thereon to the Board, as may be necessary to keep it fully informed of the standards of scholarship maintained at each institution in the System and the efficiency and effectiveness of the administration of the institutions.

The Board shall expect each institution to be accredited by the Southern Association of Colleges and Schools, Inc., and other appropriate accreditation agencies.

(Note: At Darton, the President is ultimately responsible for all types of accreditations. However, each administrative officer is expected to assure compliance with the criteria for accreditation by SACS for the function or program related to his/her title or duties. Also, the head of each program requiring special accreditation, such as nursing, dental hygiene, medical laboratory technician, and emergency medical services, is expected to assure compliance with the special accreditation.)

Section 4.1.1 STUDENT AFFAIRS - INSTITUTIONAL RESPONSIBILITY

Admission, discipline, promotion, graduation, and formulation of all rules and regulations pertaining to students of institutions of the University System are matters to be handled by the institutions within the framework of regulations of the Board of Regents. Students violating rules and regulations of an institution may be punished, suspended, excluded, or expelled as may be determined by the institution.

Section 5.1 PUBLIC SERVICE - GENERAL POLICY

The Board of Regents recognizes that public service, including lifelong education and economic development support activities, are fundamental responsibilities of all colleges and universities; that they are important means by which the USG extends and applies the knowledge available in its instruction and research programs to the needs and problems of Georgia citizens, government, businesses, and organizations, and; that such programs can assist the state and nation in providing solutions to major challenges.

Public service includes a wide array of assistance that the USG and its member institutions provide to the state and the community. Such service can be academic or nonacademic, provided under contract or informally, and funded through external, internal, or a combination of sources, depending on the extent of the assistance and the availability of funds.

The Chancellor shall identify statewide needs and develop system-wide initiatives using the USG's collective networked resources to meet USG public service responsibilities. Presidents shall identify local and mission-related needs and develop methods to respond to these. The Chancellor shall periodically provide to the Board a comprehensive assessment

of the way in which the USG and its institutions are applying their resources to serving the people, governments, businesses, and organizations of Georgia.

Note: A copy of the Policy Manual of the Board of Regents of the University System of Georgia is available on the Web at <http://www.usg.edu/policymanual>.

J. ORGANIZATIONAL CHARTS

Please go to www.darton.edu

Faculty/Staff Tab

Email and SharePoint Access

Under Employee links click on SharePoint Access

Darton Public Documents

Open Organizational Charts

Choose area/division

III. COLLEGE SERVICES

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A. STUDENT SERVICES

1. Student Success

When a student appears to be having academic or personal difficulties which may be helped by advising or counseling, faculty are encouraged to make a referral to the Student Success Center. A referral may be made by calling or going by the Student Success Center. The one making the referral may accompany the student if desired. Professionally trained advisors and counselors are available to assist students in many areas, some of which are:

- Discovering the student's interests, aptitude, and values.
- Personal conflicts.
- Financial problems.
- Employment pressures.
- Graduation anxiety.
- Academic challenges

a. Testing Services

The Testing Center administers the Compass test for admission to Darton, the Residual ACT, CLEP tests, proctored exams for online/hybrid Darton and non-Darton students, Pearson VUE certification tests, Nursing Pre-Admit exam, the Compass Exit test for Learning Support and the Remote Compass for non-Darton students. Darton faculty who teach online or hybrid courses may have their exams proctored for their local students at the Testing Center. Faculty information may be found at <http://www.darton.edu/current/testing/teacher.php> or you may call the Testing Center Office, 317-6735.

b. Career Development Center

The Career Development Center provides students and alumni with comprehensive career related services to aid individuals in making fundamental decisions about the uses of education in their careers and life goals. The Career Development Center as an educational support service furnishes individuals with a variety of resources for achieving career goals.

The Career Center offers the following services to students and alumni:

- 1) *Choosing a major* – information about choosing a major can be found at: www.darton.edu/career/major.php Individuals who utilize this page from the website can access Darton majors and the Darton State catalog. Another link from this site for individuals is the *What Can I Do With This Major* link which helps the individual link majors to careers.

- 2) *Career Assessments* – the Career Center offers the Strong Interest Inventory and Myers Briggs Type Indicator which are two career assessments individuals can complete on campus. More information about these assessments are provided through the Career Center website at <http://www.darton.edu/career/assessments.php> . Similar assessments are available for individuals not able to take the assessments on campus. Online interest assessments are available through the Georgia Career Information System – link provided on the Career Center website at <http://www.darton.edu/career/exploration.php>) and a personality assessment through the Jung Typology Test which can be accessed from the Career Center website at <http://www.darton.edu/career/assessments.php>.
- 3) *Career Exploration and Career Library* - Excellent resources on colleges, careers, and job search information are available through the Career Library. We have books available to help students learn about resumes, interviewing skills, and job searching. We also make available current college catalogues and assistance in looking for transfer programs at four year colleges. We offer links to career exploration websites with up-to-date educational and occupational information such as the Georgia Career Information System, The Bureau of Labor Statistics, O*net, and CareerOneStop through our website at <http://www.darton.edu/career/exploration.php>.
- 4) *Resume and Interviewing Help* – the career center assists individuals with creating and reviewing resumes along with assisting students with job interview skills and mock interviews. Resume and interviewing help is provided on-campus or through online website OptimalResume at <https://darton.optimalresume.com/> - link provided through career center website at <http://www.darton.edu/career/> . Resume and interviewing help is also provided for individuals through resume and interviewing seminars and workshops offered each semester.
- 5) *Job Opportunities/Work Study* – part-time, full-time, internship, and on-campus job opportunities are posted by the career center through an online job board at www.collegecentral.com/darton. This job board gives individuals the opportunity to view jobs, post resumes, and apply online for on or off campus jobs. A link to the job board is provided from the career center website at <http://www.darton.edu/career/>. Work study is also available to eligible students. Work study applications are available through the career center and can be mailed to the applicant if requested. More information about work study

is provided on the career center website at http://www.darton.edu/career/work_study.php .

6) *Seminar and Workshops* – career related seminars and workshops are offered each semester by the career center. The upcoming seminar or workshop is also posted on the career center website calendar of events at

www.darton.edu/career

7) *Annual Career Expo* – the career center hosts an annual career expo in the spring semester. The upcoming seminar or workshop is also posted on the career center website calendar of events at www.darton.edu/career

The Career Development Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and the telephone number is 317-6865 or 317-6449.

c. Counseling Center

An experienced counselor is available to students for individual counseling or numerous workshops. The services are available to Darton State College students FREE OF CHARGE. The Counseling Center is on the second floor of the Student Center. Students are urged to stop by or call 317-6865 for an appointment. The Counseling Center is open 8:00 a.m. to 5:00 p.m., Monday through Friday, and evenings by appointment.

d. Peer Tutoring Center. Qualified, faculty-recommended peer tutors provide tutoring services in almost every subject area. Students can use these free services by contacting the Peer Tutoring Office (C-227, 317-6738 or http://www.darton.edu/current/peer_tutoring). Faculty members are encouraged to recommend potential peer tutors and to encourage students to seek help from a peer tutor.

e. Advising Center. Professional academic advisors advise and pre-register new and returning students and undecided major and assist them in developing an educational plan. They also make appropriate referrals and suggest strategies to improve the student's overall academic success. See http://www.darton.edu/current/stu_aff/advising.php for more information.

A counselor is available to give assistance. The Office of Student Affairs (C-227, 317-6738 or http://www.darton.edu/current/peer_tutoring) provides peer tutoring services. Students are encouraged to use these free services.

2. Financial Aid

The College participates in all federal and state financial aid programs and administers some local scholarship programs. Of significance to the faculty member is the fact that all financial aid is processed through a central Financial Aid Office located in the B.R. Tilley Academic Services Building and under the direction of the Vice President for Academic and Student Affairs. Limited detail is included in the Darton Catalog and Student Handbook.

3. Student Assistants

Student assistants are available through two programs, the Federal Work-Study Program and from institutional funds budgeted to the respective divisions/departments. An e-mail is sent from the Career Center Coordinator at the beginning of each semester requesting student assistance needs from all departments/divisions on campus. Requests for institutional student assistants should be channeled through the ***Dean/Division Chairperson/Department Budget Head*** to Financial Aid. Requests for Federal Work Study student assistance should be made by e-mail or campus mail from the hiring department/division utilizing the appropriate request forms provided by the Career Development Center.

4. Military Resource Center

The Darton State College Military Resource Center is dedicated to helping past, present, and future military members, along with their families, achieve their higher education goals. The center provides student employment opportunities, information and referral, and an online community. The Center is located in the Technology (A) Building, room 132, (229) 317-6538 or military@darton.edu. The College can be held liable for failure to properly administer veterans' regulations, and the full cooperation of all faculty members is essential.

5. Student Activities

The purpose of the Student Activities program is to complement the instructional program by providing out-of-class recreational, social, cultural and educational opportunities. Most of these activities are available for faculty participation with the exception of those activities requiring a valid student ID card. All clubs and organizations require faculty sponsors. Faculty members are urged to offer their services when possible.

6. Office of Cultural Affairs

Cultural Affairs implements programming in support of the institution's efforts to maintain an environment of inclusiveness for all students. Throughout their entire matriculation, students of diverse groups have access to in-depth advising and mentoring. Additional academic and professional preparation services are offered for

the purpose of helping students to achieve their full potential as change agents and global leaders. For more information on programming and services offered by the Office of Cultural Affairs contact wendy.wilson@darton.edu or visit between the hours of 8-5pm, office C220.

7. College Sponsored Trips

College student groups are allowed to take field trips for sufficient reason. All sponsors of such trips must:

- a. Determine that they do not conflict with other College functions.
- b. Determine appropriate funding source.
- c. Make provision for adequate transportation, housing, and food.
- d. Provide adequate supervision.
- e. Clear trip with immediate supervisor, Vice President for Academic and Student Affairs *(If a club or organization or using Student Activities money the Vice President for Student Affairs must also be notified.)*
- f. Provide supervisor and Vice President for Academic and Student Affairs an itinerary of the trip.
- g. Provide all faculties concerned with a list of all students making the trip on an I-4 form. (See Section IX, Form I-4.) The sponsor is strongly encouraged to submit the completed I-4 form at least ten (10) academic days in advance of the trip, if possible. (This form is available in SharePoint, DC-Forms, appropriate division)
- h. When students involved in a college-sponsored trip will not be absent from classes, provide a list of those students to the Key Staff only.

It should be accepted by all faculty members that students who are absent from class because of authorized student activities, especially those in which the College is being represented publicly, are not to be considered or treated as delinquent and should be given every consideration in making up class assignments, examinations, etc.

8. Student Campus Meetings and Activities

The Vice President for Student Affairs should approve arrangements for student campus assemblies, convocations, meetings, or activities in advance. College Form S-20, Request for Approval of Student Activity, should be used. (See Section IX, Form S-20). This form is available in the Office of Student Activities.

During college-wide meetings or convocations, classes may be dismissed and college services reduced to allow maximum attendance.

A Form P-32 should be completed well in advance of any event requiring equipment, furniture arrangement, or other services beyond the daily routine. (See Section IX, Form P-32). This form is available in the Office of Continuing Education and Economic Development and in SharePoint DC-Forms Continuing Ed-Comm Svcs.

B. GENERAL SERVICES

1. Mail Service

The receipt and dispatch of all College mail are the responsibility of the Personnel Office. The College uses metered postage for all official College mail. The mail is delivered by the post office to the mailroom (located in A-Building) between 9:00 a.m. and 1:00 p.m. As soon as practical, the mail is distributed to the college mail boxes. Mail boxes are assigned to individual faculty members, designated staff, and all departments.

All out-going mail should be delivered to the mail room no later than 2:00 p.m. in order for the mail to be sent out the same day. In emergency situations (for mail after 3:00 p.m.), please call the Payroll Office, and every attempt will be made to get the mail out if at all possible.

Please notify the Payroll Office at least 48 hours in advance of a bulk mailing (over 200 pieces of like matter to be mailed at a reduced rate) so that arrangements can be made. Anyone needing assistance in preparing a bulk mailing should contact the mail room.

2. Dental Hygiene Service

Full-time faculty, staff, and students are eligible to receive clinical dental hygiene procedures as a service without fee by appointment.

3. Copier Services

Various types of copying equipment are located in the divisional offices throughout the campus and in the main copy room of the B.R. Tilley Academic Services Building, K-102. The purpose of this equipment is to serve the general purpose copying needs of college personnel. Copies may also be made in the Harold B. Wetherbee Learning Resource Center for a small fee.

4. Custodial Services

Darton State College strives to provide custodial services in an orderly manner so as not to annoy, disturb, discredit or offend customers, visitors, students, faculty and staff. Darton College custodial staff maintains approximately 482,000 square feet of conditioned space. Darton State College conducts these services with the highest

standard and degree of safety, care, efficiency and cleanliness. Campus occupants are required to submit an electronic request own the [School Dude Work Order System](#) to the Plant Operations Department where it will be [reviewed](#). If approved, both in-house and contracted work is routed, coordinated, and supervised by the Department.

5. Check Cashing

Checks up to \$25 may be cashed by the college cashier, upon presentation of proper identification. If there is a need to cash a larger check, the cashier has been instructed to secure permission from the Vice President for Business and Financial Services. The cashier may refuse to cash a check if sufficient cash is not available.

6. Lost and Found Property

The Darton Police Department is responsible for operating the central Lost and Found operations for the campus. Lost items from all areas of the campus are eventually turned over to the Police. If you have lost an item, a faculty or staff member can provide you with the Lost Property Affidavit or you may come to the department and fill out a form. You may fill out the form at any time, however, please make all inquiries at the department between the hours of 8:00 am to 5:00 pm Monday thru Friday. Our office is located in room C208 on the 2nd floor of the student center.

All property turned in to Lost and Found will be kept a minimum of 60 days. If known, every attempt will be made by our department to contact the owner. If items are unclaimed after 60 days, they will be disposed of appropriately.

7. Administrative Assistants Services

Secretarial services of administrative budget units are normally expected to be performed by personnel within the budget unit. Secretarial services to the teaching faculty are to be performed by the secretarial personnel assigned for that purpose under the general supervision of the Vice President for Academic and Student Affairs. On specific occasions or at peak loads for a particular budget unit, the sharing of secretarial services is encouraged with details being arranged by the budget heads concerned. The Vice President for Academic and Student Affairs will also help coordinate secretarial services for specific purposes such as registration. (See Faculty Secretaries in Section VII of this Handbook.)

8. Bulletin Boards

Notices to be posted on campus bulletin boards, except classrooms, should be neat and must contain the name of the person or organization posting the notice, the date posted, and the appropriate signature of approval. Commercial advertising is not considered appropriate.

Students, non-campus persons, organizations, groups, and employees with bulletin board notices of a non-campus nature must have their notices approved and initialed by the Office of College Relations before posting on any of the campus bulletin boards. The Director of Student Activities may approve notices to be posted in the Student Center. Faculty and administrative notices can be posted on any of the campus bulletin boards but should contain the signature of the faculty member.

Bulletin boards in classrooms are intended to be used for instruction and are under the supervision of Division Dean/Chairpersons to whom the room is assigned. Walls and doors of campus buildings are not to be used for posting notices unless under special circumstances approved by the Director of College Relations.

9. Bookstore

The bookstore is located in the M Building, beside the Student Center (Building C). All sales of books, supplies, soft goods, and miscellaneous items sold by the bookstore are handled through cash, check, American Express, Discover, VISA, MasterCard, gift cards, travelers' checks or student accounts receivable transactions.

For course textbooks to be ordered, inventoried, and sold in the Bookstore, faculty members must submit by course and section number to the Division Dean/Chair through appropriate correspondence, notification of his/her intent to require or recommend the use of a textbook. The division/departments administrative assistant will organize the information received from all faculty members, and upon approval from the Division Dean/Chair, electronically submit the book order to the bookstore in the format established by the bookstore at that time. The semester book order should be completed as early as possible, at least ten weeks prior to the beginning of the semester, in order to have the books shelved on the date classes begin.

Any additions/deletions of textbooks must be approved by the Division Dean/Chairperson before they become effective.

Textbooks should be used for at least two years after adoption. If it is necessary to make a change in less than two years, approval must be secured from the Division Dean/Chair. The Division Dean/Chair will consult with the bookstore personnel to be sure that it is an appropriate time to change, i.e., shelf stock is zero, books on hand are returnable without a penalty, buy-backs for the textbook may be ceased to at least one semester, excluding summer semester, prior to the change.

The divisional assistant will assist faculty members in obtaining a copy of a textbook if the division does not have copies available.

Should problems arise with textbook offerings, bookstore personnel will direct their questions to the Division Dean/Chair for discussion with the appropriate faculty member.

C. OFFICE OF COMMUNICATIONS & MARKETING

All communications with the mass media which concern the college or its operation should be coordinated through the Office of Communications & Marketing. Every attempt will be made to accommodate the public relations needs of all students, faculty, and staff. The final decision concerning the best public relations for the College will rest with the President via the Office of Communications & Marketing.

Students, faculty, and staff are encouraged to promote the best image of the College by suggesting interesting feature stories and pointing out news stories of interest. The Office of Communications & Marketing should be informed of any potentially negative news events to allow the college's administrators to determine how to communicate with the mass media concerning such events.

All college publications (brochures, pamphlets, programs, etc.) should be coordinated through the Office of Communications & Marketing. All advertising which concerns the College or its operation should also be coordinated through the Office of Communications & Marketing.

The College encourages faculty members to participate in activities which promote the positive image of the College. Such activities would include addresses, presentations, or demonstrations before civic, professional, or church groups. Faculty members are requested to inform the Office of Communications & Marketing prior to such events to allow sufficient time for publicity. Communications & Marketing may also be able to provide college-related materials for such presentations.

Excerpt from Regents' Policy Manual, 10.2.2:

All publications, including bulletins, annuals, magazines, etc., published either by students, faculties or staffs of any institution of the University System shall be published only under proper supervision and authority of the President of the institution. All financial contracts pertaining to such publications shall be approved by the President or his designated representative.

IV. COLLEGE REGULATIONS, POLICIES, AND PRACTICES

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IV. COLLEGE REGULATIONS, POLICIES, AND PRACTICES

A. ADMISSIONS AND RECORDS

1. Admissions Policy

Darton State College practices the philosophy of liberal admission. The details are described in the Darton State Catalog but consist essentially of submitting an application, high school or college transcripts, college entrance exam scores, a completed immunization form, and a \$20 nonrefundable application fee.

Initial enrollees are placed according to placement test results. Transfer students are eligible for admission if they are eligible to re-enroll at their former college.

Admission procedures for transient students, auditors, and other special categories are described in the Darton State Catalog. General admission to the College does not guarantee admission to Nursing or Health Science Programs.

2. Registration of Students

Registration procedures are announced prior to registration day. Essential steps include the planning of the student's educational program, completion of the registration process, and the payment of fees. Faculty advising is coordinated by the Vice President for Academic and Student Affairs. Some faculty members may be called upon to assist with the clerical aspects of registration.

3. Access to Student Records

Only full-time staff of the Records Office may remove any contents from the files or vault. Persons needing materials should request them from a member of the Records Office staff. Materials may not be taken from the Records Office, except that some materials may be taken to the Office of the President, the Office of the Vice President for Academic and Student Affairs, or the Counseling Center. When the user has finished using the records, they should be returned to a member of the Records Office staff. Accountability of materials taken from the files and/or vault will be maintained by the use of a sign-out sheet designed specifically for that purpose.

All faculty members are entitled access to a student's file folder and permanent record as needed for lawful and educational purposes. These records may not be photocopied by other than Records Office personnel.

Darton State College is covered by the **Family Educational Rights and Privacy Act** of 1974 (**FERPA**), which is designed to protect the student's rights with regard to educational records maintained by the College. Under this Act, a student has the right

to inspect and review educational records maintained by the College that pertain to the student; the right to challenge the content of records on the grounds that they are inaccurate, misleading, or a violation of privacy or other rights; and the right to control disclosures from the educational records with certain exceptions.

Each instructor has access to a student's permanent record. Confidentiality is mandatory, as determined by this Act that protects the privacy of student education records. For more information you can visit the [U.S. Department of Education](http://www.ed.gov). Grades and attendance may NOT be discussed even with the student's parents or spouse except under special circumstances. For clarification, call the Office of Records at 229-317-6742.

Please remember that student educational records are considered **confidential** and may not be released without the written consent of the student. As a College employee, you have a responsibility to protect all educational records in your possession. Employees are allowed access to this information only for legitimate use in completion of your job duties and responsibilities. If you are in doubt, do not release any information until you talk to the office responsible for student's records.

4. Grading System

The grading system as found in the Darton Catalog shall be used in assigning final grades, but each instructor is free to develop a unique grading approach during the semester and then convert it to the College system at the time of assigning final grades.

If it becomes necessary to change a student's grade, the instructor will go to SharePoint, Surveys, Grade Changes, Respond to this Survey and complete the information.

5. Grade Reporting

All instructors are required to notify their students of their standing in the course before the last day to drop a course or withdraw from college without penalty each semester. This may be done by posting grades or by another method of the instructor's choosing; however, students' anonymity must be protected. The instructor must use a number or designation unique to that class, but not a designation that can be identified with the student by anyone else. The posting of final grades shall be at the discretion of the individual instructor. In all cases when grades are to be posted, the instructor should inform the class where they will be posted e.g., office door, classroom door, etc. A desired alternative is to inform the student via private conference or email.

6. Academic Appeals

The normal procedure to appeal academic matters, such as grading, attendance, teacher technique, student/teacher conflicts, or anything else associated with the

academic process, is to (1) discuss the matter with the instructor concerned; (2) if the appeal has not been resolved, then discuss the matter with the Dean/Chairperson of the division or department concerned; (3) if the appeal still has not been resolved, discuss the matter with the Academic Appeals Committee. The appeal from the Appeals Committee decision is the Vice President for Academic and Student Affairs.

For the convenience of students, the Appeals Committee sits at the beginning of each semester to hear the appeals of all suspended students and any others with an academic appeal who request to be heard.

7. Audit of Courses

Students may enroll in College courses on a non-credit basis. The requirements for admission as an auditor are essentially the same as for regular admission depending on the student's category (freshman, transfer, or non-degree seeking). Attendance, preparation, fees, and withdrawal policies are the same as for regular students. No tests or examinations are required. A grade of "V" is awarded for successful completion of an audited course. During the semester, a student may not transfer from audit to credit status or vice versa. A student is prohibited from having the audit changed to credit at any later time for courses for which they were registered as auditors. An audited course counts as part of the student's academic load.

Faculty and staff of the College may attend a class without registering as an auditor, provided that prior permission is received from the instructor of that class.

Some classes are offered jointly as credit or continuing education courses. Students may enroll for either arrangement but must meet the appropriate requirements and pay fees accordingly. A student is prohibited from having a continuing education course changed to a credit course at any later time for courses for which he/she was registered for continuing education.

8. Credit by Examination

See Darton Catalog, Credit by Examination.

B. GRADUATION

1. Graduation Requirements

See Darton Catalog, Graduation Requirements.

2. Commencement Exercise

All members of the full-time faculty, teaching and administrative, are expected to participate in each graduation exercise in appropriate academic regalia. Full-time

faculty members who wish to be excused from participation in the graduation exercise must petition the President in writing. Part-time faculty are invited and encouraged to participate. Normally, two graduation exercises will be conducted and held at the end of the fall and spring semesters.

C. STUDENT AFFAIRS

1. Student Conduct

Faculty members have the responsibility to assist in upholding the Student Code of Conduct. The Code is divided into two sections--academic irregularities and non-academic irregularities. Procedures are described in detail in the Student Handbook, and all faculty members should become familiar with these procedures prior to their first conduct encounter. When faculty members observe a violation of the Code, they should investigate and take appropriate action. If it is warranted, the results of the investigation should be reported in writing to the Vice President for Student Affairs' Office.

The Darton State College Student Code of Conduct and the Academic Honor Pledge establish standards of conduct designed to foster the development of well-educated, mature, ethical, and responsible citizens. The Academic Honor Code may be found at the end of this section of the handbook.

2. Student Attendance

Students are expected to attend all classes for which they are registered. Each instructor at Darton State College must have a class attendance policy. Each online instructor must have an attendance policy as part of their syllabus or course information. Active participation in online courses is expected. It is recommended that students log into the class at least four times weekly. This policy must have the approval of the division dean. If the attendance policy will be used as a factor in determining students' grades, it must be explained to the students in writing at the beginning of the semester. It is the student's responsibility to know the policy for each of his/her classes and abide by it. When it becomes apparent that a student's absenteeism could result in failure, the instructor should advise the student of the excessive absences. Additionally, the instructor should report poor attendance as an issue as part of Darton's Early Alert system, which checks student progress at 2, 4 and 8 week intervals during the semester. Progress reports from these checks will be sent to the students' advisors for additional follow-up.

Cavalier Early Alert

The goal of Cavalier Early Alert is to provide opportunities for students to enhance their chances for academic success

Cavalier Early Alert is in place to permit faculty to give a warning to students who:

- Do poorly on their first test
- Are habitually tardy to class
- Miss classes for no apparent reason
- Don't turn in assignments or participate in class discussions
- Other reasons which place students in academic jeopardy.

Students who are not performing satisfactorily are notified via MyDC email with comments from their instructors. Students are expected to meet with their instructor, academic advisor, and/or First Year Experience instructor to create a plan of action to get the student back on track.

When students are referred, the First Year Experience instructor can refer struggling students to the services on campus that best fit that student's needs.

Certain agencies require certification of satisfactory attendance. Each instructor should be prepared, at any time, to report the number of absences accumulated by each of his/her students. Instructors will be asked to verify their class rosters by the Office of the Registrar.

3. Policy on Classroom Behavior

Ordinarily, disruptive classroom behavior is not a problem in a college setting. However, should a student's classroom behavior be disruptive, this policy delineates the procedure to be followed.

If a student's conduct disrupts the orderly class process, the instructor should promptly advise the student to cease the misbehavior. If the disruptive behavior continues, the instructor may ask the student to leave the class and to schedule a private conference with the instructor prior to returning to the class. The instructor may also refer the matter to the Vice President for Student Affairs for appropriate disciplinary action.

If the student refuses to leave the classroom and continues his/her disruptive behavior, the instructor may, if he deems it advisable, discontinue the class session and report the incident in writing to the Vice President for Student Affairs. Such a report should include dates, times, actions, names of persons involved, and names of witnesses. The Vice President for Student Affairs will pursue the matter with the Vice President for Academic and Student Affairs and through the student disciplinary procedure if necessary.

If, when the class next convenes, the student again disrupts the orderly class process and refuses to leave the classroom when requested by the instructor, the instructor should advise him/her that failure to do so may subject him/her to disciplinary action under the student code of conduct. During day classes if the condition persists, the instructor should notify the Vice President for Student Affairs or, in his/her absence, the Vice President for Academic and Student Affairs. During evening classes the instructor should notify the Director of Evening Operations. The Dean/Chair, or the Director of Evening Operations, will handle the problem and, if necessary, obtain the assistance of campus security officers to remove the student from the class and take such other action against the student as may be indicated.

4. Dean's/Merit List

Selection to the Dean's List constitutes Darton's highest continuous recognition for overall academic excellence for full-time students, and the Merit List so honors part-time students. Both lists are published at the end of each semester and serve as a commendation to those students whose names appear thereon and as public announcement and recognition of their high scholastic attainments. See the Darton Catalog, Dean's List and Merit List.

5. Student Recruiting Activities

Recruiting activities include all activities whose primary purpose is to expand the College's enrollment growth. Activities include, but are not limited to, conducting high school recruitment visits, attending college fairs (Probe), parent nights, campus tours, class room presentations, community events, and special events on campus such as Visitation Days.

Anyone who plans a recruiting activity should notify the Assistant Director of Admissions prior to the activity. Upon completion of the activity a Form R-17 should be submitted to the Admissions Office. This form is found in SharePoint, DC-Forms, Admissions.

6. Guest Speakers and Resource Persons

Darton State College encourages the use of guest speakers when the situation warrants their use; however, if remuneration is required, prior approval by the Division Dean/Chairperson and the appropriate administrator is required. All political guest lecturers and those with controversial reputations must be approved in advance by the President.

For students:

Please refer to the Student Handbook at http://www.darton.edu/Documentation/2013-2014_Handbook.pdf

Parades, Student Rallies, and Gatherings.

Parades, student rallies and other such gatherings either on or off campus must be approved through a pre-event form before they may be undertaken.

Use of facilities, equipment, and other college property shall be subject to reasonable scheduling by the Department of Campus Life in order to promote fair sharing of their use.

For non-students (To Invite speakers):

Please refer to the Student Handbook at http://www.darton.edu/Documentation/2013-2014_Handbook.pdf

Darton State College is firmly committed to First Amendment rights, which include freedom of speech, freedom of expression and the right to assemble peaceably. Students will be afforded the opportunity to listen to speakers representing a wide variety of opinions and beliefs; however, in order to insure equal opportunity for all persons, preserve order on campus and provide a secure campus environment, the College reserves the right to regulate the time, manner and place of expression. The following policies and regulations shall govern the campus appearances of speakers other than faculty/administration having speakers in their designated classes or conference facilities.

- a. Any recognized student organization may invite speakers to campus following procedures for student activities.
- b. Uninvited speakers must reserve the designated campus area and time 48 hours in advance through the Office of the Vice President for Student Affairs. "Designated area" is defined as the open area (on the quad) between C building, F building and the Library. "Designated time" is defined as the hours between 12N to 1PM and 4PM to 5PM.
- c. First priority for use of College facilities will be given to student, academic or administrative functions at Darton State College.
- d. There shall be no interference with the free flow of traffic nor the ingress and egress to buildings on campus.
- e. There shall be no interference with educational activities inside or outside of buildings.
- f. There shall be no harassment of passersby or other disruptions of normal activities.
- g. There shall be no interference with scheduled College ceremonies or events.
- h. Whoever makes the reservation shall be responsible for seeing that the area is left clean and in good order. Malicious or unwarranted damage to, or destruction of, property owned or operated by the College or by students, faculty, staff or visitors to the College is prohibited, and violators shall be held financially and legally responsible.
- i. A speaker's appearance on campus does not involve an endorsement of his/her views by the College or its students, faculty or staff.

7. Student Health

In the event of student illness or injury on campus, which is not of a minor nature, the Office of the Vice President for Student Affairs should be notified immediately. (See Darton Catalog, Student Health Service.) Limited first-aid supplies are available in all buildings on the campus.

8. Messages to Students

Faculty and administrative messages of an emergency nature that need to be conveyed to a student in class should be given to the division/department administrative assistant for distribution. Other messages should be conveyed by personal contact, telephone, or mail.

The faculty/staff member answering the phone should handle telephone calls or messages from persons off campus for students on campus. Only emergency messages need to be delivered. The messages may be of two types. The first type is emergency messages requiring immediate action on the part of the student. Such messages would involve death or other extreme traumas. Classes may be interrupted to deliver these emergency messages or advise the student to go home to receive the information directly and in more detail. The second type emergency messages do not require immediate action by the student, and these should be delivered before or after classes during the day. At night, such messages may be delivered by interrupting the night class if delivery cannot be made immediately before or after the class. Such messages may involve a change-of-ride or similar, less traumatic information.

Some emergency messages deserve tactful and special treatment. For example, it is recommended that a student not be informed of the death of a family member while on campus. A better plan would be to suggest that the student go home or to some other place such as the specific hospital, where a member of the family may inform the student of details. In some cases where the student is shaken by the message, assistance may be given by arranging to drive the student home. Also, if possible when calls are received, record the name and telephone number of the caller in case follow-up or call-back are needed.

Calls and requests for emergency contacts with students should be expected. The above policies and procedures should assist in handling these matters in a systematic fashion. However, it would be much better to help individuals who appear to be in distress and deliver messages even though the message may not be an imminent emergency. It is suggested that a request for delivering an emergency message be reported to the Counseling Center where a record of the message will be made. If repeat calls persist, the Counseling Center should arrange counseling sessions for chronic users of the message-delivery system.

ACADEMIC HONOR CODE POLICY

I. ACADEMIC HONOR CODE STATEMENT

Student Academic Honor Code: The Darton State College Student Code of Conduct and the Academic Honor Pledge establish standards of conduct designed to foster the development of well-educated, mature, ethical, and responsible citizens. As a student of Darton State College, you are responsible for upholding these standards of conduct and living up to the principles of the Academic Honor Code.

Academic Honor Pledge

As a student of Darton State College, I solemnly pledge to uphold the Academic Honor Code at all times. It is my responsibility to know and understand these rules of conduct. Lack of awareness is not a legitimate reason for failure to abide by the Code of Conduct. If I fail to uphold the principles of this Academic Honor Code, I will accept any penalty that may be imposed upon me following due process.

II. STUDENT RESPONSIBILITY

- a. All students are responsible for reading, understanding, and complying with the Academic Honor Code Policy.
- b. If a student sees, knows, or hears of an act of dishonesty, he or she is encouraged to report this suspected violation to the professor concerned, the course Division Dean/Chair, or the Vice President for Academic and Student Affairs
 - i. To remind students of their responsibility to uphold the Academic Honor Code, the following statement will be included in each course syllabus – “It is understood that all students are required to abide by the Darton State College Academic Honor Code as stated in the Student Handbook.”

III. DEFINITIONS OF ACADEMIC DISHONESTY

- a. **Plagiarism:** Using the ideas, data, or language of another without proper or specific acknowledgement. Examples include, but are not limited to the following:
 - i. Failure to use quotation marks when appropriate.
 - ii. Failure to provide acknowledgement when using someone else’s ideas or data.
 - iii. Copying someone else’s paper, article, or computer work and submitting it for an assignment.
 - iv. Purchasing (or receiving in another manner) the work of another person and submitting it as your own work.
- b. **Fabrication and Falsification** (including forgery and misrepresentation): Giving false information or submitting contrived (devised or planned out) or altered

- information in any academic requirements. Examples include, but are not limited to the following:
- i. Giving or encouraging false information in connection with any academic requirements.
 - ii. Making up data for any experiment, falsifying data, or citing any nonexistent articles.
 - iii. Forging a change of grade slip or tampering with computer records.
- c. **Cheating:** Using or attempting to use unauthorized assistance, materials, study aids, technology or communication during any academic requirement, test, or quiz. Examples include, but are not limited to the following:
- i. Using unauthorized notes, crib sheets, electronic devices, implements, or other forms of study aids.
 - ii. Altering a graded exam and resubmitting it for a better grade.
 - iii. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, homework, or any other academic requirements, in which the student has not been expressly permitted to work with others.
 - iv. Assuming another individual's identity or allowing another person to do so on one's behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
 - v. Submitting for academic advancement an item of academic work previously submitted for credit in another course. (Multiple Submissions)
- d. **Cooperative or Collaborative Effort in Coursework** without acknowledgement or explicit permission of the instructor (including digital media): Knowingly helping or attempting to help another violate any provision of the Honor Code. Examples include, but are not limited to:
- i. Working together on a take-home exam.
 - ii. Working together on assignments without instructor permission.
- e. **Abuse of Academic Materials:** Intentionally or knowingly destroying, stealing, or making inaccessible any resource material. Examples include, but not limited to:
- i. Stealing, destroying, or hiding any reference materials needed for common academic requirements.
 - ii. Destroying computer data files or programs needed for academic works.
 - iii. Damaging computer equipment (including removable media such as disks, CDs, flash drives, etc.) or laboratory equipment in order to alter or prevent the evaluation of academic work, unauthorized use of another's computer

- password, disrupting the content or accessibility of an internet site, or impersonating another to obtain computer resources.
- iv. Purchasing and/ or using an instructor edition of any textbook in place of the student edition for any course.
- f. **Theft:** Stealing, taking or obtaining in any unauthorized manner information related to any academic work. Examples include, but are not limited to:
 - i. Stealing exams, grade books, books, papers, computer equipment and data, and laboratory materials.
- g. **Multiple Submission:** Submitting, without prior permission, any work submitted to fulfill another academic requirement.

IV. DISCIPLINARY PROCEDURES

When a student is found to have violated the College's Academic Honor Code, he or she will be subject to disciplinary procedures at the following levels. The instructor may elect to forgo Faculty Disposition and proceed directly to Faculty Referral.

a. Faculty Disposition

The instructor will advise the student of the charge and will present the evidence which supports the charge. Visual or audible observations by the instructor will be considered acceptable forms of evidence. The student may choose to admit guilt, waive his or her right to a hearing, and accept the instructor's penalties.

Authorized penalties for Academic Honor Code violations include

- i. A reprimand from the instructor;
- ii. A requirement to complete a comparable assignment in which the violation occurred;
- iii. A grade change, a grade reduction, or failing grade for the assignment or exam in which the violation occurred.

The instructor will file the case with the course Division Dean/Chair and the Office of the Vice President for Academic and Student Affairs as a matter of Faculty Disposition. Both the instructor and the student will sign the Faculty Disposition Form.

b. Faculty Referral

If the student is required to go through the judicial procedures as stipulated in the College's Academic Honor Code Policy due to instructor referral, denial of guilt and/or dispute of the instructor's penalties, both the instructor and the student will sign the Faculty Referral Form. The instructor will forward the Faculty Referral Form to the course Division Dean/Chair. The Dean/Chair may uphold, change, dismiss the instructor's decision, or refer the case to the Office of Vice President for Academic and Student Affairs

If a student disagrees with the Dean/Chair's decision, he or she must file a written appeal with the Office of Vice President for Academic and Student Affairs within

fourteen (14) days from the date he or she is notified of the Dean/Chair's decision. The Vice President for Academic and Student Affairs will decide the case or refer it to the Academic Honor Code Committee.

A student will automatically be referred to the Academic Honor Code Committee at the third Honor Code violation.

V. JUDICIAL PROCEDURES

Academic Honor Code Committee

- a. The Academic Honor Code Committee of the College consists of ten members, of whom eight are members of the faculty appointed by the President of the College representing each academic division and two are currently enrolled full-time students appointed by the President of the College.
- b. The Vice President for Academic and Student Affairs provides staff for recording services when necessary.
- c. The Academic Honor Code Committee hears cases involving alleged violations of the Academic Honor Code referred to it by the Vice President for Student Affairs. Normally, these are cases in which there is a possibility of suspension or expulsion of the accused student.
- d. Preliminary investigations of charges against students are made by the Vice President for Academic and Student Affairs. Cases are referred to the Academic Honor Code Committee through its Dean/Chairperson. The Dean/Chairperson sets the time and place for a hearing and notifies other members from that point. The Vice President for Academic and Student Affairs does all summoning of defendant(s) and witnesses.
- e. Decisions of the Academic Honor Code Committee are made by majority vote. A quorum consists of a minimum of five members – composed of at least four faculty and at least one student.
- f. Members of the Academic Honor Code Committee may recuse themselves if their personal involvement in the case is detrimental to the interest of the accused or of the institution. The President may make replacements for members who recuse themselves.
- g. The Academic Honor Code Committee makes a digital recording and/or summary transcription of the proceedings. This digital record will be placed in the custody of the Vice President for Academic and Student Affairs immediately following the hearing. A copy will be made for review and/or appeals purposes. The original will be secured until all chances for appeal and/or litigation have passed.
- h. The Academic Honor Code Committee hears cases involving academic grievances. (See Procedure for Grievance Hearings).

Hearing Notification

- a. In cases referred to the Academic Honor Code Committee, the Vice President for Academic and Student Affairs will, at least 72 hours in advance of the hearing, notify the student in writing, by hand delivery if reasonably possible and otherwise by certified mail to the last local

address of the student within the reasonable knowledge of the Vice President for Academic and Student Affairs, concerning the following:

- i. The date, time, and place of hearing.
- ii. A statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken.
- iii. The names of witnesses scheduled to appear.
 - b. If the student is a minor, the student is expected to notify parents or guardian of the charges and these persons may request a conference with the college officials prior to the hearing.
 - c. The decision reached at the hearing will be communicated in writing to the student and, if the student is a minor or if the student so requests, to his/her parents or guardian. The notification will specify the action taken by the hearing body and the interest of the College that has been adversely affected by the conduct which necessitated the disciplinary action. Upon the request of the student or the student's parents, a summary of the evidence will be communicated.
 - d. The student will be notified in writing of the right to appeal the decision of the hearing body.

A copy of the final decision will be mailed to the student and, if the student is a minor or if the student so requests, to his/her parents or guardian.

Rights of Student Defendant Before the Academic Honor Code Committee

At hearings of the Honor Code Committee, student defendants will be afforded all rights required by due process. As a minimum, they must be advised of the following:

- a. The right to an advisor of their choice.
- b. The right to question the complainant.
- c. The right to present evidence in their behalf.
- d. The right to remain silent and have no inference of guilt drawn from that silence with the exception of admitting or denying guilt. The defendant is presumed to be innocent until proven guilty.
- e. The right to cross-examination.
- f. The right to appeal if the Academic Honor Code Committee imposes suspension or expulsion. (See Disciplinary Appeals)
- g. A digital recording and/or summary transcription of the proceedings will be kept and made available at the student's request for the sole purpose of appeal from a decision of suspension or expulsion. The student may also have a verbatim transcript made at the student's own expense. The College will also have this option at its expense.
- h. The right to attend classes and required college functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation and processes of the requirements of appropriate discipline at the College. In such cases, the Vice President for Academic and Student Affairs may impose temporary protective measures, including suspension, pending a hearing, which may

be reasonably necessary. Such temporary protective measures may be applied where the student is accused of violation of a college regulation or of a local, state, or federal law or regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.

Procedure for Grievance Hearings

The Academic Honor Code Committee shall establish its own procedures in accordance with the following stipulations:

Only committee members, parties to the action and their advisors (drawn from among the students, faculty, and staff of the College), and witnesses testifying before the Committee shall be permitted in the hearing.

- a. At the hearing the student with a grievance, defendant, and witnesses for each party may testify, and may be questioned by committee members.
- b. A digital recording or other record of the hearing shall be preserved for reference and review until the case has been finally resolved.
- c. The Committee shall:
 - i. Arrive at a decision after all evidence has been heard and the parties have been dismissed. Only committee members who have been present for the entire hearing may vote on the case.
 - ii. Constitute a judgment based on a majority vote of qualified members.
 - iii. Forward a receipt of the Committee's recommendation to the Vice President for Academic and Student Affairs, who will render a final decision.
- d. An audio recording, transcript, or summary of the proceedings will be furnished if the appeal is taken to the President of the College.

Sanctions and Penalties that may be Implemented for Honor Code Violations

The following are possible penalties which may be imposed upon the student for an infraction of the Honor Code. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

- a. Expulsion - permanent severance of the student's relationship with the College.
- b. Disciplinary Suspension - temporary severance of the student's relationship with the College for a specific period of time, though not less than one semester.
- c. Disciplinary Probation - notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, restitution.
- d. Reprimand
 - i. Oral reprimand - an oral disapproval issued to the student.
 - ii. Letter reprimand - a written statement of disapproval to the student.
- e. Dismissal – from a particular program of study.
- f. Restrictions - exclusion from enjoying or participating in:
 - i. Social activities
 - ii. Student ID card privileges.
- g. Restitution - reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.

- h. A requirement to complete a comparable assignment in which the irregularity occurred.
- i. A grade change for the course and/or assignment in which the irregularity occurred.

Disciplinary Appeals

When students are expelled or suspended by action of the Academic Honor Code Committee, they have the right to appeal in accordance with the following procedures:

- a. Appeal in writing to the President of the College within five (5) days after notification of the decision. The President, within five (5) days, will then review the documentation and render a decision or will appoint an ad hoc committee composed of three members of the faculty of the College. This committee reviews all facts and makes its findings and reports to the President. After consideration of the committee's report, the President makes a decision, which will be final so far as the institution is concerned. A final decision will be forwarded to the student within fifteen working days of filing the appeal.
- b. A student may appeal on grounds that the evidence was not sufficient to find a guilty verdict or other specified relevant grounds. In either case, the student states grounds for appeal in a written statement to the President.
- c. The President will be given a digital recording and/or a transcript of the proceedings in the original hearing by the Academic Honor Code Committee
- d. When the President of the College has rendered a decision in writing on an appeal, the student will be considered to have exhausted all remedies at the institution.

Perjury

- a. All members participating in disciplinary procedures are expected to be truthful in presenting testimony during any disciplinary inquiry and to cooperate fully in the investigation of infractions.
- b. Perjury or obstruction of any inquiry shall itself be grounds for disciplinary action.

XII. Records

- a. The record of the proceeding shall consist of the written statement of the charge, the written response to the charge by the accused, the summary of the committee's actions, any documentary evidence and the digital records or other records of the hearing. The record shall be kept in the student's file and in the office of the Vice President for Academic and Student Affairs for five (5) years or in perpetuity in the case of expulsion. The audio recording is not a part of the student's file and shall be kept in the office of the Vice President for Academic and Student Affairs, to be destroyed after adjudication or decision in any appeal. In addition, suspension and expulsion are noted on the student's academic transcript.
- b. In pending cases that could result in suspension or expulsion, the Vice President for Academic and Student Affairs may place a temporary encumbrance on a student's transcript.

Amendment

The Academic Honor Code Committee, in collaboration with the Vice President for Academic and Student Affairs, and/or Vice President for Student Affairs may modify or change these procedures.



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
DARTON COLLEGE

2400 Gillionville Road • Albany, GA 31707-3098
(229) 317-6710

FACULTY DISPOSITION/REFERRAL FORM
For Reporting an Academic Honor Code Violation

[1] This report is being submitted as a (check one)

☐ Faculty Disposition

☐ Faculty Referral

[2] Complete the following information:

Student Name: _____

Student ID#: _____

Department & Course Number: _____

Date: _____

Alleged Violation(s) (check all that apply): (For more information, see Section II of the Academic Honor Code Policy.)

- ☐ Cheating
- ☐ Plagiarism
- ☐ Unauthorized Collaboration/Collusion
- ☐ Theft

- ☐ Fabrication & Falsification
- ☐ Multiple Submission
- ☐ Abuse of Academic Materials
- ☐ Other: _____

[3] Please attach a summary of the incident to this form along with any evidence that supports the allegation(s). Relevant documents (originals, if available), such as witness statements, crib notes, test papers, or plagiarized materials, should also be included with your submission. Please also include a copy of the course syllabus.

[4] Academic sanction(s)

Faculty members are authorized by the Academic Honor Code Policy to assess one or more of the sanctions listed below for academic honor code violations. Please indicate the sanction(s) being assessed:

- ☐ Instructor's reprimand
- ☐ Complete a comparable assignment, paper, test, or project; **specify requirements & due date in your attachment for Section [3]**
- ☐ Zero or reduced credit on assignment, paper, project, or test; **specify grade: _____**

Additional non-academic sanctions may be imposed by the Office of the Vice President for Academic and Student Affairs if circumstances warrant further action. For example, the office of

the *Vice President for Student Affairs* can issue the sanction of "disciplinary probation" in addition to an academic sanction. Repeated academic honor code violations, substituting for a student during a test or arranging for someone to do so, obtaining an unauthorized copy of a test, falsifying academic records, or any other serious violation may warrant consideration of suspension or expulsion. After a sanction is recommended, a student has the right to appeal at the appropriate levels stipulated in the Academic Honor Code Policy of the College.

[5] Faculty member information

Name: _____ Date: _____ Office Location: _____

Signature: _____ Division: _____

Phone: _____ Email: _____

[6] For the student

You are advised to review the options that the College has afforded you for resolving this matter before signing this form. By signing this form, you acknowledge that you have read and understand the following:

- ☐ I understand that this form and other relevant materials will be kept in a confidential file in the Office of the Vice President for Academic and Student Affairs
- ☐ I understand that the Office of the Vice President for Academic and Student Affairs may assess additional sanctions upon determining that the circumstances warrant further action.
- ☐ I understand that if I have previously been found in violation of the College's academic honor code, I may be suspended or expelled from Darton State College.

For the student who chooses not to dispute the instructor's disposition:

- ☐ I understand the violation(s) with which I am charged.
- ☐ I waive my right to a hearing before a judicial body and accept the sanction(s) listed above.

For the student who chooses to dispute the instructor's allegation(s) and/or sanction(s):

- ☐ I understand that my case will be referred to the course Division Dean/Chair. If I disagree with the Dean/Chair's decision, a written appeal must be filed in writing with the Vice President for Academic and Student Affairs within (14) days from the date I am notified of the Dean/Chair's decision.
- ☐ I understand that I will be immediately referred to the Honor Code Committee if I have had three (3) prior Honor Code violations.
- ☐ I understand that if I deny responsibility through repeated appeals in the presence of irrefutable evidence, I may be suspended or expelled from Darton State College.

Student's Signature: _____ Date: _____

Mailing Address: _____

Phone: _____ Email: _____

[7] Decision of the Course Division Dean/Chair

- ☐ Uphold the instructor's decision

☐ Amend the instructor's decision; **specify amended decision:**

☐ Dismiss the instructor's decision

☐ Refer the matter to the Vice President for Academic and Student Affairs

Name of Division:

Dean/Chair's Signature: _____ Date:

PLEASE SEND THIS FORM & ACCOMPANYING DOCUMENTATION TO:

Office of the Vice President for Academic and Student Affairs

K-320 • 229-317-6710

D. FACULTY AFFAIRS

1. Faculty Liability

Faculty members can be held responsible for injuries incurred while participating in classroom or other College activities if negligence can be proved. Faculty members should take precautions to prevent injuries and should warn students of any dangers involved in the activity. Faculty members directing activities with potential risk should have each student sign a waiver.

2. Faculty Meetings

The faculty will meet at least once each semester and at other times as necessary on the call of the President or Vice President for Academic and Student Affairs. The President, and in his/her absence the Vice President for Academic and Student Affairs, will preside. The faculty will appoint a secretary who will record the minutes of the meetings. A copy of the minutes of each meeting will be sent to the Chancellor within three days after the meeting.

Items to be placed on the agenda must be submitted to the President at least two days prior to the meeting.

3. Campus Demonstrations

Campus demonstrations are permitted in the area west of the Administration Building provided only Darton State College students and/or faculty participate, they are conducted in an orderly manner, they do not interfere with classes or other authorized campus activities, and they are not held within college buildings or on campus walkways or streets. Public address systems may be used if the volume is kept at a moderate level and loud speakers are directed away from College buildings (toward the west).

Violation of any of the above conditions will result in the demonstration being dispersed and possible disciplinary action toward participants.

4. Obstructive or Disruptive Activities

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

5. Disciplinary Procedures

A five-member ad hoc faculty committee appointed by the President will review faculty members' misconduct during campus demonstrations or disruptive activities. This committee will recommend to the President what action, if any, should be taken with reference to the offending faculty member. Actions that may be recommended include a written reprimand to become a part of the faculty member's permanent record at Darton, dismissal at the end of the academic year or conclusion of present contract, loss of tenure, and immediate dismissal.

6. Faculty Recruitment

Beginning Fall, 2013, Darton State College will monitor the percentage of full-time faculty at each campus. Full-time faculty hiring decisions, to be reviewed annually in conjunction with building fiscal year budgets, will be based on credit hours generated by full-time and part-time faculty as the governing factor in determining the number of full-time faculty to maintain a minimum of 60% full-time faculty instruction on campuses, where academic programs may be completed. The term "full-time faculty" is defined as faculty members under full-time instructional contract to Darton State College plus full-time Darton State College staff members who are contracted to teach for Darton State College on a part-time basis.

For complete details, see manual titled "Hiring a Full-time Faculty Member" (Section X).

E. PROFESSIONAL STANDARDS FOR THE FACULTY

The objective of these standards is to define the code of academic excellence and personal conduct expected of the members of the faculty of Darton State College. These standards are not intended to contradict the Statutes of this College, the Policy Manual of the Board of Regents of the University System of Georgia, or the Laws of the State of Georgia or of the United States.

A faculty member is a teacher/scholar, one who assists in forming College policies, and a citizen of the local community. His/her responsibilities in all three areas are important and interrelated. His/her decorum in each area has an impact upon students, other faculty members, staff and upon the general public.

The following are rights and responsibilities of faculty members of Darton State College, which are considered significant. This is not a complete code of conduct nor is it an attempt to restrict the academic freedom of those concerned.

The faculty member as a teacher/scholar.

1. A faculty member's right to teach resides in the professional knowledge of and competent scholarship in the subject taught. He/she should remain current in his/her field of specialty.
2. The concept of academic freedom accords the faculty member the privilege of organizing his/her subject content and presenting the material in such ways that, in his/her judgment, will be of optimum value to students. The subject matter and method of presentation should be compatible with accepted academic standards and mores. Also, they should be in accord with departmental, college, and faculty policies, and in line with the quantity and quality of work required for course credit.
3. The faculty member should present the student learning outcomes at the initiation of each semester. Subject matter irrelevant to the course should be injected only if the faculty member feels it will add to the intellectual capacity of the student.
4. The faculty member should allow students the freedom of inquisitiveness that permits an analytical approach to the subject matter. Viewpoints different from the faculty member should be presented when possible and appropriate; differentiation between fact and opinion should be pointed out; and agreement on debatable matters as necessary for academic achievement should not be required. Development of the student's capacity for perceptive judgment and participation in the independent search for solutions to problems should have a very high priority.
5. The faculty member should assure that students are accorded a high priority in the allotment of time in the daily routine.
6. The faculty member should provide prompt evaluation of the student's work. This evaluation should be based upon academic performance professionally judged and not upon age, sex, religion, ethnicity, political activity, or personal beliefs. The arbitrary assignment of a fixed percentage of students to each grade level is unacceptable.
7. The faculty member should respect the rights of students and assure the complete confidence of information shared, and such rights of faculty should be respected.
8. The faculty member must avoid any exploitation of students for private advantage and should acknowledge significant assistance from them.
9. The faculty member has the right to pursue any research deemed to have potential value toward academic and intellectual improvement. Access to knowledge is the

essence of a dynamic college, and this research should be revealed to society for acceptance or refusal, if appropriate.

10. The faculty member has a right to expect encouragement and support for professional development when deemed appropriate.

The faculty member as one who assists in forming college policies.

1. The faculty member should defend academic freedom.
2. The faculty member has a right to question and to seek alteration, when deemed appropriate, of both academic and non-academic regulations and policies. He/she also has an obligation to adhere to established college regulations and policies, which apply to him/her when the final decision has been made.
3. The faculty member must realize that a vibrant society requires continuous re-examination of the functions of the college and of the manner in which the college carries out its functions.

The faculty member as a citizen of the local community.

1. The faculty member possesses the rights and responsibilities common to all citizens.
2. When the faculty member has a special knowledge, and views based thereon, relevant to a political or social issue, he/she has a right (at times possibly becoming a duty) to make such knowledge and views known, but in no way should the faculty member imply that he/she speaks for the College.
3. When speaking as one with special knowledge, the faculty member's relationship to the College imposes special responsibilities. He/she should assure accuracy in statements made, exercise proper restraint, be tactful, be respectful of the opinions of others, and in no way imply that the faculty member is a College spokesperson.
4. The faculty member has a duty to honor his/her contractual obligations to the college and must fulfill his/her professional obligations. In expressing his/her opinion concerning college policies or public issues, he/she should be discreet. He/She has no right to incite others to acts which might cause physical violence to individuals, destruction of property, disruption or prevention of holding scheduled classes or other authorized college functions, or interference with personal rights of others.
5. The faculty member should be aware that any statement rendered or act consummated might directly or indirectly reflect on the college.

F. SEXUAL HARASSMENT

1. Policy Statement

- a. Board of Regents of the University System of Georgia policy statement on sexual harassment:

"Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of 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 an 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:

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

- b. Darton State College's Sexual Harassment Policy is the same as that of the Board of Regents.

2. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as follows:

- a. Sexual conduct of any nature, which is not freely and mutually agreeable to both parties.
- b. Communications of a sexual nature, whether verbal, written or pictorial, which are made with the intent to intimidate the person receiving such communications.

- c. Solicitation of sexual conduct of any nature, when submission to or rejection of such is intended to be the basis for either implicitly or explicitly imposing adverse or favorable terms and conditions of employment or academic standing.
 - d. Unwanted pressures are considered sexual harassment; those pressures from people in authority are judged more frequently to be sexual harassment than those same pressures from peers.
- 3. Examples of Sexually Harassing Behavior

The examples below illustrate the range of behavior that may be considered sexual harassment. These examples are intended as illustrations only; they are by no means inclusive.

 - a. sexist remarks about one's clothing, body or sexual activities,
 - b. sexist jokes, teasing, and remarks,
 - c. verbal harassment or abuse,
 - d. subtle pressure for sexual activity,
 - e. unnecessary touching, patting, or pinching,
 - f. leering at or ogling one's body,
 - g. demanding sexual favors accompanied by implied or overt threats concerning such things as one's job, grades, letters of recommendation, or promotions, and
 - h. physical assault.
- 4. Sexual Harassment and Academic Freedom

The Darton State College policy on Academic Freedom defines academic freedom broadly to include all members of the College community--administrators, faculty, staff, and students. It recognizes that academic freedom is not a license for a single group or person to act without regard for another. Rather, true academic freedom requires an environment in which no person is intimidated, exploited, or coerced. Sexual harassment, in any of its many guises, perverts academic freedom. The College's policies and procedures for dealing with sexual harassment have been designed to ensure the academic freedom of everyone while protecting the rights of all.
- 5. Procedures for Handling Complaints of Sexual Harassment

If you find yourself feeling uncomfortable about someone's behavior related to a sexual issue, you may be experiencing sexual harassment. As illustrated in the examples, sexual harassment includes a range of behaviors, some more harmful than others but none acceptable. If you are uncertain about whether something happening to you is sexual harassment, talk to someone you trust about the situation.

If the person harassing you has power over your education or employment, it is understandable that you might fear retaliation if you take steps to end the harassment. You have a right to pursue your education and conduct your job in an environment free of this kind of interference. The college policies are intended to protect you against retaliations.

The following actions are recommended:

- a. Tell the person who is harassing you that you do not like the behavior (be specific) and wish it to stop. It is also an excellent idea to write the individual who is harassing you, detailing the offensive behavior.
- b. If the harassment does not stop when you ask the individual to do so:

Students:

- (1) Tell your faculty advisor or other trusted faculty member.
- (2) Report the matter to the Vice President for Student Affairs who will determine the additional steps to be taken if the harassment is from another student.
- (3) Report the matter to the Vice President for Academic and Student Affairs when the harassment is from a faculty or staff member.
- (4) Talk to the Affirmative Action Officer located in the Personnel Office if you need advice or you are uncertain about what you should do.

Faculty/Staff Members:

- (1) Report the harassment to your supervisor if you feel free to do so.
- (2) Report the harassment to the Vice President for Academic and Student Affairs or the Vice President for Business and Financial Services.
- (3) Talk to the Affirmative Action Officer located in the Personnel Office if you need advice or you are uncertain about what you should do.

G. TRAVEL

1. Board of Regents Travel Regulations

Institutions of the University System shall be guided by general travel regulations set forth in this section when employees are required to travel away from headquarters in the performance of their official duties. These regulations, which are general in

nature, are intended to provide a reasonable degree of uniformity for the various institutions of the University System, and may be supplemented with such specific regulations and instructions as may be required.

In requiring certain of its employees to travel in the performance of their duties, the University System expects to reimburse them for reasonable and necessary expenses as may be incurred while traveling away from their official headquarters and places of residence. In cooperation with regulations promulgated by the State Auditor's office and the Office of Planning and Budget, the Board of Regents has adopted the following general regulations regarding travel of employees on official business of the University System.

For more information, see the State Accounting Office website at:

http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG_Statewide_Travel_Policy_071113-1.pdf

a. Travel Authorization

Employees required to travel in the performance of official duties and entitled to reimbursement for expenses incurred should receive authorization (Form P-4) from their department head or other designated official prior to performing the travel. Blanket routine travel authorization may be granted. (See Section IX, Form P-4)

b. Subsistence

Reimbursement claims for subsistence (meals and lodging) are to be reported on Travel Expense Statements by date, location, and amount for each meal and lodging claimed. An individual taking annual leave while away from headquarters on official business is not entitled to subsistence for the period of leave.

(1) Meals – for more information, see the State Accounting Office website at:
http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG_Statewide_Travel_Policy_071113-1.pdf

(2) Lodging - for more information, see the State Accounting Office website at:
http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG_Statewide_Travel_Policy_071113-1.pdf

c. Transportation

(1) Vehicles

Use of common carrier will be left to the discretion of the institutional personnel responsible for authorizing travel. A traveler will be authorized to choose between a personal vehicle and a common carrier only after a careful analysis of the distance, timeliness and overall cost factors of a trip have been considered. Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized.

For more information, see the State Accounting Office website at:

http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG_Statewide_Travel_Policy_071113-1.pdf

d. Miscellaneous Expense

For more information, see the State Accounting Office website at:

http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG_Statewide_Travel_Policy_071113-1.pdf

2. Darton State College Travel Regulations

Faculty and staff travel may be authorized and approved for reimbursement in accordance with the following procedures and policies:

- a. Travel allowance amounts will be part of the annual budget for each administrative unit. The administrative unit chief is to coordinate requests against the travel account under his/her supervision. Reimbursement for travel will not be authorized beyond the budget amount available.
- b. Faculty and staff requests for authorization for travel (absence) and reimbursement will be made and processed on Form P-4 one week in advance of the trip, if possible. Claim for reimbursement for travel will be filed on the University System of Georgia Travel Expense Statement, after the trip. The budget unit head must approve the travel statement by signing his/her name below the signature of the employee. Each statement is also approved by the appropriate Key Staff member. The statement is then forwarded to the Vice President for Business and Financial Services for auditing. (See Section IX, Form P-4 and Travel Expense Statement)

- c. A reimbursement check will be placed in the faculty/staff member's mailbox.
- d. Cash advances for travel are not allowed.

H. PATENT AND COPYRIGHT POLICY

Darton State College adheres to Board of Regents policy on patents and copyrights.

I. OFFICIAL HOURS

Sunday 1:00 p.m. – 9:00 p.m.

Administrative Offices

Fall & Spring

M-F 8:00 a.m.-5:00 p.m.

Summer

M-R 7:30 a.m. – 5:30 p.m.

F 7:30 a.m. – 11:30 a.m.

Summer

M-R 8:00 a.m.-10:00 p.m.

F 8:00 a.m.- 11:30 a.m.

Sunday 1:00 p.m. – 9:00 p.m.

Admissions Center & Financial Aid

Fall & Spring

M-F 8:00 a.m. – 5:00 p.m.

*8:00 a.m. – 6:00 p.m. M & T
(2 weeks before registration &
2 weeks after registration)

Summer

M-R 7:30 a.m. – 5:30 p.m.

F 7:30 a.m. – 11:30 a.m.

Physical Education Complex

Evening Operations

M-R 5:00 p.m. - 10:00 p.m.

Food Services

Fall & Spring

M-F 7:30 a.m.-8:00 p.m.

Sat. & Sun. 11:00 – 7:30 p.m.

Summer

M-R 7:30 a.m. – 7:30 p.m.

F-Sun. Closed

Bookstore

M-R 9:00 a.m.-5:00 p.m.

F 9:00 p.m.-3:00 p.m.

*10:00 a.m.-3:00 p.m. between
semesters or as posted

* First 2 weeks of classes – extended
hours as posted at store & on website

Foreign Language Centers

Fall & Spring

M-R 9:00 a.m. – 6:00 p.m.

F 9:00 a.m. – 5:00 p.m.

Summer

M-R 9:00 a.m. – 6:00 p.m.

F 8:00 a.m. – 11:30 a.m.

Computer Lab

Fall & Spring

M-R 8:00 a.m.-10:00 p.m.

F 8:00 a.m.- 7:00 p.m.

Harold B. Wetherbee Library

Fall & Spring

M-R 7:30 a.m.-9:00 p.m.

F 7:30 a.m.- 5:00 p.m.
 Sun 2:00 p.m.- 6:00 p.m.
 Summer
 M-R 7:30 a.m. – 9:00 p.m.
 F 7:30 a.m. – 11:30 a.m.
 Sun 2:00 p.m. – 6:00 p.m.
 *8:00 a.m.-5:00 p.m. between
 semesters

Math Center

Fall & Spring
 M-F 9:00 a.m. – 12:00 p.m.
 M-F 1:00 p.m. – 5:00 p.m.
 Summer
 M-R 7:30 a.m. – 5:30 p.m.
 F 8:00 a.m. – 11:30 a.m.

Math/Writing Labs

Fall & Spring
 M-R 7:30 a.m. – 9:00 p.m.
 F 7:30 a.m. – 5:00 p.m.
 Summer
 M-R 7:30 a.m. – 9:00 p.m.
 F 7:30 a.m. – 11:30 a.m.

Multi-Media Lab/Helpdesk

Fall & Spring
 M-F 8:00 a.m. – 8:00 p.m.
 Summer
 M-R 7:30 a.m. – 8 p.m.
 F 7:30 – 11:30

* Note hours as posted at complex &
 on website

Reading Lab

Fall & Spring
 M-R 8:00 a.m. – 9:00 p.m.
 F 8:00 a.m. – 5:00 p.m.
 Summer
 M-R 7:30 a.m. – 9:00 p.m.
 F 7:30 a.m. – 11:30 a.m.

Writing Center

Fall & Spring
 M-R 9:00 a.m. – 6:00 p.m.
 F 9:00 a.m. – 5:00 p.m.
 Summer
 M-R 9:00 a.m. – 6:00 p.m.
 F 8:00 a.m. – 11:30 a.m.

J. COMMUNICATIONS

Communications within the College should be exercised in the most direct and simple manner, consistent with the College channels of authority and good business practices. Communications in the name of the College going to the outside should be appropriate, in accordance with the College and Board of Regents' policy, and efficient in terms of accomplishing the intended objective.

1. Forms

The use of forms is encouraged where uniformity will result in more efficiency and accuracy. The use of forms should be applied to administrative matters of widespread coverage.

2. Telephone Procedures

Darton State College is served by EarthLink Business, which provides direct dialing for inward, outward, and internal calls. The following information will be useful in using the system.

- a. On-campus calls are made by dialing the four-digit number directly. The campus numbers are listed in the telephone directory found on the Corporate Directory on each telephone, or on the Faculty/Staff/Campus directories located In SharePoint Directories & Phone Information.
- b. Local calls are made by dialing 9 + seven digit number.
- c. (1) A long distance call is made by dialing 9 + 1 + area code (if different from 229 area code) + seven digit number.
(2) To call a toll free number, dial 9 + 1 + 800 + seven digit number
- d. Personal long distance calls are not authorized. Calls made on the school phones cannot be charged to a home phone.
- e. Some phones on campus do not have long distance capability and are designed so that outgoing calls are only those in the local area.
- f. If you have problems or need additional information regarding the telephone system at Darton State College, please contact Technology Services.

K. COLLEGE FACILITIES AND SERVICE USAGE

All requests for College facilities and services, except regularly scheduled academic classes, most continuing education classes, and approved student events or activities, must be requested and routed through the Office of Continuing Education. (See SharePoint, DC _ Forms Continuing Ed-Comm Svcs P32)

All college facilities are to be assigned to an individual faculty/administrator who will be individually responsible for coordinating the usage of those particular college facilities and services under his/her immediate administrative control.

College facilities are to be assigned as follows:

1. All classrooms, administrative offices, buildings, and labs..... Vice President for Academic and Student Affairs
2. All Continuing Education classroomsDirector of Continuing Education and Economic Development
3. Theater.....Theater Department
3. Student Center.....Director of Campus Life
4. Harold B. Wetherbee Library.....Director, Harold B. Wetherbee Library/Learning Resources
5. Outside campus recreational areas..... Dean/Chairperson of Physical Education Dept.
6. All other outside campus areasDirector of Plant Operations

All of the above designated College faculty/administrators or their appointed designees will be expected to maintain a usage chart-calendar on all College facilities under their supervision.

All persons who desire booking of College facilities or services for use by the College faculty, staff, or any off-campus organizations, groups, or individuals must contact the Office of Continuing Education and Economic Development and complete the P-32 Form. (See Sharepoint, DC_ Forms Continuing Ed-Comm Svcs P32). If the requested facilities or services are available on the date requested and all other factors are in order, the P-32 form will be approved and then routed according to procedure.

L. EMERGENCIES

Emergencies should be referred to the senior ranking Darton State College employee, **on or in close proximity to the scene.** They have the responsibility of coordinating the campus emergency response until such time as the situation has been resolved, or they have been relieved of command. Please refer to the Darton State College Emergency Action Plan for detailed instruction on emergency procedures. The Emergency Action Plan (EAP) is available on-line via SharePoint at <https://sharepoint.darton.edu/sites/Darton/Darton%20Public%20Documents/Forms/AllItems.aspx>. A condensed version of the EAP (Emergency Action Flip Chart) is posted in all classrooms. Each division office is provided with at least one hardcopy of the complete

EAP. Also, an Emergency Action Student Guide is made available to students, staff, and faculty. If it is deemed necessary, do not hesitate to notify the President.

All College personnel are required to have on file in the Personnel Office an Employee Emergency and Current Information Form (P-30) available at https://sharepoint.darton.edu/sites/Darton/Darton%20Public%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FDarton%2FDarton%20Public%20Documents%2FDC_Forms&FolderCTID=0x012000C3EC659467C3A442BCEF571DDA469DBB&View={307F8E12-FE2C-40C6-8381-F3D272BC4165}.

M. INCLEMENT WEATHER

1. Policy

It shall be the policy of this college to continue conducting scheduled classes, keep offices open and carry on normal college operations under weather conditions that are considered to be normal and reasonably safe for being on campus as well as on the road. In case of severe weather such as hurricanes or icy conditions, the college may discontinue classes, close offices and cease routine operations in accordance with the actions outlined in the Darton State College Emergency Action Plan.

2. Procedures

Please refer to the Emergency Action Plan (EAP) for detailed instruction on emergency procedures. The EAP is available on-line via SharePoint at <https://sharepoint.darton.edu/sites/Darton/Darton%20Public%20Documents/Forms/AllItems.aspx>. A condensed version of the EAP (Emergency Action Flip Chart) is posted in all classrooms. Each division office is provided with at least one hardcopy of the complete EAP. Also, an Emergency Action Student Guide is made available to students, staff, and faculty.

3. Media

The point of contact for release of information to the media will be the Dean of Institutional Advancement & Public Relations, who may be contacted at (229) 317-6929.

N. COMPUTER USE POLICY

May be found at:

http://www.darton.edu/Documentation/Security-Information_Technology.pdf

O. INFORMATION SYSTEMS USE POLICY

The purpose of the Information Systems Use Policy is to ensure appropriate protection of Darton State College networks, computers, servers and the information transmitted over both local and external networks by providing rules and instructions set forth in policies, standards, guidelines, and procedures.

The Information Systems Use Policy can be found at:

http://www.darton.edu/TSD/is_policy/12/20120131-Information_Systems_Use_Policy.pdf

P. ASSESSMENT AND IMPROVEMENT

POLICY: The Board of Regents of the University System of Georgia requires that “each institution shall have a formal process by which systematic assessment of institutional effectiveness is conducted and the results of assessments are used to achieve institutional improvement” (*BOR Policy 2.9, Institutional Effectiveness: Planning and Assessment*).

Similarly, the Southern Association of Colleges and Schools (SACS) requires that each “institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement” (*SACS Principles of Accreditation, standard 3.3.1, Institutional Effectiveness*).

To meet these requirements, Darton State College has a formal, systematic, and well-documented process of Institutional Effectiveness that includes all academic and non-academic areas. In academic areas, the process includes the following:

- Measurable Student Learning Outcomes and assessments tied to those outcomes for every class that are documented in the course syllabus for all sections of the class.
- Measurable Student Learning Outcomes for every degree program, certificate program, general education area, and learning support area.
- Annual action plans which document collection of data for select Student Learning Outcomes at the program, general education, or learning support level, compare that data against faculty-defined criteria for success, and use that data to propose means to improve student learning.

The College’s Institutional Effectiveness process for academic areas follows the timeline below:

- Spring semester: Student Learning Outcomes for courses, programs, general education, and learning support areas are reviewed/revised by the faculty.

- Summer semester: Outcomes for action plans are selected by the faculty; means of assessment and criteria for success are defined and documented by the faculty.
- Fall semester: Action plan data is collected by the faculty.
- Spring semester (following year): Data collected is compared against criteria for success by the faculty and used by the faculty to develop ways to improve student learning that will inform the next action plans.

Institutional Effectiveness will be an important part of spring and fall development days as well as professional development throughout the year. While Institutional Effectiveness is the responsibility of all faculty, staff, and administrators, it is coordinated by the Faculty/Staff Center for Assessment, Improvement, and Development.

Q. DISABILITY ACCOMMODATIONS

Any faculty member requiring accommodation for a physical, medical, or learning disability may contact the Disability Services Office for assistance. Documentation from a qualified professional specifying the nature of the disability and recommendations for accommodations is required. This information will remain in a confidential file separate from the individual's personnel file.

V. PERSONNEL POLICIES

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*The Board of Regents made many changes to the BOR Handbook during 2008-2012. These changes have been included in this handbook to the extent possible. Additional changes/additions may be forthcoming.

V. PERSONNEL POLICIES

A. EMPLOYMENT

Employment by the College must be cleared through the Office of the President. Employment will be limited to positions approved in the College budget.

No individual shall be employed in a department or unit that will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority.

The Personnel Office will assist any department in locating prospective employees. Applications for employment will be taken by the Personnel Office and completed forms must be kept on file in that office.

1. Salary

Salary policies are copied from the Board of Regents Policy Manual.

8.3.12.1 SALARIES

The Board receives an annual appropriation from the General Assembly for all phases of its operations. This appropriation may be increased or decreased by the Legislature or the Governor during the period of any fiscal year. Expenditures for operation of the University System are therefore necessarily contingent upon legislative appropriations. In the event that the General Assembly or the Governor at any time reduces the amount of funds appropriated to the Board, the compensation of all employees and other operating expenses may as a consequence be correspondingly reduced. It shall, however, be the intent of the Board to maintain current salary commitments in so far as possible to every employee and the Board will exert its composite influence and best efforts to that end. (BR Minutes, 1976-66, p. 184)

8.3.12.2 CRITERIA FOR DETERMINING SALARIES:

Consistent with Regents' policy on non-discrimination and with the approved purpose of the institution, each unit of the University System shall utilize specific criteria for the determination of entry-level salaries for full-time teaching faculty members employed at the ranks of instructor, assistant professor, associate professor, and professor and for the determination of the currently employed full-time faculty members.

- a. Each entry-level salary shall be determined on the basis of the specific requirements of the position and the qualifications of the individual employed to fill the position.

Position criteria shall include: the academic rank, the academic discipline and the nature of the responsibilities to be formed. Criteria related to the qualifications of the individual shall include: academic degrees earned, teaching and other relevant experience, research and publication record, academic achievements and honors, and relevant professional achievements or recognitions.

- b. Salary increases for full-time teaching faculty shall be awarded on the basis of merit. The criteria for the determination of the extent of such increases shall include: teaching ability, completion of significant professional development activities including the attainment of additional academic degrees, promotion in rank, seniority, research productivity, academic achievements and publications, academic honors and recognitions, relevant professional achievements and recognitions, and non-teaching services to the institution. Each institution shall identify specific criteria, consistent with this policy, upon which the determination of the extent of salary increases will be based. The institution shall also identify the methods by which the faculty member's performance will be evaluated for purpose of the determination of salary increases. Upon approval by the Chancellor, both the criteria and the evaluation methods shall be published in the faculty handbook of the institution. (BR Minutes, January 1982, p. 184)
- c. When a fiscal year administrative employee returns to an academic appointment as a faculty member, the salary shall be determined on the same basis as other faculty members with similar rank and experience within the department to which he/she returns or in other similar positions within the institution. (BR Minutes, 1986-87, pp. 103-104)

2. Payroll

Salaries for faculty and administrative officers are paid on a monthly basis (in accordance with contract) and deposited directly to banks, savings and loans, and credit unions on the last working day of the month. Other personnel are paid biweekly.

No deductions will be made from salary checks unless they have been previously authorized by the employee and approved by the Vice President for Business and Financial Services. The most frequent payroll deductions are:

- a. Federal Income Tax
- b. F.I.C.A. Taxes (Social Security)
- c. Georgia Income Tax

- d. Group Insurance
- e. Teachers' Retirement or Optional Retirement Plan
- f. Salary Continuance Insurance for Disability
- g. Credit Union
- h. Darton State College Foundation
- i. Tax Sheltered Annuities
- j. United Way
- k. Savings Bonds

Complete information and the necessary forms may be obtained from the Payroll Office.

3. Duty Elsewhere

Normally, duty is expected to be on the campus at the College. Short periods of duty elsewhere are authorized by routine approval of travel requests or special assignments on behalf of the College. An extended period of duty elsewhere must be treated as a special case, subject to approval of the Chancellor and the Board of Regents.

4. Outside Employment

Board of Regents policy states that, "An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with regular and punctual discharge of official duties." (BR 8.2.15 A)

5. Faculty Personnel Records

The Personnel Office is responsible for maintaining the faculty personnel records: however, because of the unique functions of the President's and the Vice President for Academic and Student Affairs' offices, certain sections of the records will be maintained in those offices. Faculty records concerning contracts will be maintained in the President's office. Personnel records concerning benefits and salaries will be kept by the Personnel Office. Faculty records concerning transcripts, evaluations (student and supervisor), and tenure will be kept by the Vice President for Academic and Student Affairs' office.

At the time of employment, all faculty members are required to have official transcripts of all completed course work on file in the Vice President for Academic and Student Affairs' office. Original transcripts sent directly to the VPASA Office from the issuing institution and transcripts received through secure web sites (Avow, eScriptSafe, and the National Student Clearinghouse) are the only acceptable forms of electronic transcript documentation permissible. Faculty members are responsible for keeping their personnel records up to date with respect to additional course work, change in degree, and other matters relating to their services.

6. Confidentiality of Faculty Records

The following categories of records are maintained at Darton State College:

- a.) Public (Sources include the Darton Catalog and the report of the State Auditor of Georgia)
 - (1.) Name
 - (2.) Position/academic rank
 - (3.) Contractual period
 - (4.) Salary, preceding year
 - (5.) Travel expenditures
 - (6.) Degrees
 - (7.) Verification of employment
 - (8.) Length of employment
 - (9.) Verification of salary
- b.) Semi-Confidential
 - 1.) Open to Darton Personnel
 - (a.) Address
 - (b.) Telephone number
 - (c.) Name of spouse
 - 2.) Open to the faculty member and authorized personnel
 - (a.) Date of employment
 - (b.) Social Security number
 - (c.) Promotion and tenure records
 - (d.) Current salary
 - (e.) Health insurance records
 - (f.) Sick leave and vacation records (held for two years only)
- c.) Confidential (open to faculty member's supervisory personnel)
 - (1.) Faculty application information

- (2.) Evaluations
- (3.) Conference records
- (4.) College transcripts
- (5.) Correspondence between the faculty member and supervisors
- (6.) Correspondence relative to the faculty member

It is the philosophy and policy of the administration of Darton State College to provide individual faculty access to the above information. The exception would be in the case where confidentiality between a second and third party has been guaranteed; i.e., letters of recommendation. Each faculty member is encouraged to maintain copies of all evaluations, conference records, and correspondence with supervisors, etc. in a personal file.

7. Contracts

Presidents are responsible for the initial appointment, reappointment, salary, and promotion of faculty members and administrative employees, except as otherwise specified. (BOR policy changes Feb, 2007 through Aug, 2007) Two types of contracts are used in the system: one is for the academic year of two semesters and the other is for the fiscal year of twelve months.

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 (BoR Minutes, October 2008).

Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract, and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

Notice of intention to not renew a non-tenured 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 (3) months before the date of termination of an initial one-year contract;
2. At least six (6) months before the date of termination of a second one-year contract; or,
3. At least nine (9) months before the date of termination of a contract after two or more years of service in the institution.

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.

8. Faculty Summer Employment

Faculty members holding academic year contracts may be offered summer semester employment, normally, for teaching duties. This offer is based upon expected need, and in the case of teaching duties, is not final until student enrollment is known after registration. Full-time faculty members are usually given first opportunity for summer teaching if they are qualified to teach the subjects needed. In order to make summer teaching available to as many faculty members as possible, course sections are distributed as evenly as possible and rotated throughout the division/department as much as possible. Faculty members are encouraged to make their desires known at the time the summer schedule is being drafted. The primary concern is to provide a balanced assortment of courses that meets the needs of students.

Academic year faculty members may elect not to teach summer semester. It is anticipated that they would make this known to their division/department Dean/Chairs at the time the summer semester schedule is being developed.

After summer registration, faculty members will be issued a Memorandum of Understanding, which indicates the terms of summer employment.

9. Removal of Faculty Members

The President of an institution may at any time remove any faculty member or other employee of the institution for cause. Cause or grounds for dismissal are set forth in the Tenure Regulations of the Policies of the Board of Regents and in the approved Statutes of an institution. (See Tenure in this section of the Faculty Handbook.)

10. Employment of Full-time State Employees by Other State Agencies

Georgia state law restricts the employment of full-time state employees by other state agencies on a part-time basis. If the employment of a full-time state employee is anticipated, the Vice President for Business and Financial Services should be consulted as to procedures to be followed.

B. GRIEVANCE PROCEDURES

The following procedures will apply to all grievances that may arise in matters of general personnel administration and matters involving rights under this plan, which directly affect the personal interest, and well-being of an individual employee.

Any employee who believes that he/she has been done an injustice through the action of another employee, a supervisor, or other person acting for Darton State College may bring a grievance under these procedures.

If the grievance cannot be resolved through the informal process, formal procedures may be initiated. Where a dispute exists as to whether a matter is subject to coverage by these procedures, Darton State College, through the President, reserves the right to make the final judgment. The President will deny application for formal grievance only in the following cases.

- The matter in question concerns issues of broad policy in which the complaining party has no direct interest;
- The President has good reason to believe that a grievance has been brought in bad faith;
- The use of the procedures would endanger their effectiveness as an instrument for redress of complaint;
- The complainant has not followed informal complaint procedures.
- Limitation - Questions of promotions, tenure, and non-renewal shall not be within the purview of this committee except where there is substantial evidence of illegal discrimination. Consideration of these issues--promotions, tenure, and non-renewal--shall be reviewed only to the extent that they are related to the alleged discrimination; otherwise, they will not be considered.

1. Informal Grievance Procedures (Level I)

- a. An employee who has a grievance should first seek to resolve the problem within five (5) days of the occurrence by discussion with the individual involved.
- b. If this first step fails to resolve the problem, within five days of this meeting, the employee should meet with his/her immediate supervisor to attempt to resolve the grievance. Or, if step a. cannot be completed, the employee should meet with the supervisor.
- c. If this informal means fails to resolve the problem, within five days of this meeting, the employee may file a formal grievance with the immediate supervisor. The grievance should be in the form of a written statement indicating what the grievance is and what remedy is expected.

2. Formal Grievance Procedures (Level II, III, IV)

- a. The purpose of the formal grievance procedure is to hear the grievances of any faculty or staff member who has exhausted all other normal channels, but who has not received satisfaction.
- b. Once the employee submits a formal grievance in writing to the immediate supervisor, the supervisor will meet with the complainant to determine that the grievance is within the scope of the grievance procedures. The formal written grievance must include as much as possible of the following information:
 - (1) date, time, and place
 - (2) names of any witnesses
 - (3) the facts of the complaint
 - (4) the expected remedy

If the grievance is within scope of the procedures, the supervisor will offer a solution in writing to the grievance. If the solution is satisfactory, no further action will be required. If the solution is not acceptable to the employee, an appeal may be made, within 10 days, to the appropriate key staff member.

The supervisor will forward a written summation of the grievance procedure, including the formal grievance and solution offered to the appropriate key staff member (Level III - within the organizational chart).

- c. Within ten days of the end of the Level II process, the employee may appeal in writing to the appropriate key staff member within the organizational chart. That individual will meet with the employee to determine the nature of the grievance. The key staff member may ask for time to conduct an investigation to determine the merit of the case. If it is determined that the grievance has merit, a solution will be provided to the employee. If the solution is satisfactory, no further action will be required. If the employee is not satisfied at Level III, an appeal to Level IV can be made within ten days of the end of the Level III process. The key staff member will forward a written summation of the grievance and reply to the President of the College (Level IV).
- d. Level IV - Within ten days of the end of the Level III process, the employee may appeal in writing to the President of the College. The President of the College will refer the grievance to the appropriate Grievance Committee. The committee will review the case and make a recommendation, forwarding this recommendation to the President, who will inform the employee of his decision. The decision of the President will become the final campus decision on the grievance.
- e. The following procedural rules should be observed by the Committee in hearing complaints of faculty and other employees of the University System.

- (1) The Committee should be composed of at least five (5) members elected by an appropriate body, either the nonacademic employees or faculty of the institution. The individual receiving the most votes will serve as Dean/Chair. (See Faculty Grievance Committee in Standing Committees.)
- (2) The parties concerned shall be given written notice of the time and place of the hearing at least ten (10) days in advance thereof. Such notice may be delivered by hand or by certified or registered mail, return receipt requested, to the employee's last known address.
- (3) The Committee hearing will be conducted in closed session and the complainant must be allowed to be present and participate.
- (4) During the proceedings, the parties concerned will be permitted to have a nonparticipating advisor of their choice drawn from the faculty and staff of the college.
- (5) A tape recording, transcript, or written summary of the proceedings shall be kept and made available to the parties concerned in the event an appeal is filed.
- (6) The parties concerned shall be afforded an opportunity to obtain and present witnesses and documentary or other evidence.
- (7) The parties concerned have the right to cross-examine all witnesses. Where the witness cannot appear because of illness or other cause acceptable to the Committee, the sworn statement (affidavit) of the witness may be introduced into the record. In such event the opposite party shall have the right to file counter-affidavits within three (3) days following the completion of the hearing. An oath or affirmation shall be administered to all witnesses by a notary public.
- (8) The Committee will not be bound by strict rules of legal evidence. The Committee may receive any evidence of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. The Dean/Chairman or presiding officer will decide all questions relating to admissibility of evidence or other legal matters.
- (9) The decision of the Committee will be based on the evidence introduced at the hearing and shall be made within ten (10) days after the date of the hearing or within ten (10) days after receipt of the transcript of the hearing if one is deemed necessary before a decision is rendered. The Committee will report its decision to the President. If the President does not approve the report, a meeting should be scheduled with the Committee before rendering a final decision.
- (10) Public statements and publicity about the complaint should be avoided.
- (11) In making a decision, the President will not be bound by recommendations of the Committee. The President shall, within ten (10) days after receipt of written notification of the recommendations of the Committee, advise the complainant and other parties concerned in writing of the decision or may refer it back to the Committee for further response and recommendation before rendering a final decision.

- (12) Any person in the University System for whom no other appeal is provided in the Bylaws and who is aggrieved by a final decision of the president of an institution, may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days following the decision of the president. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board or a committee of the Board or a Hearing Officer appointed by the Board shall investigate the matter thoroughly and report its findings and recommendations to the Board. The Board shall render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.

C. FRINGE BENEFITS

Fringe benefits for College personnel employed one-half time or more include:

1. Teachers' Retirement System (TRS) or the Optional Retirement Plan (ORP) for faculty, administration and staff, except temporary employees
2. Social Security Benefits
3. Group Health Insurance
4. Group Life Insurance
5. Professional Liability Insurance
6. Vacation
7. Sick Leave
8. College privileges
9. Federal Credit Union membership (optional)
10. Tax-sheltered Annuities (optional)
11. Direct Deposit (optional)
12. Flexible Spending Account Plans for Health Care and Dependent Care (optional)
13. Dental Plan (optional)
14. U.S. Savings Bonds (optional)

Further information on these fringe benefits may be obtained from the Payroll Office.

1. Teachers' Retirement System and Optional Retirement Plan

a. Eligible Members

All personnel of the University System of Georgia who are employed one-half time or more are members of the Teachers' Retirement System as a condition of

employment, except faculty and certain administrators, who can elect to join the ORP. Temporary employees or those who work less than one-half time are not eligible for membership in either the TRS or the ORP, but are required to participate in the Georgia Defined Contribution Plan.

b. Contributions to TRS or ORP

By payroll deduction, employees contribute six percent of their gross salary toward their retirement. The six percent contribution is sheltered from Federal and State income tax. In addition to employee contributions, the College contributes 12.28 percent of the employee's gross salary to the TRS or 9.24 percent of the employee's gross salary to the ORP.

c. Eligibility for Retirement Benefits

Service Retirement – Members are eligible for monthly retirement benefits by one of the following:

- (1.) Completion of 30 years of creditable service, regardless of age, OR
- (2.) Completion of at least 10 years of creditable service AND attainment of age 60,
OR
- (3.) Completion of at least 25 years of creditable service. If you retire under this provision your benefit will be permanently reduced by the lesser of one-twelfth of 7% for each month you are below age 60, OR 7% for each year or fraction of a year by which you have less than 30 years of creditable service.
- (4.) A member who would attain 30 years of creditable service by December 31 of the ensuing school year may retire effective September 1 at the beginning of the school year on the basis of 30 years of creditable service. The retiring member must apply to TRS for this early retirement, and notify his employer by no later than May 1 preceding the ensuing school year and must pay the full actuarial cost of the service and the resulting early retirement.

Disability Retirement - Members are eligible to apply for retirement under the disability provisions of the law if they have at least 9 1/2 years of creditable service and are permanently disabled.

d. Vesting

The current Teachers Retirement System law provides for full vesting of benefits after ten years of creditable service with monthly benefits payable when the vested member reaches age 60. The benefits are calculated in the same manner as "early" retirement benefits, i.e., the percentage formula is used and the same age reduction factor is applied (.25% for each month the member is under 60 years of age). Members who have left active service are only eligible for a refund of contributions and interest until such time that age 60 is reached.

e. Retirement Benefits

The retirement benefits are contingent on the retirement plan elected, age at retirement, etc. The Payroll Office will provide each employee who is a member of the Teachers' Retirement System with an information booklet about the TRS. The retirement benefits for employees in the TRS can be determined by using this booklet.

Information about the ORP retirement benefits is provided by the companies in the Plan. Currently the companies in the Plan are VALIC, TIAA/CREF, and Fidelity.

2. Insurance

All employees of the College employed at least thirty (30) hours per week or more are automatically covered by a group life insurance plan, which the College has with Blue Cross/Blue Shield. The College pays basic life insurance premiums; however, additional life insurance may be obtained by the employee as well as dependents' coverage. Employees may also elect to participate in a health care plan, which the College has with the Board of Regents. The College pays approximately 70 percent of the health insurance coverage and the employee pays approximately 30 percent.

Additionally, an optional insurance plan is available through the College for long-term disability (LTD). One may participate in this plan by contacting the Payroll Office within the first thirty (30) days of employment.

3. Professional Liability Insurance

Employees of the College are covered by a Board of Regents self-insurance program for professional liability insurance, which includes College instructional personnel involved in patient care in the medical areas.

The following definition describes the employees, "insured", who are covered by the policy.

The word "insured(s)" wherever used herein shall mean any person(s), except students, employed, appointed, hired or allowed to assume a temporary or permanent position within the University System of Georgia; provided, however, that students employed half time (30 hours per week) or more, and in any case, students employed as graduate teaching and research assistants, shall be considered as insured(s).

This policy provides broad professional liability coverage for employment activities.

The word "employment" as used in this agreement shall be deemed to include any and all job related activities of employees of the Board of Regents of the University System of Georgia, regardless of the source of compensation therefore, whenever the activity has been described to and has been approved by the appropriate institution or University System officials.

There are several exclusions to the agreement. The exclusion which concerns faculty most is that the agreement does not apply to bodily injury, personal injury, or property damage arising out of the ownership, maintenance, operation, use, loading or unloading of:

- a. any automobile or aircraft owned or operated by or rented to or loaned to any insured, or
- b. any other automobile or aircraft operated by any person in the course of his employment by any insured.

This means a College employee is not covered for any automobile-related incident by any College liability insurance if using a personally owned vehicle on College-related business. However, in a separate policy, the College provides liability coverage when operating a College-owned vehicle.

If employees become aware of any possible injury, loss, or damage to which coverage under this agreement might apply, the Vice President for Business and Financial Services Office should be notified immediately to determine what action should be taken. Employees should not, except at their own cost, voluntarily make any payment or assume any obligation other than immediate medical and surgical relief as shall be imperative at the time of occurrence.

Copies of the Self-Insurance Plan Agreement are in the Vice President for Business and Financial Services Office should there be any questions about this agreement.

4. Workman's Compensation

All employees shall be covered by Workman's Compensation, which gives insurance coverage for hospitalization and/or loss of salary when such hospitalization or loss of salary results from an accident on or off the campus premises when engaged in the performance of official duties. These benefits are contingent upon prompt reporting of all on-the-job accidents regardless of how minor they may seem. The immediate supervisor shall be responsible to advise employees under his or her supervision that such is the case and is further responsible to immediately report these accidents to the Personnel Office.

5. The College participates in several tax-sheltered annuity plans. These plans permit members of the faculty to delay payment of Federal and State Income Tax on a portion of their salary until later years. This is accomplished by entering into a contract with a financial company. Details concerning these plans may be obtained by contacting the Payroll office.

6. Holidays

The College will normally observe twelve legal holidays during each year, namely:

- New Year's Day - 1 day
- M.L. King Birthday (Monday) - 1 day
- Memorial Day (Monday) – 1 day
- Independence Day (July 4) - 1 day
- Labor Day (Monday) - 1 day
- Thanksgiving (Wednesday, Thursday, and Friday) - 3 days
- Christmas - 4 days

On these holidays, or any others that are authorized by the Regents, all business of the College will recess except for security crews and others who have made special arrangements.

D. LEAVE

Leave of absence for faculty may be in the following classifications:

- Sick Leave
- Vacation Leave
- Military Leave
- Professional Leave
- Personal Leave
- Family Medical Leave

Procedures for obtaining each of these types of leave are to be governed as follows and in accordance with Board of Regents' Policies.

1. Sick Leave

Faculty shall accrue authorized absence from work, with pay, earned by previous service and taken as a privilege in accordance with all of the following provisions:

- a. Sick leave shall be earned at the rate of one day of sick leave, or workday absence, for each month of employment. Unused sick leave can be used in computing retirement.

- b. Sick leave for faculty is cumulative with no restrictions on the amounts one can accrue. After employment of one year, in case of illness of the employee extending beyond the cumulative days authorized, the President, with the approval of the Board of Regents, shall make arrangements or adjustments as may be fair and equitable from the standpoint of the incapacitated employee and also from the standpoint of the College (Board of Regents' Policy).
- c. In order to receive compensation for sick leave, eligible faculty must enter sick leave hours in their timecard. Timecards are accessed through ADP employee portal.
- d. If sick leave is claimed for a continuous period in excess of one week, a physician's statement is required to permit further claim of sick leave rights by the employee-patient.
- e. Salary payment is not authorized for eligible sick leave days unused at the termination of employment.
- f. The Board of Regents' Personnel Policy Manual provides that sick leave may be granted at the discretion of the institution 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 is defined at Darton State College as father, mother, daughter, son, sister, brother, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law. Exceptions to the above determination will be made only in exceptional cases and must be approved by the President.

- g. Disability due to pregnancy shall be considered as any other disability and appropriate sick leave provisions of these policies shall apply.
If an employee has to be absent from work as a result of illness, injury, or death of friends or of relatives outside their immediate family, vacation leave should be requested as opposed to sick leave.

The Payroll Office will be the office of official record for sick leave claims, and payment. Faculty may view their sick leave status through the ADP employee portal. Administrative supervisors are requested to acquaint their personnel with these provisions and to assist their personnel as needed in matters involving sick leave.

2. Vacation Leave

Full-time, twelve-month, administrative faculty officers of the College and faculty members on a twelve-month contract shall accrue vacation leave (absence from work) with pay, earned by previous service and taken as a privilege in accordance with all the following provisions:

- a. Regular vacation shall be earned at the rate of 14 hours per month. These vacation days are earned in addition to the twelve legal holidays as authorized by the Board of Regents.
- b. Eligibility and authorization for legal holiday absences shall be automatic within College policy and directives. The College shall observe twelve legal holidays. If legal holidays fall on Saturday or Sunday, the authorized vacation holiday absences shall be designated for adjacent workdays. Authorized holiday time not used as such, as approved or required by the administration, shall be counted as additional earned regular vacation time
- c. Working days, for vacation purposes, shall be Monday through Friday; Saturdays and Sundays shall not be counted for vacation use purposes.
- d. The use of eligible vacation time shall be approved by the President or his designated representative and recorded by the Payroll Office, the office of official vacation records, in accordance with the above and following conditions:
 - 1) Unused vacation time shall be carried forward from year to year. A maximum of 45 days may be carried forward into a new year. Accrued vacation time in excess of 45 days will be forfeited as of December 31 each year.
 - 2) Salary payment is authorized for eligible vacation time unused (up to a maximum of 45 days) at the termination of employment.

The Payroll Office is requested to establish the vacation record for each employee. Administrative supervisors are requested to acquaint their personnel with these provisions and to coordinate vacations within administrative units. The leave request, located through the employee ADP portal, is to be used by individuals to initiate a request for vacation. Requests for Vacation should be processed at least one week in advance. (SharePoint DSC_Forms Payroll Leave Request)

Vacation is not ordinarily granted academic year faculty during the semester. In extraordinary circumstances, academic year faculty may request personal leave through channels to the President. This is usually leave without pay. If the leave is granted, a Request for Travel should be processed. (SharePoint DSC_Forms Travel Travel Request)

3. Military Leave With Pay

"Military duty", for the purpose of these regulations, shall include any ordered military duty in the service of the State or the United States. It shall include schools conducted by the armed forces of the United States. To be identified as "military duty", such duty must be performed by a member of one of the armed forces and must be of less than 30 days' duration.

Regular employees shall be entitled to leave with pay while engaged in the performance of military duty and while going to and from such duty.

The maximum length of military leave with pay shall be 18 work days in any one calendar year and shall not exceed 18 work days in any one continuous period, except that in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, the leave shall not exceed 30 days in any one continuous period of such State active duty service.

4. Professional Leave

In accordance with Board of Regents policy (8.2.7.4) leaves of absence, with or without pay, may be granted to faculty (Corps of Instruction faculty). Recommendations for leaves of absence originate in the division and must be reviewed successively by the Division Dean/Chair, the Vice President for Academic and Student Affairs, and the President. Leaves of absence of one year or less may be granted by the institutional President and reported to the Chancellor. Extension of such leaves, or the initial granting of leaves of more than one year, requires the approval of the Chancellor or his/her designee.

Leaves of absence, other than for sickness or for military service, are not granted automatically but are intended for the mutual benefit of the College and the faculty member.

- a. Leave without pay. Leave without pay may be granted in accordance with Board Policy for up to a period of one year whenever the granting of such leave will not be prejudicial to the interests of the institution (8.2.7.4.)
- b. Leave with pay. Leave with Pay will be allowed for up to a period of one year for study, research, scholarly, and creative activity (8.2.7.4.) Leaves with pay are not ordinarily approved for applicants who have been employed at the college for less than three years (8.2.7.4). Before being granted a leave with pay the faculty member would have to sign an agreement indicating that:
 - For a leave with pay of less than one year, s/he will return to the institution at the termination of the leave for a period of at least one year.

- For a one-year leave with pay, s/he will return to the institution at the termination of the leave for a period of at least two years.
 - If s/he does not return to the institution for the full amount of time specified in the agreement, s/he will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by Darton State College during the leave.
- c. Leaves will not be granted unless satisfactory arrangements are made in advance to:
- Carry on the instruction, research, or administrative duties of the faculty member (Corps of Instruction),
 - Fulfill obligations to students,
 - Fulfill obligations to committee assignments.
- d. Specific dates for the leave must be specified in the request and should be made as far in advance as possible, preferably one semester in advance for a leave of less than one year and two semesters in advance for a leave of one year.
- e. A faculty member (Corps of Instruction) who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the mandated across-the-board salary raises which occurred during the period of leave (8.2.7.4).
- f. A faculty member (Corps of Instruction) who without good cause fails to return to the college within a reasonable time after a term break or a leave of absence shall forfeit rights to further employment and shall be considered as having resigned. In such circumstances, the following procedures shall apply in lieu of Dismissal for Cause Procedures.
- The President or designee shall inform the faculty (Corps of Instruction) that the failure to return may be treated as a resignation and provide the person with an opportunity to respond. If the faculty member (Corps of Instruction) cannot be contacted after a reasonable effort, the President or designee shall proceed on the basis of the information available.
 - The President or designee shall decide whether the failure to return shall be considered a resignation. The faculty (Corps of Instruction) may initiate a grievance under the Faculty Grievance Procedure if s/he disagrees with President or designee's decision within 30 days of receipt of the President's or designee's decision. If a grievance is filed, the faculty member will be granted an unpaid leave during the pendency of the grievance. In the case of tenure or tenure system faculty, the initial hearing panel shall include at least three members of the college Professional Activities Committee.
- g. Faculty members who receive a leave of absence, with or without pay, and who do not hold tenure, will not be given probationary service toward tenure while they are on a leave of absence.

(Board Policy Manual: 8.3.7.4; Academic Affairs Handbook, 4.4.1)

5. Personal Leave

Personal leave that may not be classified within the types of leave noted above may be granted with or without pay. Each case is acted upon by the President on an individual basis through channels.

6. Absence Without Leave

Any employee of the College who is willfully absent from the College without leave (approved absence) shall forfeit compensation for the time of such absence. Also, the employment status of the employee shall be subject to revision to the extent of termination of contract or services.

7. Sabbatical Leave

The College makes limited provision for sabbatical leave.

E. FACULTY PROMOTION AND RANK

The University System of Georgia provides for the Instructor, Assistant Professor, Associate Professor, and Professor faculty ranks. Promotions within the University System do not come automatically, and at all times must be based upon merit properly documented by the President of each institution.

The President, along with the Vice President for Academic and Student Affairs, division Dean/Chairman, and an advisory committee of full professors on campus, will evaluate the criteria listed below for establishing academic rank. Based on this evaluation, the President will make recommendations to the Chancellor and the Board of Regents. The following guidelines for initial rank determination and promotion to a higher rank are from the President's memo of 2/21/74 and updated on 5/15/77; and a letter from the Vice-Chancellor, 10/5/81.

1. Guidelines for Promotion to Higher Rank: Noteworthy achievement in at least two of the following first four criteria is expected:
 - a. Superior teaching (and advising) as determined by student ratings and supervisor determination.
 - b. Outstanding service to the institution, e.g., serving on college committees, sponsored activities, system committees, college promotion, continuing education, community service.

- c. Academic achievement, e.g., contributions to subject field content or to effective teaching of subject on local, regional, or national level.
- d. Professional growth and development, e.g., college work taken, workshops or seminars attended, membership and participation in professional organizations, publications or other demonstrated creative or scholarly activity.
- e. Length of service. Minimum length of service in any rank before promotion to the next highest rank shall be three years at Darton. In general, a person shall have at least five years full-time college teaching and/or administrative experience before promotion to associate professor or professor. Strong justification must be provided for promotion recommendation of any person who has served less than the number of years in rank as listed below:
 - to assistant professor, 3 years as instructor
 - to associate professor, 4 years as assistant professor
 - to professor, 5 years as associate professor
- f. Regents' policy states that promotion to an associate or full professorship should require at least two years of study beyond the bachelor's degree. Strong justification should be provided for recommendation of any person for promotion to the ranks of associate professor or professor if the individual has not earned the terminal degree in his/her discipline.
- g. Ordinarily promotions will not be granted to persons who are on leaves-of-absence or who hold "temporary" appointments.

2. Professional and Scholarly Preparation

- a. Master's degree equals one year of study beyond bachelor degree. Where the Master's degree was awarded "in due course" as the faculty member pursued a doctorate, the Vice President for Academic and Student Affairs will evaluate the quantity of graduate work completed to arrive at a fair and equitable determination.
- b. To be minimally eligible for consideration for promotion to associate professor, a person must have at least 24 semester hours (36 quarter hours) beyond the master's degree. At least 18 semester hours (27 quarter hours) must be in the teaching field.
- c. To be minimally eligible for consideration for promotion to full professor, a minimum of 48 semester hours (72 quarter hours) of work beyond the master's degree is required. Thirty-six semester hours (54 quarter hours) must be in the teaching field.

3. Rationale for Hourly Requirements

The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) requires that all full-time and part-time faculty teaching courses at the associate degree level in each of the following areas--humanities and fine arts; social and

behavioral sciences; natural sciences and mathematics; and, when taught as pre-baccalaureate courses, education and business administration--must have completed at least 18 graduate semester hours (27 quarter hours) in their teaching field and hold a master's degree. In addition, one-third or more of the total course credit hours taught in each of the foregoing areas should be taught by faculty members who have successfully completed at least 30 graduate semester hours (45 quarter hours) in their teaching field. In certain exceptional cases, unique experience and demonstrated competence may substitute for advanced academic preparation.

F. TENURE

1. Each institution in the University System shall establish clearly stated tenure criteria and procedures that emphasize excellence in teaching for all teaching faculty. Such policies shall conform to the requirements listed below and shall be reviewed and approved by the Senior Vice Chancellor for Academic Affairs. The requirements listed below shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustments to its own peculiar problems or circumstances. These policies are to be considered a statement of general requirements which are capable of application throughout the System and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement. Such additional standards and requirements, which must be consistent with the Regents' policies and approved by the Board of Regents, shall be incorporated into the statutes of an institution.
2. Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100% workload basis for two out of every three consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency, or program modification as determined by the Board.
3. Normally, only assistant professors, associate professors, and professors who are employed full-time (as defined by Regents' policies) by an institution are eligible for tenure. However, faculty members holding these professorial ranks who are employed by or on the staff of the Georgia Health Sciences University (GHSU) on less than a full-time basis, and who also hold an appointment at the Veterans Administration Medical Center-Augusta, shall be eligible for promotion and/or the award of tenure by the Board of Regents (BR Minutes, 1979-80, p. 73; 1980-81, p. 303; 1990-91, pp. 369- 70). The term "full-time" is used in these tenure regulations to denote service on a 100% work load basis for at least two out of three consecutive academic terms. Faculty members with adjunct appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments (BR Minutes, 1990-91, pp. 369-70).

4. Tenure may be awarded, upon approval by the President, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher (BR Minutes, Feb 2007 through August 2007.) The five-year period must be continuous except that a maximum of two years interruption because of a leave of absence or part-time service may be permitted, provided, however that an award of credit for the probationary period of an interruption shall be at the discretion of the President. In all cases in which a leave of absence, approved by the President, is based on birth or adoption of a child, or serious disability or prolonged illness of the employee or immediate family member, the five-year probationary period may be suspended during the leave of absence. A maximum of three years credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Board of Regents at the time of the initial appointment at the rank of assistant professor or higher. Notwithstanding anything to the contrary in this Policy Manual, in exceptional cases an institution may recommend to the Board of Regents that an outstanding distinguished senior faculty member be awarded tenure upon the faculty member's initial appointment. Each such recommendation shall be considered by the Board individually and shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was already tenured at his or her prior institution, and brings a demonstrably national reputation to the institution (BR Minutes, 1983-84, p. 94; May, 1996, p. 52; April 2000, pp. 31-32).
5. Anything in this policy manual to the contrary notwithstanding, faculty members employed by the Georgia Health Sciences University (GHSU) who hold a professorial rank in a tenure track position of assistant professor or above and who also hold a part-time or full-time appointment at the Veterans Administration Medical Center-Augusta (VA), shall as stated above (Section 803.09-C) be eligible for the award of tenure at GHSU upon completion of at least five years of full-time or part-time service at the rank of assistant professor or higher. Such faculty members shall otherwise meet the same probationary periods, criteria for promotion, procedures and other requirements set forth in the Bylaws and Policy Manual of the Board of Regents and Statutes of GHSU for the award of tenure to full-time faculty, provided, however, that such faculty members who have been employed previously by GHSU for five consecutive years or more shall be eligible to apply for tenure. The tenure of a faculty member who also holds a VA appointment shall apply only to that portion of a faculty member's salary and benefits which are provided directly by GHSU. In no event shall the award of tenure to faculty members holding such joint appointments obligate GHSU to assume any portion of the salary or other benefits provided by the VA. In the event a faculty member who has been awarded tenure at GHSU under the provisions of this section shall for any reason cease to be employed by the VA, the Medical College shall have the right, at its sole discretion, to

revoke the tenure, employment or other affiliation of the faculty member by GHSU without a hearing or other due process procedures or requirements set forth in the Bylaws and Policy Manual of the Board of Regents and the Statutes of GHSU for other full-time tenured faculty. After termination of employment or revocation of tenure, GHSU shall not be obligated to provide such faculty members with any further salary, benefits or other financial support.

6. Except for the approved suspension of the probationary period due to a leave of absence, the maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if a recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be 10 years, provided, however, that a terminal contract for the 11th year may be proffered if a recommendation for tenure is not approved by the Board of Regents (BR Minutes, 1992 - 93, p. 188; April 2000, pp. 31-32).
7. Except for the approved suspension of the probationary period due to a leave of absence, the maximum period of time that may be served at the rank of full-time instructor shall be seven years (BR Minutes, April 2000, pp. 31-32).
8. Tenure or probationary credit towards tenure is lost upon resignation from an institution, or written resignation from a tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.
9. Upon approval of the award of tenure to an individual by the Board of Regents, that individual shall be notified in writing by the president of his/her institution, with a copy of the notification forwarded to the Chancellor or his/her designee.
10. Each institution shall provide data annually to the Senior Vice Chancellor for Academics and Fiscal Affairs showing the institution's tenure rates by gender and race.
11. Notice of the intention not to reappoint a non-tenured faculty member shall be furnished, in writing, according to the following schedule:
 - a. at least three months before the date of termination of an initial one-year contract;
 - b. at least six months before the date of termination of a second one-year contract;

- c. at least nine months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part-time positions in whatever rank stated.

12. A tenured faculty member, or a non-tenured faculty member before the end of his contract term, may be dismissed for any of the following reasons provided that the institution has complied with procedural due process requirements:
 - a. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment, or prior thereto if the conviction or admission of guilt was willfully concealed;
 - b. Professional incompetence, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;
 - c. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member's performance of duty or his responsibilities to the institution or to his profession. (BR Minutes, 1989-90, pp. 384-385).
 - d. Conviction or admission of guilt in a court proceeding of any criminal drug offense; (BR Minutes, 1989-90, pp. 384-385).
 - e. 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;
 - f. False swearing with respect to official documents filed with the institution;
 - g. Disruption of any teaching research, administrative, disciplinary, public service, or other authorized activity;
 - h. Such other grounds for dismissal as may be specified in the Statutes of the institution.
13. Each institution as a part of its Statutes, may supplement Regents' policies governing causes for dismissal and procedures for dismissal. Each institution should provide for standards governing faculty conduct, including, sanctions short of dismissal, and procedures for the implementation of such sanctions. In the imposition of sanctions, the burden of proof lies with the institution.
14. Rationale for Guidelines
 - a. Darton State College cannot evolve to the position where a higher percentage of its faculty members are on tenure. No more than 75 percent of the faculty should be on tenure at one time.

- b. In a stable growth situation, a higher number of tenured faculty members could prevent the College from adapting to the changing demands of higher education. Large numbers of people could be on tenure whose services were not needed and the college could be prevented from starting new programs that were needed.
- c. With a high number of tenured faculty at the master's level, the College could get into a position where there was a tenured faculty with credentials that would deny the College accreditation.
- d. Although the College is not trying to emulate the universities in the quest for Ph.D.'s, it is unreasonable to expect the College to grant tenure to significant numbers of minimally qualified (Master's degree) faculty members if the College is to grow and develop toward academic excellence.
- e. The above guidelines are an attempt to bring Board of Regents' Policies and Southern Association of Colleges and Schools accreditation requirements into harmony and at the same time protect the future of the College.
- f. There is nothing in these guidelines to prevent the President from recommending promotion or tenure to any person who meets the requirements of the Board of Regents.

15. Pre-Tenure, Tenure, and Post-Tenure Review (as approved September 14, 2001)

In order to assist the faculty member and the college in ensuring excellence in teaching and maintaining a quality faculty, an intensive review of non-tenured faculty will take place during the first year after promotion from Instructor to Assistant Professor. (In the case where a faculty member is hired as an Assistant Professor or higher, the Pre-Tenure Review will be done during their third year of service.) This Pre-Tenure Review will provide both the faculty member and the college a current status of the faculty member's progress toward tenure.

Tenure Review will take place during the fifth year after promotion to Assistant Professor and will determine if performance and response to the Pre-Tenure Review warrants the award of tenure. (A year of probationary credit toward tenure is considered to be a full academic year of employment beginning in September.) The five-year period must be continuous except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of assistant professor or higher.

Post-Tenure Review will be conducted beginning in the fifth year after the award of tenure and subsequently ever five years thereafter. The purpose of this Post-Tenure Review is to insure that the faculty member maintains currency within the discipline and with use of pedagogical tools to include technology. These reviews are in consonance with policies and guidelines of the University System of Georgia and are designed to promote excellence in teaching and continuing professional development.

- a. The Tenure Review Committee, a standing college committee, will have responsibility for conducting Pre-Tenure, Tenure, and Post-Tenure reviews. *These reviews will cover only the minimal requirements that all faculty members have to meet concerning tenure.* This committee will be composed of fourteen tenured faculty members and two non-tenured faculty members. The non-tenured faculty members will be appointed by the President for two-year terms, one term expiring each year. Four of the tenured faculty members will be appointed by the President and ten shall be elected by the faculty from each of the division structures as follows: Health Science, Business, Humanities, Learning Resources, Learning Support, Math, Nursing, Physical Education, Science, and Social Sciences. Each year, two of the appointed and five of the elected members will be replaced. The Chair of the Committee will be appointed by the President from the tenured members of the committee. The committee will complete the review of faculty in accordance with the policy under Section IX, Standing College Committees and Councils, Tenure, of the Faculty Handbook and Section VII, C on Faculty Evaluation. Both the faculty member and the division Dean/Chair will receive written summaries of the review.
- b. Pre-Tenure Review. An individual Pre-Tenure Review Team will be appointed during February of the first year after promotion from Instructor to Assistant Professor. (In the case where a faculty member is hired as an Assistant Professor or higher, the Pre-tenure Review will be done during their third year of service.) This review team will consist of three tenured faculty members.

* One will be chosen by the faculty member being reviewed and two will be appointed from the Tenure Review Committee with approval of the Vice President for Academic and Student Affairs. One of the review team members should be in the discipline (or division in the case of a one-member discipline). The Division Dean/Chair who is over the individual being reviewed cannot be one of the team members.

- * The faculty member to be reviewed will provide the Tenure Review Committee with all the required materials necessary for the review process by November 1st. The required materials (past five years for faculty promoted to Assistant Professor and past two years for faculty hired as Assistant Professor or higher) are: (See Section VII, C, *Faculty Evaluations*)
 - (1) Student Evaluation of Faculty (I-20)
 - (2) Teaching Faculty Report of Activities (I-13) or

- Self-Evaluation for Non-Teaching Faculty (I-17)
- (3) Immediate Supervisor's Evaluation of Faculty (I-14) or Immediate Supervisor's Evaluation of Non-Teaching Faculty (I-18)
- (4) Annual Individual Professional Development Plan(I-19)
- The faculty member should show evidence of substantial progress in meeting the professional development goals.
- (5) Course Syllabi

* The Review Team will conduct an intensive review of the faculty members' materials during the Fall of their first year as an Assistant Professor (third year for those hired as Assistant Professor or higher.) The results of the review will be presented to the faculty member being reviewed and the Division Dean/Chair by December 1st and will include the following information:

- (1) Tenure Review Team Report - The committee will complete the review of faculty in accordance with the policy under this section of the Faculty Handbook and Section VII, C on Faculty Evaluation. A copy of the review will be given to both the Faculty Member being reviewed and the Division Dean/Chair.
- (2) Tenure Review Committee Report - The committee will complete the review of faculty in accordance with the policy under this section of the Faculty Handbook and Section VII, C on Faculty Evaluation. A copy of the review will be given to both the Faculty Member being reviewed and the Division Dean/Chair.
- (3) Minutes for the Tenure Review Committee Meeting (The minutes for the meeting in which a vote was taken on the two reports listed above will be given to the Division Dean/Chair only.)
- (4) All Supporting Materials (The packet of materials collected by the faculty member being reviewed and presented to the Tenure Review Committee will be given to the Division Dean/Chair only.)

* Faculty members will have the option to respond in writing to any comments made by the review committee. These responses will be put in the faculty member's Pre-Tenure file attached to the review report.

* The Pre-Tenure Review will be part of the annual evaluation of the individual faculty member. During the annual evaluation conference, the Division Dean/Chair will go over the results of the

review with the faculty member. (At this time a plan will be made for correcting any deficiencies found.)

- * If a faculty member fails to meet the Pre-Tenure Criteria, the following procedure for performance improvement will be implemented:

The Pre-Tenure Review Team and the Dean/Chair will meet with the faculty member to develop an improvement plan directly related to the findings of the Pre-Tenure Review. This plan for faculty development will become part of the Annual Individual Professional Development Plan (I-19) and should include the following:

- (1) Define specific goals that will help the faculty member overcome any identified deficiencies;
- (2) Outline activities to achieve the goals;
- (3) Set a time limit within which to achieve the goals;
- (4) Indicate criteria by which the faculty member monitors progress towards achievement of the goals;
- (5) If a plan requires funding, the Dean/Chair and the VPASA are to arrange for and identify appropriate resources.

- * The Division Dean/Chair will submit the complete review (Tenure Review Team Report, Tenure Review Committee Report, Minutes for Tenure Review Committee Meeting, and all Supporting Materials) to the Vice President for Academic and Student Affairs at the same time as regular annual evaluations are submitted.
- * Faculty members wishing to appeal may do so in writing to the Vice President for Academic and Student Affairs, who may refer the review back to the Tenure Review Committee for a consideration of the appeal.
- * A final report on the Pre-Tenure Review will be submitted to the President as part of the report on the annual evaluations.
- * Following a Pre-Tenure Review in which deficiencies have been identified the faculty member's annual evaluations are to include comments on progress towards the achievement of goals, with specific reference to the identified criteria.

- c. Tenure Review. In February, an individual Tenure Review Team will be appointed to review in detail the progress of faculty members who are listed by the Vice President for Academic and Student Affairs as eligible for tenure (at the beginning of their fifth year of service as an Assistant Professor or higher). (A year of probationary credit toward tenure is considered to be a full academic year of employment beginning in September.) The five-year period must be continuous except that a maximum of two years interruption because of a leave of

absence or of part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of assistant professor or higher. This review team will consist of three tenured faculty members.

* One will be chosen by the faculty member being reviewed and two will be appointed from the Tenure Review Committee with approval of the Vice President for Academic and Student Affairs. One of the review team members should be in the discipline (or division in case of a one-member discipline). The Division Dean/Chair who is over the individual being reviewed cannot be one of the team members.

- The faculty member to be reviewed will provide the Tenure Review Committee with all required materials necessary for the review process by November 1st. The faculty member is responsible only for the materials needed to complete the last five years of service (in addition to the material previously collected for Pre-Tenure Review): (See Section VII, C, *Faculty Evaluations*)
 - (1) For faculty members hired as Assistant Professors, the last three years of service will be added to the two years of service considered during the Pre-Tenure Review process (total of five years).
 - (2) For faculty members promoted to Assistant Professor, the last four years of service will be added to the final year of service considered during the Pre-Tenure Review process (total of five years).
 - (3) The required materials for the review process are:
 - (a) Student Evaluation of Faculty (I-20) – All faculty who are eligible for Tenure Review will be evaluated by their students during the Spring Semester prior to that review. (Student evaluations during the Summer Semester are optional.)
 - (b) Teaching Faculty Report of Activities (I-13) or Self-Evaluation for Non-Teaching Faculty (I-17) – This will require the faculty member to develop their self-evaluation several months early (prior to November 1st).

- (c) Immediate Supervisor's Evaluation of Faculty (I-14) or Immediate Supervisor's Evaluation of Non-Teaching Faculty (I-18) – To be recommended for tenure, the faculty member should have an average score of 85 or higher on the four annual evaluations. (There will be only four of these available for review.)
 - (d) Annual Individual Professional Development Plan (I-19) – The faculty member should show evidence of substantial progress in meeting the professional development goals. (There will be only four of these available for review.)
 - (e) Course Syllabi – Course syllabi for all courses taught in the last five years.
- The Review Team will conduct an intensive review of the faculty member's materials during the Fall of his/her fifth year as an Assistant Professor. The results of the review will be presented to the faculty member being reviewed, the Division Dean/Chair, and the Vice President for Academic and Student Affairs by December 1st and will include the following information:
 - (1) Tenure Review Team Report (This form is found in Section IX. *Committees, Rosters, Forms, Other*, of the Faculty Handbook and will be given to the Faculty Member being reviewed, the Division Dean/Chair, and the VPASA.)
 - (2) Tenure Review Committee Report (This form is found in Section X. *Committees, Rosters, Forms, Other*, of the Faculty Handbook and will be given to the Faculty Member being reviewed, the Division Dean/Chair, and the VPASA.)
 - (3) Minutes for the Tenure Review Committee Meeting (The minutes for the meeting in which a vote was taken on the two reports listed above will be given to the Division Dean/Chair and the VPASA only.)
 - (4) All Supporting Materials (The packet of materials collected by the faculty member and presented to the Tenure Review Committee will be given to the Division Dean/Chair only.)

* Faculty members will have the option to respond in writing to any comments made by the review committee. These responses will be put in the faculty member's Tenure file attached to the review report.

- * The Division Dean/Chair will make a *separate* recommendation *concerning tenure* to the Vice President for Academic and Student Affairs in accordance with the guidelines from the Board of Regent. This recommendation should include an acceptable score on the appropriate form: (See VII, C)

- (1) Recommendation For Promotion/Tenure – Teaching Faculty (I-15) or

- (2) Recommendation For Promotion/Tenure For Non-Teaching Faculty (I-16)

The Dean/Chair will include, *along with their recommendation*, all the Supporting Materials collected by the Tenure Review Committee during their review process.

- * The Vice President for Academic and Student Affairs will make a recommendation to the President in accordance with the guidelines from the Board of Regents. (*Consideration will be given to the recommendations of both the Tenure Review Committee and the Division Dean/Chair.*)

- * The President will submit recommendations for tenure to the Board of Regents in accordance with the guidelines from the Board of Regents.

- * After the Board of Regents approves tenure, individual faculty members will be notified.

- * Consistent with Board of Regents Policy, issues of tenure and promotion are not subject to Grievance, unless the issue of discrimination is involved. These issues are covered under the Appeals Process.

* Faculty members reviewed for tenure but denied tenure will be reviewed again each subsequent year until they are awarded tenure or their employment has been terminated.

- c. Post-Tenure Review. An individual Post-Tenure Review Team will be appointed during February of the year proceeding the fifth year after tenure has been awarded. The purpose of Post-Tenure Review is to assist faculty members with identification of opportunities that will enable them to reach their full potential in service to the students of Darton State College and to enhance their teaching effectiveness. The review encourages a careful look at possibilities for different emphases at different points in a faculty member's career. (Initially, individuals who already have passed the five year time frame will be identified and notified of their Post-Tenure Review during the Spring Quarter, 1997.) The review team will consist of three tenured faculty members.

- * One will be chosen by the faculty member being reviewed and two will be appointed from the Tenure Review Committee with approval of the Vice

President for Academic and Student Affairs. One of the review team members should be in the discipline (or division in case of a one-member discipline). The Division Dean/Chair who is over the individual being reviewed cannot be one of the team members.

* The faculty member to be reviewed will provide the Tenure Review Committee with all the required materials necessary for the review process by November 1st. The required materials (which will cover the past five years of service) are: (See Section VII, C, *Faculty Evaluations*)

- (1) Student Evaluation of Faculty (I-20)
- (2) Teaching Faculty Report of Activities (I-13) or Self-Evaluation for Non-Teaching Faculty (I-17)
- (3) Immediate Supervisor's Evaluation of Faculty (I-14) or Immediate Supervisor's Evaluation of Non-Teaching Faculty (I-18)
- (5) Annual Individual Professional Development Plan(I-19) - The faculty member should show evidence of substantial progress in meeting the professional development goals.
- (6) Course Syllabi
- (7) Curriculum Vita (to include a list of publications and activities)

* The Review Team will conduct an intensive review of the faculty member's materials during the Fall of the review year. The results of the review will be presented to the faculty member being reviewed and the Division Dean/Chair by December 1st and will include the assets and/or deficiencies noted during the review.

- (1) Tenure Review Team Report (This report is prepared by the review team and will be given to both the Faculty Member being reviewed and the Division Dean/Chair.)
- (2) Tenure Review Committee Report (This report is prepared by the review committee and will be given to both the Faculty Member being reviewed and the Division Dean/Chair.)
- (3) Minutes for the Tenure Review Committee Meeting (The minutes for the meeting in which a vote was taken on the two reports listed above will be given to the Division Dean/Chair only.)
- (4) All Supporting Materials (The packet of materials collected by the faculty member and presented to the Tenure Review Committee will be given to the Division Dean/Chair only.)

* Faculty members will have the option to respond in writing to any comments made by the review committee. These responses will be put in the faculty member's Post-Tenure file attached to the review report.

* The Post-Tenure Review will be part of the annual evaluation of the individual faculty member. During the annual evaluation conference, the Division Dean/Chair will go over the results of the review with the faculty member. (At this time a plan will be made for correcting any deficiencies found.)

* If a faculty member fails to meet the Post-Tenure Criteria, the following procedure for performance improvement will be implemented:

The Post-Tenure Review Team and the Dean/Chair will meet with the faculty member to develop an improvement plan directly related to the findings of the Post-Tenure Review. This plan for faculty development will become part of the Annual Individual Professional Development Plan (I-19) and should include the following:

- (1) Define specific goals that will help the faculty member overcome any identified deficiencies;
- (2) Outline activities to achieve the goals;
- (3) Set a time limit within which to achieve the goals;
- (4) Indicate criteria by which the faculty member monitors progress towards achievement of the goals;
- (5) If a plan requires funding, the Dean/Chair and the VPASA are to arrange for and identify appropriate resources.

* The Division Dean/Chair will submit the complete review (Tenure Review Team Report, Tenure Review Committee Report, Minutes for Tenure Review Committee Meeting, and all Supporting Materials) to the Vice President for Academic and Student Affairs at the same time as regular annual evaluations are submitted. Any requirements for correction or development and their time lines will be highlighted in the report to the Vice President.

* Faculty members wishing to appeal may do so in writing to the Vice President for Academic and Student Affairs who may refer the review back to the Tenure Review Committee for a consideration of the appeal. The Vice President will consider the report from the Tenure Review Committee in making a determination. If the faculty member is still unsatisfied, an appeal may be submitted to the President.

- * A final report on the Post-Tenure Review will be submitted to the President as part of the report on the annual evaluation.
- * The results of the Post-Tenure Review will be linked to rewards and/or development (the development process has already been described). Faculty members who are performing at a high level will receive recognition for their achievements.
- * Actions taken when the deficiencies on the Individual Professional Development Plan have not been completed as required. When the deficiencies identified have not been completed in accordance with the prescribed time line, as listed on the Individual Professional Development Plan, the following steps will be taken:
 - (1) A subsequent review will take place and the Tenure Review Committee will establish a second time line. During this subsequent review and until the deficiencies on the Individual Professional Development Plan have been completed, the individual will not be eligible for merit increases and/or cost of living increases.
 - (2) If, at the end of this second time line, the deficiencies have not been completed, the Tenure Review Committee will refer the case, through the Vice President for Academic and Student Affairs to the Professional Activities Committee for a hearing. The Professional Activities Committee, in concert with the Tenure Review Committee, will hold a hearing and make recommendations that may include dismissal if satisfactory progress has not been made to correct specified deficiencies. The report of the Professional Activities Committee hearing, including recommendations, will be submitted to the Vice President for Academic and Student Affairs, who will forward the hearing report to the President.

G. RESIGNATION

All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty (60) days written notice of their intention to resign to the president of the institution or to his/her authorized representative (8.3.4.1)

Termination Checkout Procedures

To ensure that all College property such as keys, books, and office equipment have been

turned in or properly accounted for; that the faculty or staff member's pay status is mutually understood, that necessary arrangements are made for the forwarding of personal mail, etc.; a checkout procedure has been set up for all personnel leaving the employ of Darton State College.

Before departing the campus for the last time, it shall be the responsibility of the faculty member to obtain the Clearance Form, (SharePoint DSC_Forms Forms Personnel Clearance Form) and to clear all obligations to the College or vice versa. When releases have been secured from the appropriate offices, the form is to be left with the Personnel Office.

Terminating faculty should turn in their Faculty Handbook and Academic Advising Manual to the Academic Affairs office and their grade books to their division/department Dean/Chairs.

H. RETIREMENT

The College will process retirements for its faculty in accordance with Board of Regents' policy.

I. PERSONAL LIFE

The personal life of faculty and staff will not ordinarily be of concern to the administration of the College. All employees should ensure that their conduct reflects favorably upon Darton State College.

J. POLITICAL ACTIVITIES

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

1. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the USG.
2. Employees may not hold elective political office at the state or federal level.
3. Employees seeking 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.
4. 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 USG (BRP 8.2.15.3)

K. PROFESSIONAL GROWTH

Faculty at Darton State College should not be satisfied with meeting minimum qualifications for their positions. Realizing that quality instruction is the primary purpose for the existence of any college and that this is contingent upon a well-qualified faculty, many Darton State College faculty members have continued their education well beyond the master's degree.

Knowledge acquisition makes it mandatory that teachers keep abreast of the changes in their academic field through additional graduate courses, seminars, research, professional meetings, and the reading of professional literature. The faculty of Darton State College is encouraged to promote their own professional growth through these and other means. Financial assistance may be available for faculty development. Some money is available through division/department budgets for attendance at professional meetings, workshops and seminars. The Darton Foundation assists selected faculty who wish to take graduate courses, do research or other faculty development activities. Faculty leave with partial pay is possible for graduate study.

Professional Organizations

The College encourages its faculty to be members of professional organizations, particularly those of special interest or within the discipline of individual faculty members. The College will maintain institutional membership in professional organizations for which it is eligible and from which needed College services may be obtained, provided such membership funds are available. College funds are not available for individual membership in professional organizations.

VI. BUSINESS OPERATIONS

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VI. BUSINESS OPERATIONS

A. THE COLLEGE BUDGET

1. Budget Planning and Preparation Process

The budget planning process begins with the Darton State College Strategic Plan that spells out the college's direction and plan of action for the next three to five years. This plan is updated annually. More detailed planning for any fiscal year budget begins approximately eighteen months prior to the budget's effective date. The State of Georgia's fiscal year is from July through June. As an example, the following describes the budget planning and preparation process for the fiscal year 2013-2014 budget.

January-March 2013 - Division and department heads meet with their faculty/staff to discuss division/department budgetary needs and utilizing this input, budget unit heads prepare their budget requests that are submitted through organizational channels to the President.

April-June 2013- Requests for additional funding for budget increases or new budget items approved by the President are consolidated into a total college request. The Office of The Office of Business & Financial Services prepares the consolidated budget request document.

July-August 2013 - The President, Vice President for Academic and Student Affairs, Vice President for Business and Financial Services, and others selected by the President meet with the Chancellor and his staff to discuss the college budget request.

March-April 2014 - The College receives from the Vice Chancellor and Treasurer of the University System of Georgia, a notice of the College's preliminary budget allocation. If the allocation is deemed inappropriate to meet the needs of the college, the President may request a second meeting with the Chancellor.

April 2014 - Upon completion of the budget negotiations between the Chancellor and President, the Treasurer will issue a final budget allocation letter.

April-May 2014 - Concurrent with the budget negotiations, the Business Office issues internal budget forms, including any special instructions, to the division and department heads. In developing the budget (in this example, the fiscal year 2015 budget), the budget unit heads should take into consideration their initial budget requests, prior and current year expenditures, the current/revised Strategic Plan, and the tentative allocation for fiscal year 2015. These budget requests should include expenditures for both personal services and non-personal services (equipment, supplies, repairs, etc.); personal

services costs should be by name, amount, and period covered. The budget requests should include other pertinent information and clarifications of any special needs, e.g., splitting of salaries between two accounts. All budget requests are forwarded through channels to the President. Upon completion of this process, the budget document is prepared and must equal the final allocation. The completed original fiscal year 2015 budget document is submitted to the Chancellor for Board of Regents approval.

July 2014-June 2015 - The approved original college budget is implemented and administered. The original budget is amended as required throughout the fiscal year (usually after each registration) to adjust to actual experience and to make projections for the remainder of the fiscal year. The budget amendment process is very similar to that of the original budget in that budget unit heads after consultation with their faculty/staff make budget change recommendations through channels to the President. All changes approved by the President are made to the college budget. All amendments are submitted to the Chancellor for Board of Regents approval. The original budget and budget amendments are prepared by the budget staff of the Vice President for Business and Financial Services.

2. Procedure for Evaluating the Budget Planning Process

The Executive Council will annually evaluate the budget planning process. The President presides over the Executive Council and the other members are the Vice President for Academic and Student Affairs, Vice President for Business and Financial Services, Academic Deans, Faculty Representative, Staff Representative, Dean of Institutional Advancement and Public Relations, Chief Information Officer, Director of Continuing Education and Community Services, Chief of Police, Director of Learning Resources Center, Online Learning Coordinator, and Athletics Director.

The evaluation will be made during the period April through June and will coincide with the development of the budget request for projected funding needs two fiscal years into the future. Necessary changes or improvements to the budget planning process identified by the Executive Council will be implemented consistent with the University System of Georgia Board of Regents policies and procedures.

3. Accounting

The receiving and disbursing of all College funds is done through the Business Office in accordance with the laws of the State of Georgia, regulations of the Board of Regents, College policies, and generally accepted accounting principles.

Records are kept on all transactions of this office. Receipts are issued for all money received. All monies receipted by the College must be turned in to the cashier. When monies are to be collected on behalf of the College through charges for admission to

various functions, solicitation of funds, etc., arrangements should be made with the Vice President for Business and Financial Services for the proper accounting for such funds prior to turning them in to the cashier.

Except for certain petty cash transactions, all of the disbursements on behalf of the College are made by check. In either event, no payments are to be made unless properly authorized beforehand, itemized receipt is in evidence, and the invoice or receipt shows that an agent of the College has received the materials or services.

4. Reporting

Monthly progress reports are made to the Board of Regents on the revenues and expenditures of the College. An annual financial report is also submitted to the Board of Regents.

Throughout the year as revenues and expenditures of the College differ from those projected in the budget, budget amendments are prepared and are submitted to the Board of Regents by the Vice President for Business and Financial Services.

Reports are also rendered each month to the heads of departments having separate budget identity. These reports relate actual expenditures and encumbrances to the budget amounts for each department and show free balances remaining.

B. PURCHASING

The Procurement Officer is responsible for purchasing all supplies, equipment, and services required for use at the College subject to approval of the President and/or the Vice President for Business and Financial Services.

Purchases will be made in accordance with laws, rules and regulations governing purchasing for the State of Georgia, the Board of Regents, and the College.

All purchases from College funds shall be based on requisitions submitted to the Procurement Officer. Go to SharePoint DSC_Forms Purchasing-Central Stores Purchase Requisition or Central Stores Requisition. Each requisition shall:

- (1) be approved and signed by the department head or his duly authorized representative.
- (2) cite funding data for encumbrance.
- (3) contain the quantity, specification, description or catalog reference for each item.
- (4) specify a realistic date by which supplies are to be delivered.
- (5) list the estimated price of each item and the total cost of the requisition.
- (6) cite the business purpose for the purchase.
- (7) justify on the requisition emergency requirements or urgent requirements where time will not permit delay.
- (8) justify on the requisition sole source procurements, if applicable.

NOTE: Items 6 and 7 are required by State law and regulations.

Distribution of SharePoint DSC_Forms Purchasing-Central Stores Purchase Requisition or Purchase Requisition, is as follows:

- (1) Original Copy is to be forwarded to the Purchasing Department; a copy should be retained by the division for a file copy.
- (2) The form is to be signed by the Division Dean/Chairperson or duly authorized representative in the block designated by "Approved" and/or Originator's signature.

After Budget Unit Head approval, all purchase requisitions under \$1500 will be sent directly to the Purchasing Department. All PR's \$1500 or greater will be forwarded to the applicable Executive Council member for approval. After Executive Council member approval, the PR's will be sent directly to Purchasing unless the PR is over \$2000, in which case, the PR will require the Vice President of Business and Financial Services and the President's approval before being sent to Purchasing.

New as of 11 17 2010

Requisitions of \$.01 to \$1,499.99:

Required Approval Signature –
Division or Department Head

Requisitions of \$1,500.00 to \$1,999.99

Two Required Approval Signatures-
Division or Department Head
Executive Council Member

Requisitions of \$2,000.00 or more:

Four Required Approval Signatures-
Division or Department Head
Executive Council Member
V.P. for Business & Finance
President

In addition, all software/technology/electronics related purchase requests must be sent to Technology Services Division, Attn: Help Desk, for EDP approval.

While Division Dean/Chairs may obtain information from commercial sources to keep abreast of latest developments and products available, no purchase shall be placed or obligation incurred utilizing College funds without prior approval of the President and/or Vice President for Business and Financial Services. In accordance with Georgia law, no person other than a duly authorized Procurement Officer, or person(s) authorized and designated in writing by the President, shall make any purchases from commercial sources involving the use of College funds.

No expenditure of College funds for unauthorized purchases (those made by unauthorized persons) will be approved for payment. Unauthorized purchases shall be treated as personal obligations of the purchaser.

Obtain and/or arrange the following through the Procurement Officer:

- (1) pricing information
- (2) catalogs
- (3) descriptive information for items to be purchased
- (4) arrangements for new commercial equipment demonstrations
- (5) any information required from a vendor regarding a purchase order

1. Requisitioning

a. Obtaining Supplies from Central Stores

There is available in the Property Warehouse (Building H) a Central Stores section. Central Stores stocks small dollar, repetitive, consumable items such as paper, pencils, forms, and other office supplies. Items stocked are listed in the Central Stores Catalog which is updated annually and posted on SharePoint Central Stores – Warehouse and make selections from price list and/or catalog. Requests for these items shall be submitted on Central Stores Requisitions, directly to the Central Stores Department in the Warehouse (Building H).

b. Request to Have Something Built

Contact the Department of Plant Operations when considering the need to have something built for a department. The Department of Plant Operations will give an estimate of labor and materials as well as instructions regarding the procurement.

c. Request to Purchase Audio Visual Equipment

Department should submit the SharePoint DSC_FormsPurchasing-Purchase Requisition to Technology Services Division.

d. Request for Advertising

Departments should submit the SharePoint DSC_FormsPurchasing-Purchase Requisition to the Director of Institutional Advancement.

e. Request to Purchase Technology Related Equipment and Software Departments should submit the SharePoint DSC_FormsPurchasing-Purchase Requisition to the Technology Services Division.

1. Commercial Printing

All College budget heads or their designees should contact the Dean of Institutional Advancement and Marketing for assistance and coordination with any and all proposed

publications designed for off-campus distribution. The Office of Institutional Advancement and Marketing will assist all faculty or staff members with the printing specifications such as layout design, art work, color, paper stock, print face, or other related printing factors associated with their printing requests. The development of printing specifications is a necessity prior to submitting printing requisitions to the Procurement Office for State bids, if necessary. These specifications should become a part of the requisition, which should be submitted to the Procurement Office.

2. Materials and Equipment Management

Upon receipt of the requisitioned goods or services, an employee of the using department must verify quantity, condition and correct specifications of each item. If all items are satisfactory, the employee should sign the packing slip(s) that accompanies a Purchase Order Tracking Form packet (packet is usually composed of purchase order/requisition, packing slip, and freight bill) to confirm that payment is in order. If packing slip is not correct when items are delivered each item received is to be initialed and dated to verify that partial payment is in order. Do not sign for or accept incorrect or damaged items. You may attach a note to the receiving document to specify problems with each item. Conservative use of materials is encouraged at all times. Use of equipment should be restricted to those trained or experienced in its operation.

Equipment is identified and inventoried by the Inventory Supervisor and should not be relocated until Darton form C-60, Equipment Removal Request, is executed. If assistance is needed in specifying items to be moved, the Inventory Supervisor should be notified. The Darton Form C-60 should be prepared with two copies and signed by the budget unit head requesting removal. One copy should be forwarded to the Inventory Supervisor. The form must also be signed by the budget unit head accepting the equipment. Depending on the nature of the request twenty-four to seventy-two hours of notice may be required before equipment removal. (See Forms and Documents Section - Appendix "K")

All persons are reminded of the Regents Policy concerning the unauthorized personal use of College property. Board of Regents Policy Manual 9.10.6.4 For Personal Use - USG property owned by an institution shall be used only for institutional purposes. No USG employees shall permit such property to be removed from the campus of an institution for use on either a rental or loan basis for personal use (BoR Minutes, 1949-50, p. 109).

Personal property such as portable personal computers or similar items may be removed from campus to the home of an employee or an off campus site when the purpose is for business use only. Such use shall be tightly controlled and documentation as to the location and use shall be available at all times. (Regents' Policy Manual Section 711.09) A memo requesting authorization for use of

equipment off campus must be sent to your Budget Unit Head. The Budget Unit Head will forward his/her recommendation to the President for approval.

Audiovisual materials and equipment may be obtained from the Technology Services Department.

3. Agency and Public Works Contracts

Agency and Public Works contracts with the College must be promulgated in accordance with State and Regents' requirements. Any Agency contract obligating College funds must be approved by the Procurement Officer and any Public Works contract obligating College funds must be approved by the Vice President for Business and Financial Services.

VII. INSTRUCTIONAL PROGRAM

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VII. INSTRUCTIONAL PROGRAM

The Office of the Vice President for Academic and Student Affairs has been charged with the responsibility of providing the leadership that is necessary to implement the educational philosophy and purposes of the College. Much of the work required to accomplish this responsibility is delegated to others who work very closely with the Vice President for Academic and Student Affairs.

A. CLASSROOM POLICIES

1. Admission of Students to Class

A student may gain admission to class through the registration procedure conducted prior to the opening of classes each semester. After classes have begun, the student handles the dropping and adding of sections through his/her advisor or appropriate Division Dean/Chair. Only students who have officially enrolled for a course may be admitted to that course. The faculty member checking the preliminary class roll provided for each section by the Registrar may ascertain this. Students may make schedule changes on the scheduled drop-add day each semester. After the second day, no student may be admitted to a section without permission of the Vice President for Academic and Student Affairs or the appropriate Division Dean/Chair.

The procedure for class admittance is well established. Any question involving the admission or withdrawal of a particular student should be referred to the Registrar.

2. Faculty Attendance and Absence from Class

Sound professional ethics require that faculty members be present, on time, and prepared for all classes and activities for which they are responsible. Participation in activities of professional organizations and other activities of value to the faculty member or College is encouraged. Faculty members should discuss all requests for leave with the Division Dean/Chair as early as possible to determine the validity of the request and to arrange for the meeting of their classes. Faculty should process a SharePoint DSC_Forms Travel Request at least one week in advance of the trip.

Any faculty member who suddenly becomes ill should immediately notify (personally or by other means) the Division Dean/Chair, who will arrange for someone to meet the classes. In the event a faculty member is unable to meet classes on a given day, the Division Dean/Chair should be notified by 7:30 a.m. In the event the Division Dean/Chair is not available, the Vice President for Academic and Student Affairs should be notified. Division Dean/Chairs should arrange for their own substitutes. If there is a problem, notify the Vice President for Academic and Student Affairs for

assistance. In all cases, the Vice President for Academic and Student Affairs should be notified through the appropriate sick leave forms.

All academic year faculty members who are ill are covered under the Board of Regents Sick Leave Policy. Fiscal year faculty are covered under the Board of Regents Policy for fiscal year faculty. For further information on leave time, see Section V of this Faculty Handbook.

3. Dismissal of Classes

The faculty member should plan classes to last the full period. A faculty member wishing to dismiss class for an entire class period must first secure the approval of the Division Dean/Chair, who will notify the Vice President for Academic and Student Affairs.

4. Voting Policies Affecting Class Attendance

- a. Darton State College students are encouraged to vote in all federal, state and local elections.
- b. Darton State College does not declare a holiday on election day. Classes are held as scheduled and all offices and services function as usual.
- c. It is assumed that all students can arrange to vote before, between or after classes.
- d. Students who are registered to vote at an inconvenient distance from their assigned polling location should apply for an absentee ballot well before the election day.
- e. Under unusual circumstances when, in order to vote, a student must miss classes, he or she will receive an excused absence. It is the responsibility of the student to discuss this with his or her instructor before voting day. All missed work or assignments are the student's responsibility to complete.
- f. Darton State College employed personnel are expected to observe the above policies "a-d," and to discuss with their supervisor item "e," if applicable.

5. Jury Duty

Darton State College encourages its students to exercise their civic responsibilities and legal obligation to serve as jurors when summoned. When a student receives a summons to serve as juror, it is his/her responsibility to inform his/her instructors and make arrangements to make up work missed while serving as a juror.

Faculty members will not penalize the student for absences incurred as a result of jury service and will assist the student in making up class work missed because of jury service.

6. Classroom Conditions

The Darton State College faculty member is expected to be neither custodian nor maintenance technician. However, various situations will arise, and the following guidelines should alleviate most of the problems associated with multiple faculty member use of classrooms.

- a. Common classroom courtesy expects that each faculty member will erase the whiteboard at the end of the class unless there is a special reason for not doing so.
- b. It is the responsibility of the faculty member using such to see that screens, projectors, etc., are removed from a position hindering the faculty member who is scheduled to use the classroom next.
- c. If a faculty member changes the alignment, arrangement, or general orientation of classroom furniture for some special purpose, it will be his/her responsibility to see that the classroom is returned to order for the class, which follows.
- d. Custodial service is under the supervision of the Director of Plant Operations. This service provides for general cleaning of floors, whiteboards, etc. Divisional offices will supply whiteboard markers. Any deficiency of a non-emergency nature should be reported to the Division Dean/Chair. Deficiencies of an emergency nature should be reported to the Director of Plant Operations.
- e. Maintenance, including replacement of inoperative lights, should be reported to the Division Dean/Chair.
- f. Classroom furniture is assigned to classrooms by inventory control number. Therefore, the faculty member should not permit unauthorized removal of furniture from a classroom. Requests for additional furniture, removal of excess furniture, etc., should be directed to the Division Dean/Chair.

7. Cheating, Plagiarism or Other Student Academic Irregularities

The faculty member has a responsibility to help students recognize the academic seriousness of academic dishonesty. One way to do this is to discuss with students the moral and ethical reasons for avoiding dishonesty. Another is to have a fair but firm procedure for dealing with the problem that protects the rights of both the faculty and the student. The Darton State College procedure is found under section C—Student Affairs—Academic Honor Code Policy. <http://www.darton.edu/HonorCode>

8. Examinations, Quizzes and Tests

The number or type of examinations, quizzes, or tests is not specified by College policies. It is expected that each faculty member shall be familiar with the philosophies and techniques of effective testing. Several tests should be scheduled throughout the semester to give a fair and complete evaluation of the students. An adequate number of examinations must be given prior to mid-term to allow the student adequate information on which to base a decision to withdraw or to remain in the class.

Security of tests should be maintained by keeping copies in locked cabinets when they are not under surveillance of the faculty secretary or the faculty member.

The makeup of announced tests will be left to the discretion of the faculty member involved. Students will not be permitted to take final exams at a time other than the regularly scheduled time unless they have the permission of the faculty member and the Vice President for Academic and Student Affairs.

a. No Test/No Student Activities Policy

Darton State College adopted a policy (Academic Committee, 6/3/74) to eliminate giving tests in academic courses and to eliminate scheduling student activities during the three (3) calendar days prior to final exams each semester. Due to the nature of the following areas, the policy does not include physical education, applied music skill tests, makeup tests, and individualized studies tests, and the National League for Nursing Test.

b. Final Examination Schedule

The final examination schedule is published in each semester class schedule. All final examinations are to be given by this schedule. All requested changes must be approved by the Vice President for Academic and Student Affairs at least three weeks before the scheduled examination. A request for change should be rare and supported by good reasons.

9. Policy for Writing Across the Curriculum

Writing is an integral skill that is required for all careers and professions. Because students need to be proficient writers, Darton State College is committed to ensuring that students who attend Darton State College have the competencies and skills necessary to properly and effectively communicate with the written word. One way to ensure that students are exposed to writing throughout their college experience is to incorporate **Writing Across the Curriculum** as a required component in each course. Every syllabus for each course taught, including online courses, must have a

writing assignment. Instructors are free to choose how the writing component will be incorporated and are also free to make individual decisions about how the assignment will be graded and what percentage the assignment(s) will count with regard to the final grade of a student. Examples of ways to incorporate writing across the curriculum include, but are not limited to, summaries of articles, essays, responses to discussions, speech outlines, lab reports, research papers, character analysis, and behavioral observations.

B. ACADEMIC REGULATIONS

The Board of Regents shall rely on the Chancellor, the Presidents of the several institutions in the System, their vice presidents and faculties to develop, adapt, and administer the academic methods and procedures deemed by them to be most effective in promoting efficiency of operations and most appropriate to the advancement of learning.

Without limiting the generality of the preceding paragraph, it is recognized that the following are the proper functions of the academic authorities rather than the Board of Regents:

- To prescribe the teaching load to be carried out by each member of the faculty; however, the normal teaching load of a faculty member of the University System of Georgia ordinarily shall be 15 semester credit hours per week.
- To determine the maximum and minimum number of students permitted in a class.
- To define the nature and form of the records, if any, to be kept of the members of the faculties and of activities of administrative personnel. (Regents' Policy, 3.1)

1. Innovation and Experimentation in Teaching

Darton State College faculty members, individually or in groups, are encouraged to try new materials, media, or methods that will result in better teaching. Individuals and groups are encouraged to originate their own techniques as may be best for local needs. All such efforts should not conflict with the college's policies regarding textbooks and syllabi. Every faculty member is assured that the College administration will cooperate to improve instruction.

2. Faculty Load

In addition to one's teaching responsibilities the faculty member is expected to maintain office hours, serve on committees, sponsor activities, advise students, and assist in special activities when called upon. An attempt is made to prevent an excessive assignment of extracurricular and/or co-curricular activity.

Total on-campus time should be at least 35 hours for faculty members teaching a full load (15 semester credit hours or equivalent). The difference between class time and total hours on campus may be divided approximately half and half between office hours and other on-campus time. The number of office hours, however, should be adequate to meet the needs of the students, and the faculty member should be in his or her office available for consultation.

Each faculty member will forward a class and office schedule each semester to his/her immediate supervisor for approval. The Office of Academic Affairs will provide class and Office Schedule forms. When approved, the schedule will be forwarded to the Vice President for Academic and Student Affairs. The Office of Academic Affairs will also provide schedule cards for faculty members to post office hours on the doors of their offices. Although all office and on-campus hours will be reported on the Class and Office Schedule forms, office hours must be posted on the doors of their offices and classroom hours may be posted if the faculty member desires.

Darton State College Policy regarding Faculty Overloads

The normal teaching load of faculty members of Darton State College ordinarily shall be 12-16 credit hours per semester (dependent upon discipline). The faculty work week shall consist of 35 hours including teaching, on campus hours, and office hours. Beginning Fall 2013, 3-5 credit hour overload per faculty member per semester shall be authorized with approval of the Dean or Division Chair. The time required for the overload will be in addition to the normal 35 hour work week, and the faculty member will be scheduled accordingly. Any overload beyond 3-5 credit hours will require the Dean to receive written approval from the VPASA. No faculty member will have more than 9-12 credit hours in overload (dependent upon discipline). Any faculty member teaching the maximum overload will be required to sign a formal statement stating their ability to effectively manage their regular teaching responsibilities as well as their overload responsibilities while maintaining their other faculty obligations (service to the institution and scholarship). Faculty teaching the maximum number of overloads will not accept other forms of outside employment that might conflict with or detract from their effectiveness and responsibilities as a Darton State College faculty member. In granting approval, the following items will be taken into consideration by the VPASA:

- Number of preps the faculty member has prior to the additional overloads and how many preps the faculty member will have if the additional overloads are granted
- Delivery mode of the additional sections- on campus, hybrid, online, streaming, etc.
- Evaluations from supervisor
- Workload outside of the classroom
- VPASA notes
- Student evaluations and grade distributions- faculty member must have above average faculty evaluations for the department
- Online course reviews if applicable (administrative portion only)

DARTON STATE COLLEGE
Faculty Overload Request

To: Dr. Gary Barnette, Vice President for Academic and Student Affairs

Dean (Name, Division):

Signature: _____

Date:

I am requesting permission to schedule the faculty member listed below to teach more than the standard 3-5 credit hour overload.

Faculty Member Name:

Standard course load (number of courses)	
Requested additional courses (beyond 3-5 credit hour overload)	
Number of course preps prior to this request	
Number of course preps after this request	
Delivery mode of additional sections	
Most recent I-14 supervisor evaluation score	
Student evaluations (this faculty member, department average)	
Administrative online course reviews (if applicable)	

Notes on workload outside of the classroom:

VP Recommendation: Approval ☐ Non-Approval ☐

Comments: _____

Vice President for Academic and Student Affairs Signature

Date

FT Fall	FT Spring	FT Summer	Total	PT Max hours		
35	35	30	100	49		
FT Teaching regular semester load	FT Out of classroom instructional time	FT Total instructional time for regular semester	% spent in classroom	PT Max hours	PT Max contact hours in classroom	Rounded down to a number divisible by contact hours
15	10	25	60%	49	29.4	27
18	8.5	26.5	68%	49	33.28301887	33
16	9.5	25.5	63%	49	30.74509804	28

DARTON STATE COLLEGE
Faculty Overload Statement

I understand that I am teaching the maximum number of overloads allowed per semester. In accepting these classes, I attest to my ability to properly and effectively manage my regular teaching responsibilities as well as the overload teaching responsibilities while not neglecting other faculty obligations (service to the institution and scholarship). I also agree to not accept other forms of outside employment that might conflict with or detract from my effectiveness and responsibilities as a Darton State College faculty member.

Faculty Member Signature

Date

Dean/Division Chair Signature

Date

Vice President for Academic and Student Affairs Signature

Date

**DARTON COLLEGE
INTER-OFFICE MEMO**

TO: Darton State College Executive Committee

FROM: Gary Barnette, VPASA

DATE: July 16, 2013

RE: Adequate Full-Time Faculty Policy and Rationale

Beginning immediately Darton State College will monitor the percentage of full-time faculty at each campus. Full-time faculty hiring decisions, to be reviewed annually in conjunction with building fiscal year budgets, will be based on credit hours generated by full-time and part-time faculty as the governing factor in determining the number of full-time faculty to maintain a minimum of 60% full-time faculty instruction on campuses, where academic programs may be completed. The term “full-time faculty” is defined as faculty members under full-time instructional contract to Darton State College.

The most pressing needs currently identified for additional full-time faculty are being addressed immediately with the advertising of positions in computer science, English, mathematics (two positions for spring 2014), biology, chemistry, political science, and psychology. In any case, credit hour data, rather than faculty classification headcount, will support full-time faculty hiring decisions in accordance with the policy stated above.

3. Course Syllabi

For each course taught, a printed syllabus must be developed and distributed to the students and a copy of the syllabus turned in to the Division Dean/Chair. As changes occur in the course syllabus for a specific course, a corrected copy should be sent to the Division Dean/Chair to maintain accurate files. Course syllabi will be reviewed periodically to ensure that they reflect up-to-date content and teaching methods. For courses with multiple offerings, a common set of measurable learner outcomes will be maintained. At a minimum the syllabus will include the following: class objectives, learning outcomes, topics to be covered, grading policy, attendance/absence policy, examinations and their individual weight, and extra class assignments.

4. Textbooks

The bookstore is located in the M building, beside the student center, Building C. All sales of books, supplies, soft goods, and miscellaneous items sold by the bookstore are handled through cash, check, VISA, MasterCard, or student accounts receivable transactions.

For course textbooks to be ordered, inventoried, and sold in the Bookstore, faculty members must submit by course and section number to the Division Dean/Chair through appropriate correspondence, notification of his/her intent to require or recommend the use of a textbook. The division/department administrative assistant will organize the information received from all faculty members and upon approval from the Division Dean/Chair, electronically submit the book order to the bookstore in the format established by the bookstore at that time. The semester book order should be completed as early as possible, at least ten weeks prior to the beginning of the semester, in order to have the books shelved on the date classes begin.

Any additions/deletions of textbooks must be approved by the Division Dean/Chair before they become effective.

Textbooks should be used for at least two years after adoption. If it is necessary to make a change in less than two years, approval must be secured from the Division Dean/Chair. The Division Dean/Chair will consult with the bookstore personnel to be sure that it is an appropriate time to change, i.e., shelf stock is zero, books on hand are returnable without a penalty, buy-backs for the textbook may be ceased to at least one semester, excluding summer semester, prior to the change. Bookstore personnel will assist faculty members in obtaining a copy of a textbook if the division does not have copies available. It is the responsibility of the faculty member to work with the division/department's administrative assistant to request a complimentary/desk copy

from the publisher to replace the book loaned by the bookstore. The faculty member may return the copy loaned to them by the bookstore when the desk copy arrives provided the book is in the same “like new” condition. The copy used to replace the book signed out from bookstore stock must be listed as a student textbook for resale and not a review or complimentary copy for faculty use only. No “Complimentary Textbook” markings may be on the textbook. The Darton State College Bookstore will not sell any textbooks with any type of “complimentary” or “desk copy” markings on them.

Should problems arise with textbook offerings, bookstore personnel will direct their questions to the Division Dean/Chair for discussion with the appropriate faculty member.

C. FACULTY EVALUATION

The Division Dean/Chair and the Vice President for Academic and Student Affairs review the status, qualifications, and performance of each faculty member annually for consideration of renewal of contract, advancement in rank, and salary adjustments.

Forms to complete this process are provided by the Office of the Vice President for Academic and Student Affairs. All faculty members participate in conferences with their supervisors to discuss evaluations. The conference is an integral part of the evaluation process. Any faculty member may meet with the next higher-level supervisor if further consultation is desired.

Darton State College gathers information about its faculty (teaching, non-teaching and administrative) through the utilization of the following instruments:

1. Student’s Evaluation of Faculty
Faculty members are evaluated at least annually by students during class time (twice annually for new faculty.) Each faculty member is expected to review the evaluation with the Division Dean/Chair. Evaluations are available during the last half of the full semester through MyDC email.
2. Teaching Faculty Report of Activities (I-13) (SharePoint DSC_Forms Yearly Faculty Evaluation Forms)
 - I. Teaching/Advising
 - Teaching Statistics
 - Syllabi for all courses taught

- Teaching materials and methods to include technology uses
- Self-evaluation of teaching effectiveness
- Classroom observation
- Academic Advising

II. Service to the Institution

- List of committees from college and System
- List of Dean/Chair assignments
- List of Student Activities supported
- List of Club or Activities sponsored
- Special college assignments
- Support of division and college goals
- Recruitment
- Grants applied for
- Continuing Education Work

III. Service to the Community

- Public services, public relations
- Participation in civic, charitable, or religious organizations

IV. Academic Achievement/Professional Growth and Development

- Contributions to teaching field/service area
- In service/consultant work done
- Publications or other scholarly/artistic activities
- Highest degree held
- List graduate courses taken beyond the highest degree and year
- Professional memberships, offices held, meetings attended, and talks given
- Individual Professional Development Plan
- List workshops and seminars attended
- Other

V. 10 points floating

3. Self-Evaluation for Non-Teaching Faculty (I-17) (SharePoint DSC_Forms Yearly Faculty Evaluation Forms)

I. Administrative Duties

- Technical Skills
 1. Knowledge of Duties
 2. Performance of Duties
 3. Ability to Learn New Duties

- Human Skills
 1. Effectiveness in Working with Others
 2. Leadership Characteristics
 3. Judgment and Common Sense
 4. Adaptability
- Conceptual Skills
 1. Behavior
 2. Visualization of the Unit as a Whole
- II. Service to the Institution
 - List of committees from college and System
 - List of Dean/Chair assignments
 - List of Student Activities supported
 - List of Club or Activities sponsored
 - Special college assignments
 - Support of division and college goals
 - Recruitment
 - Grants applied for
 - Continuing Education Work
- III. Service to the Community
 - Public services, public relations
 - Participation in civic, charitable, or religious organizations
- IV. Academic Achievement/Professional Growth and Development
 - Contributions to teaching field/service area
 - In service/consultant work done
 - Publications or other scholarly/artistic activities
 - Highest degree held
 - List graduate courses taken beyond the highest degree and year
 - Professional memberships, offices held, meetings attended, and talks given
 - Individual Professional Development Plan
 - List workshops and seminars attended
 - Other
- V. 10 points floating

The purpose of these instruments is to provide the faculty the opportunity to supply information about professional, civic, and community service activities. Any teaching faculty member who has responsibilities other than teaching and any non-

teaching faculty member will complete an I-17 (SharePoint DSC_Forms Yearly Faculty Evaluation Forms)

4. Immediate Supervisor's Evaluation of Faculty (I-14) (SharePoint DSC_Forms Yearly Faculty Evaluation Forms)

I. Teaching/Advising

- Teaching Statistics
- Syllabi for all courses taught
- Teaching materials to include technology uses
- Evaluation of teaching effectiveness
- Academic Advising

II. Service to the Institution

- List of committees from college and System
- List of Dean/Chair assignments
- List of Student Activities supported
- List of Club or Activities sponsored
- Special college assignments
- Support of division and college goals
- Recruitment
- Grants applied for
- Continuing Education Work

III. Service to the Community

- Public services, public relations
- Participation in civic, charitable, or religious organizations

IV. Academic Achievement/Professional Growth and Development

- Contributions to teaching field/service area
- In service/consultant work done
- Publications or other scholarly/artistic activities
- Highest degree held
- List graduate courses taken beyond the highest degree and year
- Professional memberships, offices held, meetings attended, and talks given
- Individual Professional Development Plan
- List workshops and seminars attended
- Other

V. 10 points floating

5. Immediate Supervisor's Evaluation of Non-Teaching Faculty (I-18) (SharePoint DSC_Forms Yearly Faculty Evaluation Forms)

I. Administrative Duties

- Technical Skills
 1. Knowledge of Duties
 2. Performance of Duties
 3. Ability to Learn New Duties
- Human Skills
 1. Effectiveness in Working with Others
 2. Leadership Characteristics
 3. Judgment and Common Sense
 4. Adaptability
- Conceptual Skills
 1. Behavior
 2. Visualization of the Unit as a Whole

II. Service to the Institution

- List of committees from college and System
- List of Dean/Chair assignments
- List of Student Activities supported
- List of Club or Activities sponsored
- Special college assignments
- Support of division and college goals
- Recruitment
- Grants applied for
- Continuing Education Work

III. Service to the Community

- Public services, public relations
- Participation in civic, charitable, or religious organizations

IV. Academic Achievement/Professional Growth and Development

- Contributions to teaching field/service area
- In service/consultant work done
- Publications or other scholarly/artistic activities
- Highest degree held
- List graduate courses taken beyond the highest degree and year
- Professional memberships, offices held, meetings attended, and talks given
- Individual Professional Development Plan

- List workshops and seminars attended
- Other

V. 10 points floating

This document is to be completed annually by the supervisor prior to the announced deadline. The supervisor and faculty member will discuss the evaluation in a conference. At that time the supervisor may ask for information that may be needed to complete the form more accurately. The supervisor and faculty member both must sign the form to indicate they have reviewed the evaluation.

Appeals Process for Evaluations of Faculty

A written appeal should be presented to the immediate supervisor giving clear explanations for the reason(s) believed that the evaluation is not fair and/or accurate along with any appropriate documentation. Any remedies sought should also be included. The immediate supervisor will study the written appeal and support documentation, and if appropriate, will solicit additional information. Within 10 working days from the receipt of the written appeal, the immediate supervisor should respond in writing concerning his/her decision.

Within 10 working days of receipt of that decision, if the faculty member is not satisfied with that decision, he/she may make formal written appeal to the ***Vice President for Academic and Student Affairs***. The appeal should include a clear explanation of the reason(s) why the decision or action being appealed was not fair or accurate along with appropriate documentation. Any remedy being sought should be specified. The ***VPASA*** will study the written appeal and supporting documentation and, if he/she deems it appropriate, will solicit additional information. Within 10 working days of receipt of the written appeal, the ***VPASA*** should respond in writing with a decision.

Within 10 working days of receipt of the ***VPASA*** decision, if the decision is not satisfactory, a formal written appeal may be presented to the President of the college. The appeal should include a clear explanation of the reason(s) why the faculty evaluation is believed to be unfair and/or inaccurate along with any appropriate documentation. Any remedies sought should also be included. The following steps will be similar to those of the ***VPASA***, except that additional information may be requested from the immediate supervisor, the ***VPASA*** and/or the individual presenting the appeal. The President will respond within 10 working day of receipt of the appeal. If the decision is still not satisfactory, the evaluation may be appealed directly to the Board of Regents.

6. Recommendation for Promotion/Tenure, Teaching Faculty (I-15) (SharePoint DSC_Forms Yearly Faculty Evaluation Forms)

Recommendation for Promotion/Tenure, Non-Teaching Faculty (I-16) (SharePoint DSC_Forms Yearly Faculty Evaluation Forms)

This document, together with documents listed in items 1, 2, and 3 above, are the basis for making promotion and tenure decisions. An informational summary based on these documents and personal interviews is assembled by the division/department and supplied to the ***Vice President for Academic and Student Affairs*** for proper consideration.

7. Individual Professional Development Plan (I-19) (SharePoint DSC_Forms Yearly Faculty Evaluation Forms)

Each faculty member will complete an Individual Professional Development Plan after the evaluation conference with the supervisor. The supervisor will approve this Individual Professional Development Plan within a month following the evaluation conference. Progress made in fulfilling Individual Professional Development Plan objectives will be considered in the subsequent annual Immediate Supervisor's Evaluation of Faculty, in Recommendation for Promotion/Tenure, and in Pre-Tenure and Post-Tenure Review.

8. Third Year Pre-Tenure Review (I-21) (SharePoint DSC_Forms Yearly Faculty Evaluation Forms)
Post-Tenure Review (I-22) (SharePoint DSC_Forms Yearly Faculty Evaluation Forms)

This document, together with documents listed in items 1, 2, 3, and 5 above, will be used by the tenure review committee for a final evaluation of the faculty member during the tenure review process. An informational summary based on these documents and personal interviews will be assembled by the tenure review committee and supplied to the Division Dean/Chair and the ***Vice President for Academic and Student Affairs*** for proper consideration.

9. Faculty, Staff, and Student Evaluation of Non-Teaching Faculty
All faculty will be given an opportunity to evaluate all administrators including their immediate supervisors. The instrument for evaluation of administrators is

designed to allow the faculty to rate the individual administrator as well as the general effectiveness of the administrative unit he/she supervises.

D. FACULTY PROFESSIONAL DEVELOPMENT

POLICY: The Board of Regents of the University System of Georgia requires that “each institution shall have a campus-wide professional growth and development program that supports the continuous improvement of all faculty” (*BOR Policy 8.3.14, Faculty Development*).

Also, each institution shall “encourage full-time faculty, staff, and administrators to participate in development activities and study by remitting tuition for those activities that have been authorized by the employee’s institution” (*BOR Policy 8.2.19, Tuition Assistance Program*).

Similarly, the Southern Association of Colleges and Schools (SACS) requires that the “institution provides ongoing professional development of faculty” (*SACS Principles of Accreditation, standard 3.7.3, Faculty development*).

Moreover, Darton State College policy requires that each faculty member complete an Individual Professional Development Plan (I-19) each year and that professional development inform annual evaluations and decisions on promotion and tenure.

While professional development is the responsibility of the individual faculty member, the College assists this process in multiple ways including the following:

- Formal orientation of new faculty
- Fall and spring professional development days
- Ad-hoc development opportunities throughout the year
- Online development resources
- A full-time Coordinator for Excellence in Teaching and Learning within the Faculty/Staff Center for Assessment, Improvement, and Development.

Within the limits of funds availability and University System of Georgia fiscal policy, the College and/or the Darton State College Foundation may provide financial assistance for professional development.

E. ACADEMIC ADVISING

Academic advising is an important part of the duties of all faculty members. Each faculty member at Darton State College is assigned a group of advisees. The faculty member will assist in planning the program of study for each advisee and will advise the student in other academic matters of concern to the faculty and or student. It is incumbent on each faculty member to know thoroughly the curricula and other academic regulations and information in the Darton State College Catalog in order to give the most up-to-date, correct, and appropriate counsel possible.

F. EVENING CLASSES AND ADMINISTRATION

In order to meet the varied educational needs of the community, Darton State College offers credit and non-credit courses during day and evening hours. The usual class day at Darton State College begins at 7:00 a.m. and ends at 10:45 p.m. Any course appearing in the Darton State College Catalog may be offered during the evening, subject to student demand. The teaching of an evening class is considered part of a faculty member's regular duty unless otherwise specified.

The Evening Program is supervised by an administrator on duty. This person is on duty from 5:00 p.m. to 10:00 p.m. Monday through Thursday. He/she is responsible for all routine and emergency needs that arise and serves as the liaison between the College administration and all students and faculty during the evening hours.

G. ACADEMIC SUPPORT

Services offered by the office of the Vice President for Academic and Student Affairs include assistance in developing and maintaining various special projects and programs of instruction in the College. Such projects as academic advising; various reports; and faculty, instructional, and curricular development need constant and detailed attention. Personnel in the Office of the Vice President for Academic and Student Affairs assist with these and other concerns.

1. Instructional/Laboratory Assistants

Instructional/laboratory assistants who have had training help the teaching-learning process in two ways: first, by relieving the faculty members of many time-consuming duties and thus freeing them to teach; and second, by working directly with students under the faculty member's supervision.

Duties and responsibilities of the instructional/laboratory assistant include the following:

- a. Perform clerical duties
- b. Help as assistant instructors in classes and laboratories
- c. Help tutor students
- d. Operate audiovisual equipment
- e. Prepare audiovisual materials
- f. Catalog, file, and maintain departmental instructional materials and supplies
- g. Prepare laboratories as requested
- h. Under the supervision of a faculty member, supervise students in clinic and laboratory experiences
- i. Perform other duties as assigned by Division Dean/Chair or faculty supervisor

2. Learning Laboratory Directors, Math Lab Director and the Writing Lab Director.

The lab directors' primary responsibilities are to the students. Each director will work with the students as individuals, helping each student to recognize his/her academic problems and planning a course of action to solve the problems. The lab director will keep learning materials on hand and in order and will help select, train, and direct student tutors. Staff level lab directors are employed in the Math Center, Writing Center, Foreign Language Lab, Reading Lab, Math Lab, and Writing Lab. They will work with students from learning support and college level courses either by referral from faculty members or because the students themselves requested help. Good records of laboratory activity will be kept to help evaluate the work of the laboratory. The Math Center and Math Lab are under the direction of the Dean of Science/Math. The Writing Center, Foreign Language Lab, Reading Lab, and Writing Lab are under the Dean of Humanities and Learning Support.

3. Division Administrative Assistants

The objective of the divisional administrative assistants is to provide clerical assistance to the academic divisions and the personnel within the division. The positions are under the direct supervision of the division/department. The positions are under the direct supervision of the division/department dean or chairperson.

- a. Serve as administrative assistants to the Dean/Division Chairperson of the division/department to which assigned.
- b. Act as desk clerks or receptionists and refer callers to appropriate sources for information.

- c. Type routine correspondence, administrative forms, and reports from rough draft on a "first-come, first-served" basis. Requests for examinations and other instructional materials should be submitted to the faculty secretaries as far in advance as possible, three days normally, and five days during final examination periods.
- d. Assist with travel arrangements for professional travel.
- e. Keep semester records of faculty office hours, grades, syllabi, and other divisional reports.
- f. Supervise student assistants assigned to that office.
- g. Supervise and maintain a minimum stock of office supplies.
- h. Provide additional clerical support to the division office.
- i. Perform related duties as assigned by the Dean/Division Chairperson and the Vice President for Academic and Student Affairs.

H. COOPERATIVE EDUCATION/JOB PLACEMENT

The Cooperative Education/Job Placement programs (OCEX, 1, 2 or 3 hr credits) are designed to assist all current and former students who desire or can benefit from full or part-time work experiences.

I. CONTINUING EDUCATION and ECONOMIC DEVELOPMENT

1. CONTINUING EDUCATION PROGRAMS

Admission Policy: Darton State College offers courses, workshops, seminars, clinics, symposiums, forums, and other activities to meet specific community educational needs. These courses and related activities carry no academic credit and do not require entrance testing for admission. The continuing education approach to learning makes it possible for adults to learn in an informal and non-competitive environment where interest is the primary consideration. Anyone is eligible to participate in most of the activities, provided the person has the educational background and ability to successfully pursue the selected activity. Prerequisite courses, if any, will be indicated in the course description when the courses are advertised.

Continuing Education Units: Individuals who successfully complete the course requirements of Category I Continuing Education activities will receive individual Continuing Education Units (CEU's). The Continuing Education Unit represents ten

contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Philosophy: It is the philosophy of Darton State College as a state college to provide a wide variety of courses based upon the educational needs and desires of the community. Thus continuing education courses are designed and offered for those wishing to acquire specific training to enter a particular occupation; those wishing to upgrade their present occupational skills in order to remain or advance in their work; and those wishing to enhance leisure time, hobbies, or interests through enrichment in special interest courses.

Fees: A registration fee is charged for most courses with the amount being published and otherwise advertised at the time the activity is offered. Waiver of fees for senior citizens does not apply to continuing education offerings.

Frequency of Offering: Courses are offered summer, fall, and spring; however, due to the program's flexibility, a course may begin or end at any time. Copies of a current course schedule may be obtained by contacting the Office of Continuing Education and Economic Development, Darton State College, or phone (229) 317-6730.

Continuing Education Short Courses: The College offers a wide range of short courses in certain broad educational areas. Most short courses are offered under one or more of the following four educational areas: Arts, Business, Special Courses, and Recreational/Sports. The arts include course work in Art, Music, Language, and Literature. Business or occupational type courses include broad areas such as insurance, real estate, office/secretarial careers, computer programming and related courses. Courses that are difficult to classify under a related college program counterpart are offered under the Special Courses area. The Recreational/Sports course offerings include such courses as tennis, golf, and swimming.

Programs for Children and Youth: The Division of Continuing Education and Economic Development offers a wide range of educational and recreational programs for children and youth. These programs are listed in the schedule of courses that is published three times per year.

Co-listed courses: The Division of Continuing Education and Economic Development offers a selection of regular college courses for individuals who may benefit by taking these courses on a non-credit basis. In order to qualify, a student must meet all course prerequisites as stated in the Darton State College Catalog.

The Office of Continuing Education and Economic Development is not authorized to award academic credit but may award continuing education credit (CEU's) for co-listed courses. In order to receive academic credit for co-listed courses, a student must meet the admission requirements published in the Darton State College Catalog and be admitted to the college.

Workshops, Clinics, Seminars, Conferences, Symposiums: Continuing Education activities during any given school year will include a variety of workshops, clinics, seminars, conferences, symposiums, etc., scheduled throughout the year as a supplement to the regular short course program. These activities are usually of short duration consisting of one to two days or evenings with a highly concentrated specialized program of instruction.

1. COMMUNITY SERVICE PROGRAMS

Community Services activities have no fixed curricula. Course work or other services are based upon the expressed needs and interests of the community and the availability of faculty and physical facilities. These type activities or services are not designed for meeting requirements of either transfer or occupational curricula. The total Continuing Education and Economic Development Program represents a substantial part of the Community Services provided by the College; however, many services are provided for the community in addition to these Continuing Education and Economic Development activities. These additional services include: art exhibits, concerts, theatrical productions, open houses, guided tours of facilities, voting precinct, sports events, recreational facilities, banquets, forums, fairs, literary contests, and many other community services. Requests for these services should be made through the Division of Continuing Education and Economic Development at Darton State College.

2. THE CONFERENCE CENTER

The Conference Center at Darton State College offers a blend of state-of-the art meeting facilities located in the Health Science/Community Services Building. The Center includes classrooms, computer laboratories, meeting rooms, a 100-seat lecture hall and a 430-seat theater. Food services are available upon request. For more information concerning conference facilities, telephone (229) 317-6873

3. PROGRAMS FOR BUSINESS, INDUSTRY OR GOVERNMENT

Special Programs: The Office of Continuing Education and Economic Development is available to coordinate a variety of specialized activities for business, industry, schools, and government agencies. Included are:

Professional Development Programs: Darton State College will assist government, professional, and business groups with the development of specialized courses and programs designed to further professional development of the individual. A few examples are: human relations, supervision, management, and communications. These programs can be offered on campus or at the business site depending on facilities and need.

In-Service Training: Darton State College will assist Albany area firms and organizations with the development of specialized courses and programs to meet their particular needs or provide regular college credit courses. A few examples are: computer processing, computer language, communications, management, and word processing. These programs can be offered on campus or at the business site depending on facilities and need.

Alpine Tower ROPES Course: ROPES is an acronym for Reality Oriented Physical Experience Services (ABLE.) The course features a uniquely designed structure that offers multiple levels of challenge in the safest way possible. Utilizing a fifty-foot Alpine Tower, a fifty-foot Carolina Climbing Wall and a low ROPES initiative, the course combines physical activity with training in group problem solving, teamwork, communications and respect for others.

VIII. HAROLD B. WETHERBEE LIBRARY-LEARNING RESOURCES CENTER

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VIII. HAROLD B. WETHERBEE LIBRARY-LEARNING RESOURCES CENTER

A. MISSION STATEMENT:

The mission of the Harold B. Wetherbee Library/Learning Resources Center is to procure, organize and provide to the eligible citizens of Southwest Georgia learning resources that support educational programs, services and/or leisure interests. The Harold B. Wetherbee Library is committed to excellence in providing and maintaining a range of quality resources/services/facilities that provide educational, cultural, social, physical, personal and professional growth for a diversity of students both on and off campus.

The Learning Resources Center promotes individual and classroom use of these resources through an automated circulation system; reserves service; Harold B. Wetherbee Library use/orientation programs for students; interlibrary loan service; online computers; reference service; audiovisual production, distribution and technical advice. The Learning Resources Center also houses the Foreign Language Lab and the television studio/control center for Channel 19. The Learning Resources Center provides service to students attending other educational institutions and the general public, provided such service does not interfere with its obligation to its primary constituents. The Learning Resources Center operates under Criteria for Accreditation established by the Southern Association of Colleges and Schools, Commission on Colleges, the policies of the University System of Georgia, and the rules and regulations of Darton State College.

B. HAROLD B. WETHERBEE LIBRARY SERVICES AND ACTIVITIES

The objective of the Harold B. Wetherbee Library is to support, extend, and enrich the programs of Darton State College. To achieve its objective, the activities and services of the Harold B. Wetherbee Library will include the following:

1. Select Learning Resources Center materials with participation by members of the Harold B. Wetherbee Library and the College faculty/staff/students.
2. Acquire selected materials.
3. Prepare acquired materials for use, including:
 - (a) cataloging of each item to the extent necessary to adequately describe the uniqueness of each item.
 - (b) classification of each item according to a system of subject classification, which is at Darton State College the Harold B. Wetherbee Library of Congress Classification.

- (c) mark and identify each item according to its classification.
 - (d) shelve or otherwise house each item so that the Learning Resources Center patron may retrieve needed materials with minimum effort.
-
4. Establish a system of circulation that allows the greatest availability of Learning Resources Center materials to the greatest number of users, while adequately insuring the preservation of the Harold B. Wetherbee Library collection. This includes establishment of a "reserve" system of circulation.
 5. Encourage the use of the Learning Resources Center among all potential users.
 6. Promote and provide assistance in development of minimum skills in the use of the Darton State College Harold B. Wetherbee Library. Harold B. Wetherbee Library instruction/literacy for your class or yourself can be scheduled by contacting the circulation desk. Librarians will work with you to develop a lecture that will fit your classroom needs. Harold B. Wetherbee Library instruction requests should be made at least one week in advance.
 7. Provide "reference" assistance to individual Learning Resources Center users. If you wish to bring your class for a research session in the Harold B. Wetherbee Library, please notify the circulation desk at least two days in advance. This will alert the Harold B. Wetherbee Library staff to make sure personnel is available to help your students and avoid the possibility of several classes vying for the same resources.
 8. Provide reference assistance to distance education students.
 9. Insure that the Learning Resources Center, its collection, its staff, and its services all meet professional and regional standards established by professional and regional associations.
 10. Cooperate with other libraries to insure that maximum information resources are brought to bear upon specific information requirements. Interlibrary loan is available to all Darton State students, faculty and staff. Forms are available at the circulation desk, through the Harold B. Wetherbee Library homepage website under important "Forms" or you may call and request interlibrary loan forms be sent to you through campus mail. There is a printed or online form for book requests as well as for periodical requests.
 11. Develop and present to appropriate authorities budget requests adequate for carrying out objectives of the Learning Resources Center.
 12. Systematically report (annually or at other specified intervals) progress, status, and programs of the Learning Resources Center to appropriate authority.
 13. Provide "support" to programs regardless of their method of delivery (television, online, classroom, and so forth).

C. RESOURCES

1. Borrowers: Darton students, faculty, staff, and the general public may borrow books from the Learning Resources Center. Borrower's cards may be obtained from the circulation desk. Student, faculty and staff ID cards can also serve as a Harold B. Wetherbee Library card. Community patrons are encouraged to use the Learning Resources Center facilities and may check out materials from the general collection.
2. Collection: The general collection and microfilms are located on the second floor. A current fiction collection is maintained through a lend/lease program. The Lending collection and the fiction paperback collections are housed on the first floor. All reference material, microfilm, microfiche, indexes and most non-print materials are located on the first floor. Periodicals are housed on the first and second floor.

Materials are listed in the computer catalog. Darton State College Harold B. Wetherbee Library holdings may be accessed using the GALILEO workstations. The Darton State College Harold B. Wetherbee Library holdings are a part of GIL (GALILEO Interconnected Libraries), a web based online catalog. GIL is an extension of GALILEO. It is a gateway to the Harold B. Wetherbee Library holdings held in the University System of Georgia Libraries. A reserve in your name can be requested for material that is currently checked out. You will be notified when the material arrives. GALILEO (GeorgiA Library LEarning Online) workstations are located on the both floors. GALILEO provides access to periodical/newspaper indexes (some are full text), Georgia data, electronic catalog of Georgia University System Libraries, reference materials, Internet resources and more.

3. Circulation Procedures - Learning Resources Center
 - (a) Reserve: Reserve materials should be brought to the circulation desk by the faculty member two full days before informing classes. Each item on reserve is given an identification number. Items placed on reserve in your name or by course number will appear in a file drawer located on top of the circulation desk and in the Reserve section in GIL on the web. Reserve materials can only be used in the Harold B. Wetherbee Library.

When placing material on reserve, fill out the reserve form located under "Forms" on the Harold B. Wetherbee Library homepage. Bring the reserve form with your materials that you wish placed on reserve. If you are utilizing material on reserve under another instructor, be sure to indicate to your students

that instructor's name or contact the Circulation Librarian and ask that duplicate cards of the material be also listed under your name. When utilizing another instructor's reserve material it is a good idea to check periodically to ensure the materials have not been removed from reserve.

- (b) Reference Materials: Reference materials may be checked by Faculty or staff for no longer than one or two days if needed for research purposes.
 - (c) General Collection: Materials are circulated for a period of 28 days. Faculty members are sent a list, once a year, for verification of materials they still have checked out.
 - (d) Lending (Fiction) Collection: All books from the lending collection are subject to the same rules as the general collection.
 - (e) Periodicals: Periodicals are normally not circulated. Back issues of magazines are available in bound volumes, microfilm, or through selected full text online Galileo databases and internet resources.
 - (f) Non-Book Media: Non-book media may be checked out by faculty for instructional use. Non-book media is listed in the Harold B. Wetherbee Library/Media Holdings Notebook. A copy is available at the circulation desk and in the office of the Administrative Secretary.
4. Acquisitions Procedures - Learning Resources Center
- (a) Selection of Learning Resources Center materials for the general and reference collection is handled by the electronic resources librarian. The Harold B. Wetherbee Library welcomes and encourages suggestions by the faculty on books, periodicals and media/non-print materials for purchase. You are the experts in your chosen fields. Whenever you notice a subject area that is deficient in materials that would support your classroom assignments, please bring it to the attention of a librarian. An online acquisitions suggestion form is available under "Forms" in the Harold B. Wetherbee Library homepage.
 - (b) Submit acquisition requests for books and periodicals to the electronic resources librarian; and media/non-print materials to the Director.

5. Media

Contact the Chief Technology Officer (229-317-6975) for media equipment requests or to report equipment problems and computer issues.

6. Other:

- (a) Personal copies are available at 10 cents per page.
 - (b) Microfilm and microfiche paper copies are available at 10 cents per page.
 - (c) Copies printed from the GALILEO computers are 10 cents per page and color copies are 25 cents perpage. GALILEO can be accessed from your office computer.
 - (d) Transparencies can be made utilizing the Xerox machines in the Harold B. Wetherbee Library. Transparency sheets are supplied through individual departments
 - (e) A Telefacsimile machine is located on the second floor of the Harold B. Wetherbee Library in Room 203-204 (Workroom). The machine is available for official college business during the hours of 8 a.m. - 5 p.m. (Monday - Friday). The FAX number is (229) 317-6651.
 - (f) Previews: Request for preview of non-book Media MUST be coordinated through the Learning Resources Center. Contact the administrative secretary to request previews.
7. A SCANTRON Test Scorer machine is available in the reproduction room (G 114) on the first floor.
8. The Foreign Language lab is located on the second floor next to the elevator. You will need to check with the lab each term for their operating hours.
9. Channel 19 control room and television studio is located on the second floor of the Harold B. Wetherbee Library. All matters related to Channel 19 television broadcasts, teleconferences, distance learning or instructional technology and so forth, should be directed to the Chief Technology Officer (229-317-6975).

D. LEARNING RESOURCES CENTER PERSONNEL

1. Director of the Harold B. Wetherbee Library-Learning Resources Center

The position of Director of the Harold B. Wetherbee Library-Learning Resources Center involves responsibility for establishing policies and procedures necessary to fulfill the objectives of the Learning Resources Center. The Director currently serves as Cataloger. The Cataloger is responsible for the processing/organization of all Learning Resources Center resources with suitable bibliographic controls to facilitate access to the resources by students, faculty, staff, and community patrons. A Learning Resources Committee, appointed annually by the President and composed of interested faculty members, will be concerned with the development and use of the Learning Resources Center and other instructional materials. The Learning Resources Committee will serve primarily as an advisory group to the Director of the Learning Resources Center. (See Section IX, Committees)

2. Assistant Librarian - Circulation/ Reference/Acquisitions

The Circulation-Reference Librarian is responsible for the circulation department. Circulation and reference materials housed in the Learning Resources Center as well as the interpretation of these materials to the Learning Resources Center users is also this person's responsibility. Acquisitions for the Harold B. Wetherbee Library collection are the responsibility of this librarian. The Circulation-Reference Librarian is also responsible for Harold B. Wetherbee Library instruction.

3. Assistant Librarian - Electronic Resources

The Electronic Resources Librarian is responsible for acquisitions, serials and electronic resources. The Electronic Resources Librarian coordinate, identify, organize electronic materials and manage electronic resource systems.

4. Assistant Librarian - Systems

The Systems Librarian is responsible for the support, continued development, and monitoring of the Harold B. Wetherbee Library's computer resources. Maintenance of the Harold B. Wetherbee Library web page and other Harold B. Wetherbee Library online services are also the responsibility of the Systems Librarian.

IX INTELLECTUAL PROPERTIES POLICY

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IX INTELLECTUAL PROPERTIES POLICY

(added March 2, 2009)

A. SCOPE

This policy applies to internet-based courses, whether distance learning or hybrid, computer software, patentable materials and copyrighted materials. This policy does not countermand any existing policies contained within the Board of Regents Policy Manual or the Darton State College Faculty Handbook.

B. OBJECTIVES OF THE POLICY

In keeping with its mission, Darton State College recognizes the need to develop computer software, design new processes and/or devices and participate in scholarship. “These activities (1) contribute to the professional development of the faculty, staff or students involved, (2) enhance the reputation of the institution, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large.” (BOR Policy 603). Darton State College encourages creativity among its faculty, staff and students and endeavors to facilitate the utilization of subsequent works to the benefit of the Darton community, the institution and the public. This policy is intended to protect the interests of all concerned parties: members of the Darton community, students, external sponsors of instructional materials and the public.

C. DEFINITIONS

“Author” means the person or persons responsible for creation of the work.

“Intellectual Property” means patentable materials, copyrighted materials, software, trademarks, and trade secrets, whether or not formal protection is sought.

“Patentable Materials” means items other than software which reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes, including Novel Plant Varieties and Patentable Plants, whether or not patentable thereunder (BOR Policy 600).

“Copyrighted Materials” means “(1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other visual aids; (4) video and audio tapes or cassettes; (5) live video and audio broadcasts; (6) programmed instructional materials; (7) mask works; and (8) other materials or works other than software which qualify for protection under the copyright laws of the United States (See 17 U.S.C. § 102 et seq.) or other protective statutes whether or not registered there-under.” (BOR Policy 600).

"Software" means "one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions, statements or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions." (BOR Policy 600).

"Trademarks" mean "all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University System or any of its institutions. (See 15 U.S.C. § 1127)." (BOR Policy 600)

"Trade Secrets" means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (See O.C.G.A. § 10-1-761).

"Patentable Plant" means an asexually reproduced distinct and new variety of plant (See 35 U.S.C. § 161).

"Mask Work" means a series of related images, however fixed or encoded: having or representing the predetermined, three dimensional pattern of metallic, insulating, or semiconductor material present or removed from the layers of a semiconductor chip product; and in which series the relation of the images to one another is that each image the the pattern of the surface of one form of the semiconductor chip product (see 17 U.S.C. § 901).

"Novel Plant Variety" means a novel variety of sexually reproduced plant (See 7 U.S.C. § 2321 et seq).

"Scope of Employment" means activities which have been assigned to an employee to be performed by their supervisor or those preformed during normal working hours or which fall within the employee's job description or those for which the employee has been contracted to create and for which the employee has received additional compensation.

"Significant Use" means utilizing institutional funds, personnel, facilities, equipment or other resources resulting in a cost to the institution (direct, indirect or depreciative) of more than \$500.

D. APPLICABILITY

This policy applies to all persons employed (full or part time or temporary) by Darton State College, to students enrolled at Darton State College and to other persons using Darton facilities or resources. Contracts between Darton State College and independent contractors for works for hire should define the rights and responsibilities of the parties with respect to intellectual property developed as a result of the contract.

E. OWNERSHIP OF INTELLECTUAL PROPERTY

Intellectual property developed by persons to whom this policy applies will be the sole and exclusive property of Darton State College if the subject intellectual property is (1) developed within the scope of a person's employment by Darton State College, (2) developed in the course of a project sponsored by Darton State College, (3) developed with significant use of Darton State College's facilities, services or equipment or (4) developed in the course of a project arranged, administered or controlled by Darton State College and sponsored by persons or organizations external to Darton State College, absent prior written agreement to the contrary. With respect to students, use of resources and facilities typically available to students in their usual educational activities, shall not be considered "significant."

Intellectual property developed outside of an employee's scope of employment, on the employee's own time and without the use of Darton State College's resources, shall be the sole property of the author.

F. OWNERSHIP DISPUTES/APPEALS

The Darton State College President is responsible for decisions regarding ownership of intellectual property. If an appeal occurs the President will form an ad hoc Intellectual Property Advisory Committee "of no fewer than three and no more than nine members, one of whom shall be from the Institution's Office of Fiscal Affairs"(BOR Policy 600) that will make recommendations regarding ownership. The President will inform the author of the appeal decision through the Advisory Committee. The author may appeal, the final decision of the President, to the Board of Regents of the University System of Georgia.

X. COMMITTEES, ROSTERS, FORMS, OTHER

- A. COMMITTEES - Committee information may be found by going to
SharePoint, Documents, Committees
- B. ROSTERS – Directory information may be found by going to
SharePoint, Documents, Directories
- C. FORMS – Forms may be found by going to
SharePoint, Documents, DSC_Forms, Area as noted

Form or Request Document	SharePoint Documents DSC_Forms or as noted
Authorization to Issue keys	Personnel
Campus Visitation and/or Student Recruiting Activity	Admissions
Central Stores Requisition	Purchasing - Central Stores
Certificate of Exemption of Local Hotel/Motel Excise Tax	Travel
College Sponsored Activity/Field Trip	Student Forms
Darton State College Check Request	Check Requests
Employee Emergency and Current Information	Personnel
Equipment Removal Request	Purchasing-Central Stores
Faculty Overload Request	Personnel
Grade Change	Registrar's Office Online Instructions
Leave Request	Payroll
Multimedia Request form	Miscellaneous
Purchase Requisition	Purchasing - Central Stores
Repair or Custodial Services	My SCHOOLBUS email
Schedule Activity, Facility, Equipment, Service	Continuing Education – Community Services
Shared Leave Policy	Personnel
Shared Leave Donation Form	Personnel
Shared Leave Request Form	Personnel
Shared Leave Physician's Certification of Emergency of Life- Threatening Medical Condition	Personnel
Shipping Request	Shipping
Student Activity – Approval of	Student Forms
Travel Expense Statement	Travel
Travel Request Statement	Travel
Tuition Assistance Program	Personnel
Use of College Signs	Institutional Advancement

XI. HIRING PROCEDURES

A. PURPOSE

The purpose of these procedures is to ensure uniformity in the hiring of full-time faculty members.

B. SCOPE

These procedures pertain to hiring full-time faculty members of all academic ranks below the level of division/department Dean/Chairperson.

C. PROCEDURES

1. The Academic Division/Department Dean/Chair will discuss with the Vice President for Academic and Student Affairs the hiring of current and proposed full-time faculty positions, to determine the following:
 - (a) a position description outlining responsibilities of the person filling the position
 - (b) qualifications required and/or preferred:
 - (1) education, graduate hours in field
 - (2) experience
 - (3) special skills and/or licensure
 - (c) contract provisions
 - (1) academic or fiscal year contract
 - (2) salary rate or range
 - (3) academic rank
 - (d) position starting date
2. Division/Department Dean/Chair will initiate a Darton State College Form P-21/R, Personnel Requisition and Position Appointment Form, (Attachment #2), with items 1-4 completed covering each of the above items. The completed form will be submitted to the VPASA, the VPBFS and then to the President for approval. The original copy of the signed P-21/R will be forwarded to and filed by the Personnel Office.
3. Once the position has been approved by the President, the Division Dean/Chair and the VPASA will prepare the recruitment plan, to include:

- a) developing a position announcement (Attachment #3), that highlights the responsibilities, qualifications, contract provisions, application and interview requirements for the position. The application requirements should include as a minimum: a letter of application with a statement of commitment to the community college mission; resumé; names, addresses, and phone numbers of three current references; and unofficial transcripts from all colleges and universities attended. Official transcripts will be required prior to employment.
- (b) preparing an ad for publication, selecting advertising dates, selecting a deadline for receiving applications or for first screening, and developing a screening/selection calendar (Attachment #4).
- (c) identifying the relevant publications in which ads will be placed.
- (d) determining the colleges/universities to which position announcements will be sent.

The recruitment plan will be submitted by the VPASA to the Affirmative Action Officer (AAO) who will review the plan to ensure that affirmative action guidelines are followed. If the plan does not meet the guidelines, the AAO will return the plan to the VPASA with required changes. If the plan meets the guidelines, the AAO will forward the plan to the President for approval. Review of the plan by the AAO will take no more than two working days.

- 4. Upon approval of the recruitment plan by the President, the Vice President for Academic and Student Affairs will notify the Division/Department Dean/Chair to print and mail position announcements to designated colleges, universities, predominantly black institutions, and local agencies. Mailing labels will be provided by the VPASA.
- 5. The VPASA will:
 - (a) place the ads in the selected print publications and/or electronic media. The ad is always placed on Darton State College's website.
 - (b) maintain an accurate list of where the position announcements were sent as well as copies of all ads and position announcements.
 - (c) complete the University System of Georgia Applicant Clearinghouse (ACH) Position Vacancy Announcement (Attachment #5), which will generate a list of applicants. When received, the ACH list and mailing labels will be forwarded to the Division/Department Dean/Chair who will mail each potential applicant a copy of the position announcement.

- (d) with concurrence of the Division/Department Dean/Chair, recommend faculty members to the President for appointment to a search committee. This committee will consist of at least three faculty members selected from the division/department where the search is being conducted. When possible, the committee will include minority faculty representation. The Division/Department Dean/Chair may or may not be a member of the committee. In total, the committee will not exceed six faculty members. The President will notify the committee members of their appointment and notify the AAO that the committee has been formed.
 - (e) send the approved recruitment plan to the AAO.
6. Applications and nomination materials will be sent to the Personnel Office. If the Search Committee Dean/Chair and/or a Division Dean/Chair receives application materials, those materials will be forwarded to the Personnel Office for processing on the day received. The Personnel Assistant will:
- (a) record each application in the “Log of Applicants” (Attachment #6).
 - (b) initiate and maintain an original folder (for use by the division/department Dean/Chair and search committee) and a duplicate folder (to be held by the personnel office) for each candidate. Items must be added to the original folder and the duplicate folder within three working days after receipt. Send, as requested, original folders to the Search Committee Dean/Chair. *Absolutely no personal notations are to be made on original applications.*
 - (c) request the AAO to send a Voluntary Employment Information Form to each applicant (Attachment #7). Any correspondence requesting this information must have the return address of the Affirmative Action Officer and not the Personnel Office. When received, this information will be placed in a separate file under the heading of the advertised position and not accessible to the hiring supervisor and/or search committee.
 - (d) send a form letter to the applicant acknowledging receipt of application and/or nomination and alerting the applicant of application procedures. A form letter acknowledging receipt of the nomination will be sent to the person who submitted the nomination (Attachment #8a-8c).
 - (e) maintain a checklist of requirements needed to complete an applicant file. Notify applicants of missing required items (Attachment #9a-9b).
 - (f) make completed, duplicated screening folders available for viewing in the personnel office to the VPASA and Division/Department Dean/Chair. (These are the same folders to be used by the Affirmative Action Team – AAT.)

7. The search committee may begin reviewing applicant folders, but should ***not*** meet as a committee prior to the screening date. The screening date is defined to be the end of the guaranteed date of consideration. If the search is extended, a new screening date will be established, by the Search Committee Dean/Chair, and all additional completed folders received by this date will be taken into consideration by the search committee.
8. The search committee will review all applications using evaluation forms (Attachment #10a-10d). Using this information, the committee will determine the viable applications. Reference checks will be completed on the selected applicants (Attachment #10e). **Before calling anyone who is not listed as a reference, permission must be obtained from the applicant.**

If the applicant has a degree from a foreign institution, the Search Committee Dean/Chair will meet with the VPASA to determine the validity of the credentials (SACS staff will be contacted to ensure the validity of foreign credentials). ***It is essential that applicants be rated in accordance with information requested in the position announcement.*** As much information as possible, i.e., placement papers, reference materials, resumes, transcripts from all colleges and universities attended, and letters of application with statement on commitment to community college, will be reviewed. During this review the quality of written composition, as demonstrated in the application letter and resume, will be one of the evaluative criteria.

9. If the Division/Department Dean/Chair is not a member of the search committee, he/she may review the selected candidates to assist in identifying those to be recommended for further/final review. If the Division/Department Dean/Chair is a member of the search committee, then that committee will make the recommendation.
10. After the search committee completes a review of the applications:
 - (a) The Search Committee Dean/Chair will then submit a list of applicants selected for interviews to the Personnel Office;
 - (b) The Personnel Assistant will give copies of all applications, a copy of the list of applicants selected for interviews, and (Attachments 11a-11b and Attachment 12) to a member of the AAT;
 - (c) If the AAT ***does not*** request the addition of an applicant(s) to the list of applicants selected for interviews, then the Personnel Assistant will notify the search committee to begin the interview process;

- (d) If the AAT *does* request the addition of an applicant(s) to the list of applicants selected for interviews, then the Personnel Assistant will notify the Search Committee Chair of the applicant(s) to be added to the list;
- (e) If the search committee has any concerns about an applicant to be added to the list, then the Search Committee Dean/Chair and the AAT Dean/Chairperson will discuss the concerns expressed by the search committee;
- (f) After the discussion, the AAT Dean/Chair will inform the AAT about the discussion;
- (g) If any member of the AAT believes the discussed applicant should be interviewed, then the AAT Dean/Chair shall inform the Search Committee Dean/Chair that the applicant is to be added to the list of applicants to be interviewed;
- (h) After the search committee agrees to interview the additional applicant(s), the Search Committee Dean/Chair shall notify the Personnel Assistant that the additional applicant has been interviewed;
- (i) The Personnel Assistant will then notify the AAT Dean/Chair who then signs the compliance form (Attachment #12).

No further action can be taken until a letter of compliance is received from the Affirmative Action Team. The Affirmative Action Team must complete its review within the time frame established on the screening/selection calendar. (See Affirmative Action Guidelines.)

11. The search committee will conduct a telephone conference interview with each finalist, unless all finalists are interviewed on campus. The committee will create a list of questions applicable to the available position. The conference interview should include the full search committee. The committee will use the same questions in conducting the interview of each candidate. The conference interview must be taped (with permission of the interviewee) for committee members unavailable for the call or for future reference.
12. The Search Committee Dean/Chair will furnish the VPASA and the Division Dean/Chair with a complete file on the top candidates, as well as the committee's evaluation papers on these candidates.
13. The VPASA will review the applications and discuss them with the Search Committee Dean/Chair and any other representative of the committee. After review, the VPASA and the Search Committee Dean/Chair will forward the candidates' files to the President for review.

14. The President will meet with the VPASA and the Search Committee Dean/Chair to discuss their recommendations.
15. A letter will be sent by the Search Committee Dean/Chair to all applicants who are no longer under consideration, specifically, those who have not made it to the telephone interview.
16. All invitations to candidates to visit the campus must be approved by the President. The Search Committee Dean/Chair will:
 - (a) set up interviews (Attachment 10c) with the candidates at a time convenient to the President, the VPASA, the Division/Department Dean/Chair, and the search committee.
 - (b) Inform the Personnel Office to send an Application for Faculty Employment Form (Attachment #13a-13b) and a Darton State College information packet to each of the candidates invited to visit the campus.
 - (c) provide candidates with an interview timetable that includes a 30-45 minute teaching presentation, writing exercise, group and individual conferences, tour of the campus, and tour of the city.
17. Following the interviews, the Search Committee Dean/Chair, the Division/Department Dean/Chair, and the VPASA will meet to determine which candidate(s) to recommend to the President.
18. The President determines who will receive an appointment proposal. The proposal, Darton State College Form P-14 (Attachment #14) will be initiated by the President. It states the proposed rate of pay and academic rank and that the proposal is awaiting Board approval. It is important that the applicant understand that a position is **not guaranteed** until an approved State of Georgia Pre-Employment Inquiry is received.
19. The President will mail the appointment proposal to the candidate, a Security Questionnaire/Loyalty Oath (Attachment #15a-15b) and a request for official transcripts. The candidate will acknowledge acceptance of the proposal by signing the P-14 and returning it, along with the completed attachments to the President. The candidate must have official transcripts sent directly to the VPASA Office.
20. The President will inform the VPASA, Personnel Office, Division/Department Dean/Chair and the Dean/Chair of the Search Committee when the candidate has

accepted the offered position. The candidate's folder will be forwarded to the VPASA. The Search Committee Dean/Chair will notify other candidates that the position has been offered pending an approved State of Georgia Pre-Employment Inquiry. (Attachment #16).

21. The Personnel Office will complete the Form P-21/R and forward it to the Vice President for Business and Financial Services (VPBFS) for endorsement. The VPBFS will forward the form to the President for approval.
22. The President will return a copy of the approved P-21/R to the VPASA, who will prepare and enter the data to MFE (ADP.)
23. Upon notification that the approved State of Georgia Pre-Employment Inquiry has been received, the President will issue a contract to the appointee.
25. The Division Dean/Chair will make arrangements for the appointee to complete the necessary personnel and payroll forms when he/she reports for duty.
26. The University System Records Management Policies and Procedures Manual directs that all applications from non-selected faculty applicants be held in current files area for five years, then destroyed. In this case, the current files area is the Personnel Office. All files and evaluative papers will be returned to the Personnel Officer. All original documents (applications, resumes, recommendations, evaluation forms, etc.) will be retained, and all duplicate materials will be destroyed.
27. The original file folder for the selected faculty applicant will be retained by the Personnel Office. A file for the administration of pay and benefits will be initiated and maintained by the Personnel Office. The original transcripts, application and Voluntary Employment Information Form will be maintained by the VPASA.

D. RESPONSIBILITY

1. All Darton State College employees involved in the search and screening process will adhere to these guidelines. If differences of opinion occur, these differences should be resolved through the VPASA.
2. Responsibility for administering this directive has been delegated by the President to the VPASA. Suggestions for improving these procedures may be submitted to the President or the VPASA.
3. This Handbook will be reviewed at least every three years and was last reviewed by the SACS Accreditation Liaison, Dr. Ulf Kirchdorfer, and the Dean/Chair of Social Science, Ms. Wendy Kennedy, in August 2012. Changes have been suggested and are in the process of review. Revised changes/procedures will be published within one month of completion of the review.

Hiring Full-time Faculty

Attachments:

1. Search Committee Dean/Chair's (Faculty Recruiting Checklist)
2. Personnel Requisition and Position Appointment Form (P-21/R)
P-21R Form may be found by going to SharePoint, Documents, DSC_Forms, Personnel
3. Example of Position Announcement
4. Example of Screening/Selection Calendar
5. University System of Georgia Applicant Clearinghouse Position Vacancy Announcement
6. Log of Applicants
7. Voluntary Employment Information Form
- 8 a-c. Acknowledgement/Application/Nomination Letters (3)
9. Application Requirements - Checklist & Letter
- 10a-e. Applicant Evaluation Forms (5)
- 11 Selection of AAT Memo & AAT Interview List – Approval or Recommendation to Add
12. Letter of Compliance/Non-Compliance
13. Application for Faculty Employment Form
14. Appointment Proposal Form
15. Security Questionnaire Form
16. Letters to Non-Selected Applicants (3)

1. FACULTY RECRUITING CHECKLIST

Position _____ Date _____

- _____ 1. P-21R and written proposal
- _____ 2. Recruitment plan
- _____ Flyer
- _____ Ad
- _____ Calendar
- _____ Publications
- _____ Approved by AAO
- _____ Approved by President
(Dean/Chair)
- _____ 3. Fliers printed and mailed (includes Applicant Clearing House)
(VPASA Office)
- _____ 4. Place ads in publications
- _____ Chronicle of Higher Ed.
- _____ Insidehighered.com
- _____ Albany Herald
- _____ Darton Web Page
- _____ other
- _____ 5. ACH Position Vacancy Announcement
- _____ 6. Recommend search committee to President
- _____ 7. Flyer and disc for Darton Web Page to Web Master
- _____ 8. Information to Ms. Heflin (or Personnel)

2. Hiring Form P-21R

This form is located in Outlook

Public Folders	All Public Folders
Forms Personnel	P-21R

PERSONNEL REQUISITION AND POSITION APPOINTMENT FORM

DEPARTMENT OR DIVISION _____ DATE _____ SIGNATURE – DIVISION/DEPARTMENT
HEAD _____

1.) POSITION IS: ACADEMIC ☐ NONACADEMIC ☐
OR REPLACEMENT

2.) NEW POSITION _____ FOR _____
POSITION

3.) TITLE: _____

DESCRIPTION OF
DUTIES: _____

REQUIREMENTS;
EDUCATION/TRAINING
SKILLS: _____

\$ _____
SALARY _____ WORKING HOURS _____ DATE NEEDED _____

CHECK ONE: _____ REGULAR _____ TEMPORARY
CHECK ONE: _____ FULL-TIME _____ PART-TIME _____ %

ACCOUNT NUMBER: _____

4.) ATTACH DESCRIPTION OF POSITION FOR ADVERTISEMENT

5.) PAYROLL OFFICE:

POSITION # _____ EFT _____ CONTACT/PAY
STATUS _____ AMOUNT \$ _____

DATE _____ RECOMMEND APPROVAL – VICE PRESIDENT/DEAN/DIRECTOR

DATE _____ POSITION BUDGETED – VPBFS

DATE _____ APPROVAL – PRESIDENT

6.) PERSONNEL OFFICE:

PROPOSED EMPLOYEE IS: _____
LAST NAME FIRST MIDDLE

EFFECTIVE DATE OF EMPLOYMENT: _____

SALARY/PAY \$ _____

FOR: (CHECK ONE) _____ ACADEMIC YEAR _____ FISCAL YEAR _____ HOURLY BASIS _____ OTHER (EXPLAIN)

CHECK ONE: _____ REGULAR _____ TEMPORARY

CHECK ONE: _____ FULL-TIME _____ PART-TIME _____ %



FOREIGN LANGUAGE LAB DIRECTOR

Responsibilities of the position include:

- Provide technical support as needed to instructors and students.
- Suggest appropriate lab work for students needing tutorial support.
- Help preview and select lab materials.
- Maintain lab equipment and materials and upgrading as needed.
- Maintain current inventory of lab equipment and materials.
- Coordinate day and night lab activities.
- Train and supervise lab assistants.
- Conduct orientations and workshops for faculty and students in the use of lab materials and equipment.
- Assist as needed in the development and delivery of distance courses, both televised and online.
- Assist in the recruitment of students and majors.
- Create and maintain an atmosphere in the lab conducive to foreign language learning.
- Teach classes as needed.
- Other duties as assigned.

Qualifications:

Required:

- Thorough knowledge of the English language.
- Bachelor's degree in foreign language/foreign language education or related field.
- Proficiency in a foreign language (Spanish, French, German, Japanese).
- Computer experience and some knowledge of applications for computer-assisted language learning. Experience with Macintosh required; knowledge of DOS-based computer platforms a plus.)

Preferred:

- Master's degree in foreign language/foreign language education or related field.
- Experience in teaching a foreign language.
- Experience teaching college-level and/or adult learners.
- ESL Certification or 18 graduate semester hours in TESL

Desirable:

- Ability to empathize with students learning foreign language.
- Ability to counsel, advise and motivate students.

Contract Provisions:

- Twelve-month position available August 16, 2002.
- Forty hours per week.
- Salary commensurate with education and experience.

- All benefits are provided by the University System of Georgia, including hospital and major medical insurance, group life insurance, Georgia Teachers' Retirement System, Social Security, liability insurance, and Workman's Compensation.

A complete application must include:

- A current resume.
- Letter of application addressing the above responsibilities and qualifications.
- Names, addresses, and telephone numbers of three current references.
- Unofficial transcripts of all college work (official transcripts required prior to employment).
- Finalists will be required to submit to a background investigation.

Applications received after April 1, 2012 cannot be guaranteed full consideration.

Address all inquiries, nominations

and applications to:

Personnel Office
Darton State College
2400 Gillionville Rd.
Albany, GA 31707-3098
<http://www.darton.edu>

Affirmative Action/Equal Opportunity Institution
Women and Minorities are encourage to apply

DARTON STATE COLLEGE
Albany, Georgia

Foreign Language Lab Director: 12-month position available August 1, 2012, at Darton State College, University System of Georgia. Salary dependent on qualifications. Bachelor's degree in foreign language or related field, proficiency in English and Spanish, French, German, or Japanese, and computer experience with Macintosh required. Master's preferred.

Responsibilities: Supervising Foreign Language Lab activities and personnel; teaching as needed.

Applications received after February 28, 2012, cannot be guaranteed full consideration.

Visit our Web Site at <http://www.darton.edu> for a complete job description and requirements or contact: Personnel Office, Darton State College, 2400 Gillionville Road, Albany, GA 31707.

AA/EOI

Position: Foreign Language Lab Director**SCREENING/SELECTION CALENDAR**

February 28, 2011	Application Closing date.
March 1, 2011	Search Committee submits names of top applicants to Affirmative Action Team.
March 15, 2011	Search Committee submits names of top applicants to the Vice President for Academic and Student Affairs
March 20, 2011	VPASA submits names of top applicants to the President.
March 22, 2011	VPASA approves applicants to interview.
March 22, 2011	Dean/Chair of Search Committee issues invitations to campus Interviews.
March 25 –29, 2011	Interview dates.
April 10, 2011	VPASA offers position to top candidate.

**SEARCH COMMITTEE FOR THE POSITION OF
FOREIGN LANGUAGE LAB DIRECTOR**

Dean/Chair -

Members -

- 1.
- 2.
- 3.
- 4.
- 5.

UNIVERSITY SYSTEM OF GEORGIA APPLICANT CLEARINGHOUSE

41677

PART A POSITION VACANCY ANNOUNCEMENT

Date Posted (Office)

1. INSTITUTION: _____ ☐ ☐ ☐

2. LOCATION: _____
College/Division/School Department Branch Campus (if not main)

3. DESCRIPTION OF POSITION:

TITLE: _____

Check if new
Position: ☐

JOB CLASSIFICATION(S): ☐☐☐☐☐ ☐☐☐☐☐ INSTITUTION
 POSITION:(Opt) ☐☐☐☐☐☐☐☐

ANNUAL SALARY: _____ CONTRACT PERIOD: _____
 (Optional) (Optional)

DISCIPLINE(S): _____ ☐☐☐☐☐☐☐☐☐☐

4. REQUIRED QUALIFICATIONS:

DEGREE(S): _____ YEARS EXPERIENCE: _____

SPECIAL REQUIREMENTS: _____

5. RECRUITMENT DATA:

APPLICATION DEADLINE: _____ SIGNATURE & TITLE OF PERSON RESPONSIBLE

POSITION STARTING DATE: _____ PHONE NUMBER

PART B POSITION FILLED ANNOUNCEMENT

Date Posted (Office)

1. NAME: _____ 5. S.S # ☐☐☐ ☐☐ ☐☐☐☐

2. SEX: Male Female 6. DATE POSITION FILLED: _____

3. ALIEN: No Yes 7. EMPLOYMENT EFFECTIVE: _____

4. RACE: ☐ 1-White (Not of Hispanic Origin)
 2-Black (Not of Hispanic Origin)
 3-Hispanic
 4-Asian/Pacific Islander
 5-American Indian/Alaskan
 6-Multiracial

8. APPLICANT LOCATED THROUGH
 APPLICANT CLEARINGHOUSE: Yes
 No

9. _____
 SIGNATURE

LOG OF APPLICANTS

POSITION ADVERTISED: PAGE 1						
NO.	NAME	RESUME	LETTER OF AP	PHILOSOPHY	REFERENCE	UNIVERSITY TRANSCRIPT



An Entire World of Knowledge

Dear Applicant:

We appreciate your interest in employment with Darton State College.

In an effort to comply with Federal regulations which require the college to keep records regarding sex, race, Vietnam Era and/or disabled veteran status and disabled status on all applicants for employment, we are providing this form for your consideration. The completion of this form is voluntary and will in no way be associated with the evaluation of your credentials for the position under consideration. Further, should you choose not to prove the information, that fact will not be a factor in the consideration of your credentials for the position.

The information in your application may be shared with other members of the University System of Georgia who have a vacancy in your field. If you prefer that the information be used by this college only and not shared, please so state.

Your assistance in this matter will be appreciated.

Sincerely,

Affirmative Action Office

VOLUNTARY EMPLOYMENT INFORMATION FOR
DARTON STATE COLLEGE

Name _____ Date of Birth _____

Position for which you are applying _____

Please circle one of the following: Female Male

Please circle one of the following: White Black Hispanic
 Asian American Indian Other

Please circle any that apply: Vietnam Era and/or disabled Veteran
 Disabled Person

If you do not wish to supply this information, please check _____

May we share your application with other members of the University Systems of Georgia who have a vacancy in your field?
 Please circle: Yes No

PLEASE RETURN THIS FORM IN THE ENCLOSED SELF-ADDRESSED ENVELOPE.

An Affirmative Action/Equal Opportunity Institution

SAMPLE ACKNOWLEDGE RECEIPT OF APPLICATION

Date

Dr. John P. Howard
26 Holman Street
Fayetteville, NC 24072

Dear Dr. Howard:

Your application for the mathematics professor position at Darton State College has been received.

We thank you for your interest in Darton State College and assure you that your application will receive our full attention. You will be contacted if we need additional information. We will inform you of the status of your candidacy as promptly as possible.

Sincerely,

SAMPLE ACKNOWLEDGE RECEIPT OF NOMINATION

Date

Dr. John P. Howard 26 Holman Street Fayetteville, NC 24072

Dear Dr. Howard:

Your application was submitted to Darton State College as a nominee for the Mathematics Faculty Position that is now open in our Science/Mathematics Division.

If you are interested in applying for this position, please complete the application as described in the attached position announcement.

If you need further information, please do not hesitate to contact me.

We look forward to hearing from you.

Sincerely,

SAMPLE APPRECIATION FOR NOMINATION

Date

Dr. James T. Hall
Dean/Chairman, Department of Mathematics
Newman College
2100 College Parkway
Fayetteville, NC 24072

Dear Dr. Hall:

Thank you for nominating Dr. John Howard for the position of Mathematics Professor at Darton State College.

Your assistance in suggesting candidates for this position is greatly appreciated.

Sincerely,



A two-year unit of the University System of Georgia

Application Requirements

Date Received

Resume

Reference Letters (3)

UNOFFICIAL TRANSCRIPTS:

Degree

Institution

SAMPLE

Rater's Name _____ Applicant's Name _____

Applicant Number _____

Applicant Grade Sheet

PART I	Strong 2	Acceptable 1	Unacceptable 0	No Evidence 0
Earned doctorate of Master's degree in _____ hours				
Whatever criteria that has been advertised in flyer				
Commitment to the teaching-learning process in two-year community colleges				
Written communication skills				
TOTAL				

TOTAL POINTS

If three committee members rate an applicant a zero in any of the above 4 categories, the application is no longer viable. The remaining committee members need not review the application.

A committee member may request a non-viable application be reviewed by the committee as a whole.

If you mark this application a (zero) in any of the above categories, you need not evaluate Part II. Should the application remain viable, you will be notified to evaluate Part II.

SAMPLE

SCREENING COMMITTEE FORM

Rater's Name _____ Applicant's Name _____

Applicant Number _____

Applicant Grade Sheet

PART II	Strong 2	Acceptable 1	Unacceptable 0	No Evidence 0
Quality of Teaching Experience				
Leadership				
Community Service Experience				
Academic Attainment/Honors				
Overall Quality of Presentation (scholarly ability, writing and Advocacy skills)				
Reason for Seeking Job				
TOTAL				

Total Points

REFERENCE CHECK LIST

CANDIDATE _____ REFERENCE NAME _____

CANDIDATE NO. _____ TELEPHONE No. _____

COMMITTEE MEMBER MAKING REFERENCE CHECK _____

REFEREE'S RELATIONSHIP TO THE CANDIDATE _____ HOW LONG HAVE YOU, KNOWN HIM/HER? _____

*** * * * ***

This document is a document which may be renewed under the GA Public Renew Law.

1. Was there anything in his/her background that could turn up later that could embarrass us personally?
2. Would this person and his/her family fit into the small-college medium-sized town situation?
3. His/her leadership ability?
4. His/her stage presence, content of speeches, writing ability?
5. What is his/her reputation in the community?
6. Is this person comfortable to be around?
7. How does he/she handle pressure?
8. His/her energy ? level?
9. His/her commitment to the work?, job, college, position
10. Can you work for him/her?
11. Would you work for him/her?
12. Would you hire him/her? Recommend, to be hired?
13. Is he/she honest and open in dealing with others?
14. Is he/she objective and fair with others?
15. Does he/she give others an opportunity to voice their opinions, and does he/she listen?

16. What are his/her teaching abilities, and is he/she scholastically proficient in his/her area?
17. What are his/her professional capabilities?
18. How does he/she arrive at decisions?
19. Is there anything we should know that I didn't ask?
20. Other comments:

This must be turned into the Personnel Office.

SAMPLE

INTERVIEW FORM

Rater's Name _____ Applicant's Name _____

Applicant Number _____

Applicant Grade Sheet

Personal Interviews	Strong 2	Acceptable 1	Unacceptable 0	No Evidence 0
a. Appearance				
b. Organization Skills				
c. Verbal Communication Skills				
d. Enthusiasm				
e. Philosophy of Classroom Management				
f. Ability to Command Respect				
g. Scholarly Ability				
h. Leadership Ability				
i. Teaching Presentation				
1. Organization				
2. Knowledge				
3. Explanation				
4. Overall				
j . Interest in keeping current				
TOTAL				

Total Points



A two-year unit of the University System of Georgia

Search and Screen Committee Summary Tally

Number	Name	Total Points
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

DARTON STATE COLLEGE

MEMORANDUM

TO: SCREENING COMMITTEE DEAN/CHAIR _____

FROM: AFFIRMATIVE ACTION TEAM LEADER _____

DATE:

SUBJECT: RECOMMENDATION OF APPLICANT FOR CONFERENCE
CALL/INTERVIEW

From our review of the applications for the faculty position of _____
our Affirmation Action Team recommends that your Search and Screening Committee take the
following action:

FACULTY POSITION

Include in the conference call the following applicant(s):

If your Search and Screen Committee has concerns about our recommendation(s) because of other
information received, e.g., from references, please contact the AAT Leader.

(New Form Due)



A two-year unit of the University System of Georgia

Sample 12 - Letter of compliance/non-compliance

To: Dean/Chairperson, Search /Screening Committee
 Personnel Officer
Vice President for Academic and Student Affairs
 President

Date:

Subject: Applicant Selection for:

COMPLIANCE

Members of the Affirmative Action Team concur with the Dean/Chair's selection of applicants for final review. Affirmative Action guidelines have been followed.

Affirmative Action Team Coordinator

NON-COMPLIANCE

Affirmative Action exception(s):

Comments: _____

Affirmative Action Team Coordinator

FULL AND PART-TIME FACULTY APPLICATION FORMS

For the Full and Part-time Faculty Application Forms please go to:

Darton State College Home Page: www.darton.edu

Faculty & Staff

Email & SharePoint Access

SharePoint Access

Libraries

Darton Public Documents

DC Forms

Personnel

Full and Part-time Faculty Application Forms (complete set) updated 8-6-2013

OR

Click or copy and paste this link:

<http://www.darton.edu/FacultyApplicationForm>

Form No. P-14

UNIVERSITY SYSTEM OF GEORGIA
Darton State College
APPOINTMENT PROPOSAL

(Name of Proposed Appointee)

It is my intention to propose to the Chancellor and the Board of Regents of the University System of Georgia your appointment to the faculty of Darton State College in the position of _____ effective _____, at a salary of _____ for the academic year.

Date

President

* * * * *

CONCURRENCE: This is to concur in the above proposal and to pledge my acceptance of the position if and when approved by the Chancellor and the Board of Regents. I understand that this proposal does not constitute a contract but sets forth terms of a contract subject to approval by the Board of Regents.

Date_____
Signed (Proposed Appointee)

* * * * *

Please Note:

A. In order for the president to make proper presentation of this proposed appointment, the proposed appointee should:

1. Furnish the president one signed copy of this APPOINTMENT PROPOSAL.
2. Furnish the president one executed copy of the Georgia State Security Questionnaire and Loyalty Oath (attached).
3. Furnish the president one completed copy of the Georgia State Employee Statement of Health (attached).

B. After this proposed appointment is confirmed by the Board of Regents, and the appointee reports for duty, he/she will need to complete (with the assistance of our Personnel Office):

1. Tax withholding statements, Federal and State.
2. Georgia Teachers' retirement System Enrollment Form.
3. Acceptance and Payroll Deduction Authorization for Hospitalization and Life Insurance.
4. Immigration and Naturalization Service Form I-9, Employment Eligibility Verification.

Board of Regents
University System of Georgia
SECURITY QUESTIONNAIRE

For the Security Questionnaire (Background Check Form) please go to:

Darton State College Home Page: www.darton.edu

Faculty & Staff

Email & SharePoint Access

SharePoint Access

Libraries

Darton Public Documents

DC Forms

Personnel

Background Check Release Form Updated August 2012.pdf

OR

Ctrl Click or copy and paste this link:

<http://www.darton.edu/BackgroundCheck>

**SAMPLE
NO LONGER CONSIDERED**

Date

Dear

After deliberation the Search Committee for Accounting Instructor at Darton State College has determined that you are no longer under active consideration.

The Search Committee appreciates your interest in Darton State College and thanks you for your application.

Sincerely,

John Doe
Dean/Chair, Search Committee