PART-TIME FACULTY HANDBOOK

2400 Gillionville Road
Albany, Georgia 31707

Revised 10/2013

SELECTED TELEPHONE NUMBERS

All campus numbers are preceded by 317 when calling from an off campus phone.

Advising Center 6738
Admissions...6740
Allied Health Division 6900
Bookstore 6755
Business Division 7001
Business Division Online Support Specialist 6319
Career Development Center...6865
Computer Lab 6754
Continuing Education 6730
Cordele Center 6552
Counseling Center...6734
Disabled Student Services..6867
Evening Operations...6944
Financial Aid...6746
Humanities Division 6850
Humanities Division Online Support Specialist 6928
Information Technology Help Desk 6704
Learning Support Division...6870
Learning Support Mathematics Lab.................................6881
Learning Support Reading Lab...6879
Learning Support Writing Lab...6880
Library (Circulation)...6766
Online Learning Coordinator...6732
Multimedia/ITDL...6923
Minority Advising Programs 6925
Nursing Division..6557
Physical Education Department.......................................6558
Police (7:30 a.m. – 10:30 p.m. M-Sat.).............................6316
Police Cell Phone (nights, weekends, holidays) 344-2029/344-7646
President..6705
Registrar..6742
Science/Math Division...6830
Science/Math Division Online Support Specialist....................6769
Social Science Division 6560
Social Science Division Online Support Specialist 6319
Special Programs 6726
Student Activities...6750
Vice President for Academic Affairs.................................6710
Vice President for Student Affairs 6728

Go to the Darton State College home page, www.darton.edu, Faculty & Staff, Part-Time Faculty & Staff Resources, for additional information not listed here.

ACQUAINTANCE WITH THE COLLEGE

Darton State College is a community college that offers two-year degrees in transfer and career programs. Graduates of transfer programs continue their studies at four-year colleges or universities, while graduates of career programs generally enter the work force upon receiving their two-year degrees. One-year certificate programs are also offered. Darton State College offers over 40 degree and certificate programs fully online. Approximately one half of the students enrolled at Darton State College are traditional students just out of high school. Non-traditional students, who have been out of high school for five years or more, make up the rest of the student body. The Darton State College Mission Statement is included in the Appendix A.

MENTORS

Prior to the first semester of teaching, each part-time faculty member is assigned a mentor, with whom the instructor should feel free to keep in touch. The part-time faculty member may wish to observe the mentor's classes and the mentor may observe the classes of the part-time faculty member. Assuming a continuing relationship with the College, the mentor assignment is intended for one academic year.

The process for new online part-time faculty members is slightly different than for traditional teachers. Online Lead Faculty members coach new online teachers in the use of the course content. Additionally, the Online Lead Faculty members serve as a primary point person for new online faculty members. Online faculty may participate in virtual round-table discussions of their teaching utilizing contemporary technology to support geographically dispersed faculty members.

STUDENT EVALUATIONS OF FACULTY

Students will evaluate all faculty members in all classes every semester. The results of these evaluations will be available online once they are completed. You will receive an email with instructions on how to review them. Moreover, part-time faculty members can expect periodic visits to their classrooms by division deans and/or program coordinators or other designated personnel. Following a visit, the instructor and visitor will meet for an evaluation conference. Faculty members are always welcome to request a discussion of their course evaluations with the division dean.

RECORD OF COURSE EVALUATIONS

A copy of the course syllabus, final exam, grades and how final averages were computed, must be turned in to the division dean prior to the end of the semester. Online faculty must record this information within the course management system (D2L). If online exams are proctored paper exams you must provide the division with an electronic copy of them.

Table of Contents

I. ORGANIZATION

In order to meet the various 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. Evening courses carrying three credit hours may meet one or two evenings a week. Any course appearing in the Darton State College Catalog may be offered during the evening, subject to student demand. Limited selections of courses are offered on Saturday.

An office for Evening Operations is located in E106. An evening supervisor 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. A primary function of Evening Operations is to serve as a communication link among evening faculty, evening students, and other administrative offices.

For information after 5:00 p.m., faculty and students should contact Evening Operations at 317-6944. The evening supervisors can become the channel of communication between the part-time instructor and various Darton offices if the instructor cannot come to the campus during daytime working hours.

II.   COLLEGE SERVICES

A. ADVISING CENTER

The purpose of the Advising Center is to provide ongoing advising and registration for all first-time and readmitted Darton State College students. Student success advisors work through detailed intake and evaluation forms with each student before planning an initial schedule and placing it into the Banner system. After registration, students are assigned division advisors. The only exceptions are for Nursing and Allied Health students, who are sent to their appropriate divisions for first-time registration, and non-learning support undecided majors, who are advised continuously by the Center until they have completed 20 credit hours. First-time and readmitted students may also come to the Advising Center for schedule adjustments.

B. MATH CENTER

Located in B-222, the purpose of the Math Center is to provide additional support and tutoring for regular mathematics classes. It is also a place students can come to work on projects or homework in groups. The Center is available to all Darton students. There is also an Online Math Center, which is available through a link in all online math classes' GeorgiaVIEW. It can also be found through a direct link found on the Math Center webpage, located on the Science and Math Division webpage.

C. WRITING CENTER

Located in G-132, the purpose of the Writing Center is to provide support and tutoring for writing assignments (research papers, essays, etc.) in any discipline. The Center is available free of charge to all Darton students. Online/distance learners unable to visit the on campus Writing Center may use the Online Writing Center by going to www.darton.edu/WritingCenter and submit work for review via the online submission form.

D. TESTING SERVICES

The Testing Center is located in building G, next to the library. Call 317-6735 for information on what tests are administered and if there are any applicable fees. Information about proctored testing for students at a distance can be found on the Testing Center website at http://www.darton.edu/current/testing/

E. CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) is located upstairs in the Student Center in room C228. The phone number is 317-6449. The Center is designed to aid students in making fundamental decisions about the uses of education in their careers and life goals. The

counselors provide students with interest and personality inventories, individual counseling sessions, computer systems and workshops on topics ranging from resume writing to job interview skills.

The Center maintains a library with career information on the nature of the work, entry-level requirements, future job trends, salary ranges, and prospects for advancement in more than 5,000 career areas. Information for students planning to transfer to 4-year institutions is also available.

The Career Development Center also maintains a current listing of job openings to assist students in locating opportunities for part-time and full-time employment.

F. COUNSELING CENTER AND STUDY SKILLS ASSISTANCE

Students may receive limited individual counseling and study skills assistance from experienced counselors and through numerous workshops. These services are available to Darton State College students free of charge. The scope of services the Counseling Center provides includes crisis intervention, short-term individual counseling for any academic/nonacademic problem that is interfering with a student's ability to succeed, as well as case management and referral to off-campus resources. The Counseling Center is on the second floor of the Student Center in room C-217. Students are urged to stop by or call 317-6734 or 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. Summer hours may vary.

The Peer Tutoring Center in room C-227 can be reached by calling 317-6738. It provides free tutorial services. Students are encouraged to utilize these services. Students must have a signed document from their instructor which contains the following information:

I want you to be successful in this course. When you have questions about course content and need assistance, begin taking the following steps as soon as possible:

CHAIN OF HELP
First: Contact me by e-mail or phone or see me during my office hours.
Second: Spend at least 10 hours working in the appropriate lab or center. (This step is not required for courses with no corresponding lab or center.)
Third: See me to complete a form to request a tutor. Tutors will be assigned only to students who have written documentation they have completed the first two steps.

G. LEARNING SUPPORT SERVICES

Mathematics, Reading, and Writing Laboratories are located on the second floor of the McKnight Building (F-building). Their support services are offered free of charge to students enrolled in credit classes. Lab directors and assistants give students individual help. The labs are open both day and evening for the convenience of all Darton State

College students enrolled in learning support courses. For more information contact the director of the Math Lab at 317-6881, the director of the Writing Lab at 317-6880, or the director of the Reading Lab at 317-6879.

H. REGENTS' TEST EXEMPTION AND THE INTENSIVE COMPOSITION AND READING REVIEW WORKSHOP

Beginning with the summer 2011 semester, Darton State College students seeking a degree no longer have to take the Regents' Test in order to graduate. Darton State College was granted Regents' Test exemption status; this means that the skills measured by the Regents' Test are measured within the core curriculum. Specifically, at Darton State College, a student is considered to have met the Regents' testing requirements by earning a grade of C or better in both ENGL 1101 and ENGL 1102.

A student who takes ENGL 1101 and/or ENGL 1102, and does not earn a C or better, is required to re-enroll in the class the following semester. The student will also be required to complete the Intensive Composition and Reading Review workshop concurrently with the repeated ENGL 1101/ENGL 1102 course.

Students taking the ICRR may receive assistance and tutoring by working with the Writing Center in C-143 and/or by attending the Writing and Reading "drop-in" workshops that are held throughout the semester. Dates and times for these workshops will be announced in ENGL 1101/ENGL 1102 classes each semester. For more information, contact Steve Preston at 317-6983.

I. FINANCIAL AID

Students needing financial aid should be referred to the Financial Aid Office, located on the first floor of the B. R. Tilley Academic Services Building (K-building).

J. MINORITY ADVISING PROGRAM

The Minority Advising Program (MAP), which can be reached by calling 317-6925, offers students a variety of academic and personal support services. MAP promotes academic achievement and encourages student persistence. The primary goal of the program is to ensure that the college experience is a positive one for minority students at Darton. The MAP advisor serves as a liaison between minority students and the administration. Services offered through MAP include study skills workshops, supplemental academic advising and career counseling, personal counseling, single parent program, minority mentor program, and cultural enrichment programs. The MAP office in room C-220, on the second floor of the Student Center, operates Monday-Friday, 8:00 a.m. until 5:00 p.m., though summer hours may vary. In addition, students may schedule individual evening appointments.

K. DISABILITY SERVICES

The Disability Services office in room C-224, which can be reached by calling 317-6867, arranges classroom and program access, as well as linking students who have a disability with the following services: assistive technology, readers, interpreters, individualized testing, counseling, University System assessments, coping skills assistance, transcription, and text enlargement.

Upon the student's request, the Disability Services Coordinator will work with instructors to devise reasonable classroom and testing accommodations. Based on the specific nature of each student's documented disability, these may include such adjustments as special seating, note takers, enlarged class notes, separate testing, extended test time, or alternative testing formats.

Faculty members are encouraged to contact the Disability Services office for assistance with accommodations for students with disabilities. Faculty may also refer students that they feel may need diagnosis of, or assistance with, a disability. The following disability statement must be included in all syllabi:

> **In compliance with the Americans Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Darton State College will honor requests for reasonable accommodations made by individuals with documented disabilities. Students must self disclose their disability to the Disability Services office before academic accommodations can be implemented.**

Rules of conduct and attendance policies apply to all students regardless of disabilities.

L. COLLEGE SPONSORED TRIPS

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

1. Clear the trip with immediate supervisor, Vice President for Academic Affairs, and Dean of Students.
2. Determine that the trip does not conflict with other college functions.
3. Make provision for adequate transportation, housing, and food.
4. Provide adequate supervision.
5. Provide an itinerary of the trip. If the trip involves a night class, give the Evening Supervisor an itinerary.
6. Provide faculty with a list of all students making the trip on an I-4 form. The sponsor is strongly encouraged to submit the completed I-4 form at least ten academic days before the trip, if possible. This form is available in SharePoint under DC Forms.
7. Students should make arrangements with faculty about making up class assignments, exams, etc.

For more details see the [Off-Campus Trips and Events page](#).

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

M. MAIL SERVICE

Each semester, divisions will provide mailboxes for part-time faculty members. Packages for part-time evening faculty should be picked up before 5:00 p.m. or arrangements made with the Evening Supervisor to pick up the package and hold it in that office. There is no access to the mailroom in the evenings.

N. EMAIL

Part-time faculty email accounts will be requested by your division dean. These requests are forwarded to the Office of Information Technology.

Email accounts may be checked in any Computer Lab or Computer Classroom. **All part-time instructors also have access to email whether on or off campus via the Darton State College website. To access the email system, go to the website at http://www.darton.edu. From the home page, click the button labeled "Faculty and Staff". On the Faculty and Staff page, click the link for Email & Sharepoint Access.** New faculty members are also assigned a MyDC email account when they receive access to MyDC. They are encouraged to long into their MyDC account and forward that email to the regular Darton email account. Students use MyDC email and do not have Darton regular email accounts. Therefore, to save logging into two email accounts, faculty can forward their MyDC email to their Darton email address. The MyDC account ends with @mail.darton.edu while the regular email address ends with @darton.edu.

Faculty members are asked to check their Darton email address on a regular basis, at least once a day, Monday through Friday.

O. PHOTOCOPYING SERVICES

Copiers are available for reproducing materials relating to the operations of the College. Policies regarding use of copiers should be discussed with your division dean. Instructors may use copiers in division offices.

P. LOST AND FOUND

Check with the division secretary or campus police.

BOOKSTORE

The bookstore is attached to the Student Center via a covered walkway. Cash, check, VISA, and MasterCard are accepted for all personal purchases of books and supplies sold by the Bookstore.

Textbooks ordered for classes being taught each semester should be directed to the appropriate division dean. Any additions/deletions of textbooks must be approved by the division dean before they become effective. A complete listing of textbooks, required learning materials, hours, and contact information is located on the bookstore website at Darton State College Bookstore.

Extended hours are available at the beginning of each semester.

Q. FITNESS CENTER

Part-time faculty members currently teaching or who have taught within the last two semesters are eligible to use the Darton State College Fitness Center. Participants interested in using the Fitness Center must complete an education/orientation session.

Fitness Center Hours can be found here:
http://www.darton.edu/programs/physed/hours.php

For more information call 317- 6322

III. COLLEGE REGULATIONS, POLICIES, AND PRACTICES

A. OFFICIAL HOURS

- Campus Hours
- Recreational Facilities
- Testing Center
- Computer Lab
- Evening Operations
- Math Lab
- Writing Lab
- Reading Lab
- Library
- Math Center (on campus and online)
- Writing Center
- Food Services

B. ACCESS TO STUDENT RECORDS

Each instructor has access to a student's permanent record. Confidentiality is mandatory, as determined by the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the privacy of student education records. For more information you can visit the U.S. Department of Education. 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 317-6742.

C. GRADING SYSTEM

The grading system as found in the *Darton State College Catalog* will be used in assigning final grades. Each instructor is free to develop his unique grading approach during the semester and then convert it into the College system at the time for assigning final grades. Francis Carr, Registrar, will send an email near the end of each semester reminding faculty about the process for submitting final grades. The most recent instructions are included in Appendix C.

Faculty members have the responsibility to evaluate students academically without prejudice or caprice. Faculty members should examine the methods for assigning final grades and convey the standards to the students. This information must be included in the course syllabus and distributed to the students at the first class meeting.

If, for any reason, it becomes necessary to change a student's grade, the instructor will change the grade in SharePoint, available under the Faculty/Staff menu on Darton's homepage, then under Email & SharePoint Access.

D. GRADE REPORTING

BEFORE THE LAST DAY TO DROP A COURSE WITHOUT A PENALTY (PRINTED IN THE SEMESTER SCHEDULE), EACH INSTRUCTOR MUST PROVIDE HIS/HER STUDENTS WITH THEIR GRADE STANDING. **IF THE INSTRUCTOR CHOOSES TO POST GRADES, STUDENT ANONYMITY MUST BE OBSERVED. THE INSTRUCTOR SHOULD CHOOSE A METHOD BY WHICH STUDENTS CANNOT BE PUBLICLY IDENTIFIED (DO NOT, FOR EXAMPLE, USE SOCIAL SECURITY NUMBERS OR STUDENT ID NUMBERS).**

Each semester the Registrar publishes a date and time by which all final grades must be turned in. This is usually by noon on the day following the last day of final exams. Part-time and full-time faculty must turn in their grades by this deadline. All grades must be completed via the Web. See Appendix C for complete instructions. Grade books or computerized hard copy must be turned in to division deans at the end of each semester. After you enter your grades on the Web, log out and log back in to make sure your grades

were submitted. Signed, hard copy grades are no longer submitted to the Registrar's Office *unless* you have a student who attended class but was not on the class roll. Please enter their name and grade on the form, sign it, and submit a copy to the Registrar's office.

You must use Internet Explorer to be able to print your grades.

E. COURSE SYLLABI AND CLASS ORIENTATION OF STUDENTS

A course syllabus represents a contract between the instructor and the student. Students rely on the course syllabus as a guide; therefore, the syllabus should state clearly (1) the student's academic responsibilities and requirements, (2) the instructor's disciplinary procedure for student academic dishonesty, and (3) the College's statement on reasonable accommodations for students with disabilities. See Appendix D for complete syllabi requirements. The complete syllabi requirements state that instructors should include a statement about the Writing Across the Curriculum policy. That policy is available in section V-D.

If a conflict occurs between a student and a faculty member, the division dean and/or VPAA will try to resolve the issue by examining the guidelines defined on the syllabus.

For each course taught, a printed syllabus must be developed and distributed to the students on the first class meeting. A copy of the syllabus must be provided to the Office of the division dean prior to the first class meeting. See your Division for syllabi format. All online courses must have the syllabus posted in the course for the duration of the term. Online faculty members do not need to submit a copy of their syllabus to the division dean as it is posted and archived within their online course in D2L.

F. 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.

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. See Appendix E for enrollment verification instructions.

G. NO SHOW/FACULTY WITHDRAWAL POLICY

The No Show/Faculty Withdrawal Policy has been implemented to improve class attendance. During the one-week period immediately following the first day of class, each faculty member notifies the Office of the Registrar of those students on the class roster who have never attended class or logged into their online course. The students will be dropped and the course will not appear on the students' permanent academic records.

Up until the semester midterm or "last day to drop without academic penalty," the faculty member may withdraw any student who has ceased to attend and the student will receive a grade of W on their academic record. After midterm or "last day to drop without academic penalty," faculty can continue to withdraw any student who has ceased to attend; however, the student will receive a grade of WF on their academic record.

The Office of the Registrar notifies students of faculty withdrawal actions. The Office of Financial Aid is also notified.

The student is responsible for understanding that withdrawal or faculty withdrawal may result in loss of financial aid and that failing to properly withdraw from a course may result in receiving a failing grade of F for that course.

H. GUEST SPEAKERS AND RESOURCE PERSONS

Darton State College encourages the use of resource persons. The division dean must be advised prior to the appearance of an outside class visitor. Online teachers can invite appropriate guest speakers in their classes. Contact the D2L administrator David Evarts at 229-317-6948 or the Multimedia Lab to request access for a short-term guest in your online class.

I. FACULTY LIABILITY

Faculty members can be held responsible for injuries to students incurred while participating in classroom or other college activities if negligence can be proved. Faculty should take precautions to prevent injuries and should warn students of any dangers involved in the activity.

J. COMPUTER USE POLICY

Darton State College has a computer use policy which outlines the guidelines that must be followed. This policy is included in <u>Appendix F</u>. Please review these guidelines to become familiar with the policy.

K. OBSTRUCTIVE OR DISRUPTIVE ACTIVITIES (See Student Handbook)

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 will be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

L. STUDENT CONDUCT (See Student Handbook)

Instructors have the responsibility to assist in upholding the Student Code of Conduct. When an instructor observes a violation of the Code, he should investigate and report to the division dean. If it is warranted, the results of this investigation should be reported in writing to the Dean of Students.

Ordinarily, disruptive classroom behavior is not a problem in a college setting. However, should a student's classroom behavior be disruptive, the following policy applies:

1. If a student's conduct interferes with or 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.
2. If the student refuses to leave the classroom and continues his/her disruptive behavior, the instructor may discontinue the class session, inform the student not to return to class without the instructor's permission, and report the incident in writing to the Vice President for Student Affairs. Such a report should include dates, times, action, names of persons involved, and names of witnesses. The Vice President for Student Affairs then pursues the matter with the Vice President for Academic Affairs and through the student disciplinary procedure if necessary. Appropriate punishment will be determined through this grievance procedure. <u>Faculty cannot award failing grades, cannot lower grades, and cannot permanently remove a student from a class for misconduct</u>.
3. If, when the class next convenes, the student attempts to return to class without the prior permission of the instructor, the instructor may deny the student access to the class. If the student interferes with or disrupts the orderly class process and/or refuses to leave the classroom when requested by the instructor, the instructor may obtain the assistance of campus police officers to remove the student from the class and prevent

return to that class. The instructor will inform the Vice President for Student Affairs of the incident without delay, (317-6728) or Evening Supervisor (317-6944).

4. If disciplinary problems occur during evening classes, the instructor should notify the Evening Supervisor. The Evening Supervisor will handle the problem and, if necessary, obtain the assistance of campus police officers to remove the student from the class and take such other action against the student as may be indicated.

5. It is college policy that no pets, unenrolled or unauthorized persons, or other friendly but distracting elements be brought into classrooms, library, or any other service area of the college unless specifically requested or authorized by the instructor or person in charge of the activity area. Children under the age of 12 must be accompanied by a responsible adult when visiting Darton State College.

M. EMERGENCIES

Anyone observing emergencies during the day should contact the division dean, the Dean of Students, or a Darton State College police officer.

In the event of a **fire** alarm (a loud, raucous intermittent noise), instructors should evacuate the building. Diagrams of fire evacuation routes are posted in the halls of every building. Each faculty member should know the evacuation route from every classroom in which he or she teaches.

When the school is under a **tornado watch**, the message will be delivered to each instructor in the classroom. In the event of a tornado warning (a bell that rings for at least three minutes), instructors should lead their classes to approved areas of the building. Diagrams of relatively safe areas are posted in the halls of all buildings. Each faculty member should know the safe areas nearest each classroom in which he or she teaches.

An instructor who **observes an emergency** should report immediately to the division dean, Dean of Students, or police officer (phone: 317-6316, cell phone 344-2029 or 376-2700). If this cannot be done in a timely fashion, the instructor should call Emergency Services at 911.

Evening Emergencies
Instructors who do not have ready access to telephones can reach the Evening Supervisor or on-duty police officer by asking for assistance at the following sites:

1. The Evening Operations Center in E106 (317-6944)

2. Any of the Learning Support labs on the second floor of the McKnight Building (J-Building) (6879, 6880, 6881)

3. The library (6766)

The Math Lab, Reading Lab, Writing Lab, and Library are open until 9:00 p.m. during the Fall and Spring semesters. Check their schedule for weekend, summer, and break schedules. Each instructor should be aware of these locations.

<u>Late Evening Emergencies</u>
If an emergency occurs after 9:00 p.m., the instructor may call the cell phone of the police officer on duty at 376-2700 or 344-2029. If this does not work you should call Emergency Services at 911.

N. PURCHASING

Requests for all classroom/teaching supplies and materials must be processed through the division dean.

IV.   PERSONNEL POLICIES

A. PAYROLL

All part time faculty members are paid as stated in the Memorandum of Understanding, which is issued for each semester and/or "A" and "B" terms. Call the Payroll Office if you have questions.

Part-time faculty for **Fall** Semester teaching full-term class(es) are paid the last business days of **September, October, November, and December**.

Part-time faculty for **Spring** Semester teaching full-term class(es) are paid the last business days of **February, March, April, and May**.

Payments for **A-Term** class(es) occur on the last business days of
    Fall Semester: **September and October**
    Spring Semester: **February and March**

Payments for **B-Term** class(es) occur on the last business days of
    Fall Semester: **November and December**
    Spring Semester: **March and April**

Summer Semester paychecks are paid the last workday in June and in July.

B. HOLIDAYS
See the attached calendar for upcoming academic semester calendars.

C. PARKING PERMITS

Parking stickers that allow part-time faculty to park in faculty-staff designated areas may be obtained from the Payroll Office.

V.   INSTRUCTIONAL PROGRAM

A. 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 will be free to present and discuss their subjects in the classroom as they understand them to be the truth. They will 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 will 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.

B. STUDENT FREEDOM OF EXPRESSION

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course of study.

C. SECURITY OF STUDENT VIEWS

Information about student views, beliefs, and political associations which professors acquire in the course of their work should be considered confidential. Judgments of ability and character may be provided normally with the knowledge and consent of the student.

D. WRITING ACROSS THE CURRICULUM POLICY

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. One of the annual surveys conducted by the General Education Assessment Committee will address the familiarity of faculty with the writing across the curriculum policy. 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.

E. SEXUAL HARASSMENT

Sexual harassment of employees or students in the University System is prohibited and will 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 under the following conditions:

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.

Instructors who observe what they believe to be sexual harassment or who consider themselves the victims of sexual harassment should see the division dean or the Vice President for Academic Affairs. For further information see the Faculty Handbook, Section IV, page 60.

F. ADMISSION OF STUDENTS TO CLASS

Only students who have officially enrolled for a course may be admitted to that course. After classes have begun, the student may drop and add courses through the Registrar's Office. After the last day to add classes, no student may be admitted to a class except as approved by the division dean. Frances Carr, Registrar, will email timely reminders to faculty to verify their official class rosters. It is very important that all faculty verify their official class roster, especially because it is the online teacher's responsibility to utilize D2L's function to deny access to the D2L courses to any student who does not appear on the official class roster. The teacher should notify students who are in the D2L class but NOT on the official class roster. Those students need to check with the Registrar's office to resolve any possible issues with enrollment.

Any question involving the admission or withdrawal of a particular student would be referred to the Registrar's Office.

G. ORIENTATION OF STUDENTS TO CLASS

Students have a right to know what is expected of them in a class. A course syllabus must be presented to students **on the first day of class** and must have prior approval by the division dean. The syllabus must include at least the following: topics to be covered, grading system, attendance/absence policy, class objectives, examinations and their individual weight, and extra class assignments. See Appendix D for additional syllabi requirements. All online classes must have the syllabus posted prior to the first day of each semester.

H. FACULTY-STUDENT CONTACT

Part-time faculty members must be available for student conferences, as needed. Some may choose to share home/office telephone numbers. Others may elect to come before class or stay after class. Instructors should discuss their contact policy during the first class session. Online instructors are encouraged to utilize chat, Blackboard Collaborate, telephone, and email for communicating with students.

I. SOME SUGGESTIONS FOR THE FIRST CLASS MEETING

1. Prepare. Your presentation of material, as well as your appearance and personality will set the tone for your class.
2. Be in the room early to see about the physical comforts of the facility. This can help you set the tone of a friendly classroom atmosphere.
3. Write your name and the course prefix, number and title on the board so that students can be sure that they are in the correct class.
4. Circulate a paper and have students sign their names. Address them by name if you can.
5. Tell a few highlights about yourself; you may ask the students to introduce themselves also.
6. Provide an opportunity for students to learn the names of other class members.

7. Get students involved in the information about course objectives, textbook(s), methods of instruction, attendance, materials, testing, grading, and college regulations (parking, smoking – Darton State College is a tobacco-free campus, food and drink, breaks, etc.)

8. Mix with the students during the break. Stay a little while after class. Just a smile communicates.

9. Summarize your class session, preview the next sessions, and make specific assignments.

10. Show enthusiasm and treat students as you want to be treated.

11. Plan activities to fit the time. <u>Do not release a class early</u>.

J. FACULTY ATTENDANCE AND ABSENCE FROM CLASS

Since instruction is the primary purpose of Darton State College, sound professional ethics require that instructors be present, on time, and prepared for all classes and activities for which they are responsible. The Board of Regents recognizes neither personal leave nor vacation time during class time without the approval of the President. Any instructor who wishes to be away for any reason other than illness should discuss the matter with the division dean as early as possible to determine the validity of the request and to arrange for the meeting of the class. Any alterations in the class schedule or meeting place must be reported in advance to the division dean.

Any instructor who becomes ill should immediately get in touch with the division dean who will arrange for someone to meet his/her class. Online faculty need to have a Plan B in case of an emergency that prevents them from teaching their online class. Tell a family member to contact your division dean in case of an emergency that prevents you from teaching your class. In the event the division dean is not available, the Vice President for Academic Affairs should be notified. An evening instructor who at the last minute becomes unable to meet his/her class should contact the Office of Evening Operations. Online faculty are expected to be active in their online class. There is a direct correlation between teacher/student engagement, active learning, and retention/success for online students.

K. DISMISSAL OF CLASSES

Students are expected to attend all classes for the entire time they are scheduled to meet. Therefore, other than for midpoint breaks allowed during evening classes, instructors should plan lessons to fill the entire designated period. An instructor wishing to dismiss class for an entire period must first secure the approval of the division dean. The Office of Evening Operations should also be informed when a night class is to be dismissed.

L. CLASSROOM CONDITIONS

Instructors should expect to find their classrooms neat, comfortable, and ready to use. Problems with noise, lighting, temperature, spills, overcrowding, etc. should be reported to the division dean or to the Evening Supervisor. Instructors should allow no eating or drinking in the classrooms. Before leaving, instructors should make sure that all dry erase boards are erased and desks replaced if for some reason a special seating arrangement was used during class activities.

M. NO TEST/NO STUDENT ACTIVITIES POLICY

Darton State College adopted a policy (Academic Committee, June 3, 1974) 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 (1) physical education, (2) applied music skill tests, (3) makeup tests, and (4) National League for Nursing Examinations.

N. TEXTBOOKS

The final determination concerning use of textbooks, including number needed, is the responsibility of the division dean who will forward orders to the Bookstore manager for purchase. All textbooks adopted for classroom use will be ordered through the College Bookstore.

O. EXAMINATIONS

The number of examinations, quizzes, or tests is not specified by College policies. Several tests should be scheduled throughout the semester to give a fair and complete evaluation of the students. Sufficient testing should be done prior to mid-semester so that a student knows where he or she stands. **No exams or quizzes may be administered to the students three (3) calendar days prior to the first day of scheduled final exams. A final exam is given at the scheduled time unless exemptions are approved in writing by the division dean.** Online teachers need to schedule final exams that ensure they can submit final grades before the deadline determined by the Registrar's office.

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

A single copy of each final exam must be turned in to the division dean at the end of each semester. This does not apply to online courses as the test is archived in the D2L course unless proctored exams are utilized.

The makeup of announced tests is left to the discretion of the instructor. 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 instructor and division dean.

P. SPECIAL TESTING ARRANGEMENTS

Students who are learning or physically disabled may request special testing accommodations through the Disability Services Office.

Students who speak English as a second language may request special testing accommodations from the instructor. The instructor should discuss the proposed arrangements with the division dean.

Q. FACULTY EVALUATION BY STUDENTS

All faculty members are evaluated by their students for each class in every semester. This process is now completed online. Each part-time faculty member is given an opportunity to go over the evaluation with the division dean. Notice of the evaluation and instructions for administering it will be circulated during the semester.

The division dean or his or her designee will visit the part-time faculty's class during the first semester as part of the evaluation procedures to determine teaching effectiveness. These visits may be repeated during subsequent semesters as part of a continuing evaluation process.

R. FACULTY SECRETARIES

These individuals are under the direct supervision of the division dean.

Part-time faculty should check with their individual divisions to see what support services are provided by their divisions.

VI. LIBRARY/LEARNING RESOURCES CENTER

A. LIBRARY SERVICES AND ACTIVITIES

The objective of the Library-Learning Resources Center is to support, extend and enrich the Programs of Darton State College. Part-time faculty are encouraged to utilize all Resource Center services and materials, including library tours and library instruction. The library homepage URL is http://www.darton.edu/~dclib/.

B. GALILEO

GALILEO, the electronic portion of the Chancellor's statewide library initiative, is available to Darton State College Library users. GALILEO combines all the library resources within the University System of Georgia, and makes them available to each individual library. GALILEO (Georgia Library Learning Online) can be accessed through the GALILEO workstations in the library or any workstation using a web browser such as Internet Explorer. GALILEO can be accessed from off campus with a password. You may get the password from the circulation desk. Passwords will not be given out over the phone. The password changes each semester. Passwords are also available online through library patron accounts.

Through GALILEO, patrons gain access to University System library catalogs, full text articles in core curriculum journals, periodical indexes (e.g. Readers Guide, Periodical Abstracts, Humanities Index, etc.), and various reference resources, such as encyclopedias. Newspaper and Dissertation abstracts, Georgia census data and Georgia state publications are just a few of the over 120 different databases available in GALILEO.

In addition to GALILEO, the statewide library initiative has funded three-day UPS service between University System libraries to support faster turnaround time for hard copy interlibrary loans. There is also a cooperative agreement among University System libraries to fax items when possible for increased turnaround time with periodical interlibrary loan requests.

The library collection can be accessed through GIL (GALILEO Interconnected Libraries). GIL is an extension of GALILEO. It's a gateway to information resources held at Darton State College and in the University System of Georgia Libraries. The URL for GIL is http://gil.darton.edu/

C. SERVICES, ACTIVITIES, RESOURCES

The library welcomes and encourages suggestions by part-time faculty on books, periodicals and media/non-print materials for purchase. Submit acquisition requests for books to the Acquisitions Librarian at 317-6760; periodicals to the Serials Librarian at 317-6933; and media/non-print materials to the Director at 317-6760. An online form is available for acquisition suggestions at: http://www.darton.edu/~dclib/forms2007/suggestions-intro.php

Library instruction for your class or yourself can be scheduled by contacting the Circulation Desk at 317-6766. If you are teaching a distance education class (TV, online, etc.) and need library instruction, please call 317-6765. The library staff will work with you to develop an instructional packet that will fit your classroom needs. **Library instruction requests should be made at least one week in advance.**

If you wish to bring your class for research in the library, please call 317-6765 or 317-6766 in advance. This will alert the library staff to make sure personnel is available to help your students and avoid the possibility of several classes vying for the same resources. **Please give one week's notice when you are bringing your class for research.**

The fax machine is available on the second floor for official use during the hours 8:00 a.m. - 5:00 p.m., Monday - Friday.

A SCANTRON Test Scorer machine is available in the library reproduction room G-114 on the first floor. Score sheets and test evaluation forms are available through individual departments.

Interlibrary loan is available to all Darton students, faculty and staff. Forms are available at the circulation desk, through the library homepage website, or you may call and request interlibrary loan forms be sent to you through campus mail.

Part-time faculty may use their Darton ID card to check out books from the library. Darton students also use their Darton ID card for these privileges.

Reserve material is housed behind the circulation desk. Reserve material should be brought to the circulation desk two full days **before** informing classes. Please complete the "Place materials on reserve" form available at the following URL and present the form with your reserve material. www.darton.edu/~dclib/forms2007/course_reserves_form.php

D. MEDIA SERVICES

Contact the Technology Services Division at 317-6704 for media equipment, to report media problems, or for other instructional technology questions.

All matters related to Channel 19 television broadcasts and teleconferences should be directed to the TV Operations Manager at 317-6771. All matters related to distance learning should be directed to the division dean or Division Online Support Specialist. A shell will be created for each course you teach. It is then up to you to either copy from a previous course or make changes to the shell.

E. COMPUTER SERVICES

The Darton State College Computer Lab is located in the Administration Building (A-building). The primary function of the Lab is to provide computer hardware and software for student use in preparing classroom assignments. The Lab is staffed by students to assist users with such tasks as logging into the campus network, routing output to printers and resolving problems with proper function of machinery.

Lab personnel may help users with the common tasks of printing, retrieving and saving files. Personnel are **NOT** on duty to help users with the content of assignments and are **NOT** available for individual tutoring while working in the Lab. For help with assignments, students should see their instructors.

F. REPORTING CLASSROOM COMPUTER, PRINTING, OR SOFTWARE PROBLEMS

If you experience an emergency problem with computer hardware, software or a printer that is interfering with class activities during the day, please report this by phone to the help desk at 317-6704. They will respond as quickly as possible and attempt to correct the problem immediately.

If the emergency problem occurs during an evening class, the instructor should call a Technology Services Division Technician at 317-6704. A full time Technician is available in the Multi Media Lab until 8pm or the Computer Lab until 10pm. Each location receives calls placed to 317-6704.

VII. A FEW ADDDITIONAL ITEMS OF INFORMATION FOR PART-TIME FACULTY

1. Faculty should dress in a professional manner when teaching class.
2. Faculty should check their email and division mailboxes on a regular basis.
3. Faculty should respond to emails asking them to report student attendance, progress, and grades in a timely manner, meeting the required deadlines.
4. The University System of Georgia Strategic Plan Has Six Goals. They are:

   - Renew Excellence in undergraduate education to meet students' 21st century educational needs.

   - Create enrollment capacity to meet the needs of 100,000 additional students by 2020.

   - Increase the USG's participation in research and economic development to the benefit of a Global Georgia. Enhance and encourage the creation of new knowledge and basic research across all disciplines.

   - Strengthen the USG's partnerships with the state's other education agencies.

   - Maintain affordability so that money is not a barrier to participation in the benefits of higher education.

   - Increase efficiency, working as a System

APPENDIX

APPENDIX A: COLLEGE 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 educational 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.

APPENDIX B: COLLEGE CALENDAR

Fall Semester, 2012
July 9-12   Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
July 12   New Student Registration (Invitations to be mailed)
July 26   Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.
August 10   New Faculty report
August 13   President's State of the College Address
August 14   Registration
9:00 A.M. – 12:30 P.M.
                 3:00 P.M. – 6:30 P.M.
Fees are due on this day
August 15   Regular & A-term classes begin
August 16   Late Registration and Drop/Add
10:00 A.M. – 12:00 P.M.
                 4:00 P.M. –6:00 P.M.
                 Fees plus the $25.00 late fee are due on this day
September 3   Labor Day Weekend - College closes at 5:00
Friday, August 31, and will reopen for regular
scheduling Tuesday, September 4, 2012
September 11   Last day to drop A-Term classes without academic penalty
October 4   B-Term Registration
9:00 A.M. – 12:30 P.M.
                 3:00 P.M. – 6:00 P.M.
                 Fees are due on this day
October 5   A-Term last day of classes
October 8   Last day to drop Full-Term classes without academic penalty
October 8   A-Term finals
October 9   B-Term begins
October 15-16   Faculty/Staff Professional Development – College closed
November 5   Web registration available
TBA   Regents Test
November 5   Last day to drop B-Term classes without academic penalty
November 12-16   Spring Advising/Pre-registration or currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
November 14   Spring Advising/Pre-registration for currently enrolled
                 students
                 Wednesday 8:00 A.M. – 12:00 noon
November 14   Registration for new and readmitted students
                 Invitations to be mailed
Nov. 21-25   Thanksgiving - College closes at 5:00 Tuesday, November 20
and will reopen for regular scheduling Monday, November 26
December 5   Last day of scheduled classes, last day to drop Full-Term and B-Term
classes with penalty
December 6-11   Finals Full-Term & B-Term
December 11   Fees due for Pre-registered Spring classes by 5:00 P.M. or classes will be dropped.
December 11   Allied Health pinning 3:00 p.m.
Nursing pinning 4:30 p.m.
                 Commencement 7:00 p.m.
December 12   Grades due to Registrar
TBA   Campus Closed – Christmas holidays

Spring Semester, 2013
November 5   Web registration available
November 12-16   Spring, 2013 Advising/Pre-registration
January 2   Registration
                 9:00 a.m. - 12:30 p.m.
                 3:00 p.m. - 6:30 p.m.
                 Fees are due this day
January 3   Regular & A-term classes begin
January 4   Late Registration and Drop/Add
                 10:00 a.m. - 12:00 p.m.
                 4:00 p.m. - 6:00 p.m.
                 Fees plus the $25.00 late fee are due on this day.
January 21   Martin Luther King Day – College closed
                 College closes at 5:00 p.m.Friday, January 18 and will reopen for
                 regular scheduling Tuesday, January 22
January 30   Last day to drop A-Term classes without academic penalty
                 May affect financial aid.
February 18-19   The College will be closed February 18-19 for Faculty/Staff workshops
                 no classes are scheduled. February 16, Saturday classes, will be held as usual.
February 26   B-Term Registration
                 10:00 a.m. - 12:00 p.m.
                 4:00 p.m. - 6:00 p.m.
                 Fees are due on this day
February 27   A-Term last day of classes
February 28   A-Term finals

February 28	Last day to drop Full-Term class or withdraw from College
	without academic penalty
	May affect financial aid.
March 1	B-Term begins
March 22-23	Friday evening and Saturday classes before spring break will be held
March 25-29	Spring break - classes dismissed – College open
April 2	Last day to drop B-Term classes without academic penalty
April 8	Web registration available
April 15-19	Summer & Fall Advising/Pre-registration for currently enrolled students
	Monday-Tuesday: 8:00 a.m. to 6:30 p.m.
	(phone registration 4:00 p. m.- 6:30 p.m.)
	Wednesday: 8:00 a.m. to 12:00 p.m.
	Thursday-Friday: 8:00 a.m. to 5:00 p.m.
April 17	Registration for New/Readmitted students 3:00 p.m. - 6:00 p.m.
TBD	Honors Awards Ceremony
April 29	Last day of scheduled classes, last day to drop Full-Term and B-Term
	classes with penalty
	May affect financial aid.
April 30-May 3	Finals Full-Term & B-Term
May 3	Fees due for Pre-registered Summer classes by 5:00 p.m.or classes will be dropped.
May 3	Allied Health Pinning 3:00 p.m.
	Nursing Pinning 4:30 p.m.
	Commencement 7:00 p.m.
May 6	Grades due to Registrar 8:00 a.m.

Summer Semester, 2013

April 8	Web registration available
April 15-19	Summer & Fall Advising/Pre-registration for currently enrolled
	students M-F 8:00 a.m. - 6:30 p.m.
May 20	Summer Registration
	9:00 a.m. - 12:30 p.m.
	3:00 p.m. - 6:30 p.m.
	Fees are due this day
May 21	Regular & A-Term classes begin
May 22	Late Registration and Drop/Add
	10:00 a.m. - 12:00 p.m.
	4:00 p.m. - 6:00 p.m.
	Fees plus the $25.00 late fee are due on this day.
May 27	Memorial Day College will close at 11:30 a.m. Friday, May 24 and reopen for regular classes Tuesday, May 28
June 5	Last day to drop A-Term classes without academic penalty
	May affect financial aid.
June 18	B-Term Registration
	10:00 a.m. - 12:00 p.m.
	4:00 p.m. - 6:00 p.m.
	Fees are due on this day
June 19	A-Term - Last day of class
June 20	Last day to drop Full-Term class or withdraw from College
	without academic penalty
	May affect financial aid.
June 20	A-Term finals
June 24	B-Term begins
July 1	Web registration available
July 4	Independence Day Observance – College closes after the last evening class
	Wednesday, July 3 and will reopen for regular scheduling Friday, July 5, 2013
July 8-11	Fall Advising/Pre-registration for currently enrolled students
	Monday-Tuesday: 8:00 a.m. to 6:30 p.m.
	(phone registration 4:00-6:30 p.m.)
	Wednesday: 8:00 a.m. to 12:00 p.m.
	Thursday: 8:00 a.m. to 5:00 p.m.
July 11	New Student Registration (Invitations to be mailed)
July 9	Last day to drop B-Term class without academic penalty
	May affect financial aid.
July 23	Last day of classes
July 24-25	Final examinations for Full-Term and B-Term classes
July 25	Fees due Pre-registered Fall classes by 5:00 p.m.or classes will be dropped.
July 26	Grades due to registrar

Fall Semester, 2013

July 8-11	Fall Advising/Pre-registration for currently enrolled
	students M-T 8:00 a.m. - 6:30 p.m.
July 11	New Student Registration (Invitations to be mailed)
July 25	Fees due Pre-registered Fall classes by 5:00 p.m.or classes will be dropped.
August 9	New Faculty report
August 12	President's State of the College Address
August 13	Registration
	9:00 a.m. - 12:30 p.m.

	3:00 p.m. - 6:30 p.m.
	Fees are due on this day
August 14	Regular & A-term classes begin
August 15	Late Registration and Drop/Add
	10:00 a.m. - 12:00 p.m.
	4:00 p.m. - 6:00 p.m.
	Fees plus the $25.00 late fee are due on this day
September 2	Labor Day Weekend - College closes at 5:00
	Friday, August 30, and will reopen for regular
	scheduling Tuesday, September 3, 2013
September 9	Last day to drop A-Term classes without academic penalty
	May affect financial aid.
October 3	B-Term Registration
	10:00 a.m. - 12:00 p.m.
	4:00 p.m. - 6:00 p.m.
	Fees are due on this day
October 4	A-Term last day of classes
October 7	Last day to drop Full-Term classes without academic penalty
	May affect financial aid.
October 7	A-Term finals
October 8	B-Term begins
October 14-15	Faculty/Staff Professional Development – College closed
November 4	Web registration available
November 4	Last day to drop B-Term classes without academic penalty
	May affect financial aid.
November 11-15	Spring Advising/Pre-registration for currently enrolled students
	Monday-Tuesday: 8:00 a.m. to 6:30 p.m.
	(phone registration 4:00-6:30 p.m.)
	Wednesday: 8:00 a.m. to 12:00 p.m.
	Thursday-Friday: 8:00 a.m. to 5:00 p.m.
November 13	Registration for New/Readmitted students 3:00 p.m. - 6:00 p.m.
Nov. 27- Dec 1	Thanksgiving - College closes at 5:00 Tuesday, November 26
	and will reopen for regular scheduling Monday, December 2
December 4	Last day of scheduled classes, last day to drop Full-Term and B-Term
	classes with penalty
December 5-10	Finals Full-Term & B-Term
December 10	Fees due for Pre-registered Spring classes by 5:00 p.m.or classes will be dropped.
December 10	Allied Health pinning 3:00 p.m.
	Nursing pinning 4:30 p.m.
	Commencement 7:00 p.m.
December 11	Grades due to Registrar
TBA	Campus Closed – Christmas holidays

Spring Semester, 2014

November 4	Web registration available
November 11-15	Spring, 2014 Advising/Pre-registration
	for currently enrolled students M-T 8:00 a.m. - 6:30 p.m.
	If you do not register during pre-registration, a $25.00 late fee will be charged for Final Registration
November 13	Spring, 2014 Advising/Pre-registration for currently enrolled students
	Wednesday 8:00 a.m. – 12:00 noon.
November 13	Registration for new and readmitted students
	Invitations to be mailed
January 6	Final Registration for full and A-Term
	9:00 a.m. – 12:30 p.m
	3:00 p.m.. – 6:30 p.m
	Fees plus the $25.00 late fee are due on this day.
January 7	Preparation Day – Campus is closed to the public except for K-Building Offices.
January 8	Regular & A-term classes begin
Jan 9	Second day of class
Jan 10	Drop/Add Day
January 20	Martin Luther King Day – College closed
	College closes at 5:00 p.m.Friday, January 17 and will reopen for
	regular scheduling Tuesday, January 21
	Last day to drop A-Term classes without academic penalty
February 27-28	The College will be closed February 27-28 for Faculty/Staff workshops
	no classes are scheduled. February 29, Saturday classes, will be held as usual.
March 3	B-Term Registration
	9:00 a.m. - 12:30 p.m.
	3:00 p.m. - 6:00 p.m.
	Fees are due on this day
March 4	A-Term last day of classes
March 5	A-Term finals
March 6	Last day to drop Full-Term class or withdraw from College
	without academic penalty
March 6	B-Term begins
March 28-29	Friday evening and Saturday classes before spring break will be held

March 30-April 6	Spring break - classes dismissed – College open
April 7	Web registration available
April 8	Last day to drop B-Term classes without academic penalty
April 14-18	Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 a.m. - 6:30 p.m.
April 16	Summer & Fall Advising/Pre-registration for currently enrolled students Wednesday 8:00 a.m. - 12:00 noon.
April 16	Registration for new and readmitted students Invitations to be mailed
TBD	Honors Awards Ceremony
May 2	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
May 5-May 8	Finals Full-Term & B-Term
May 8	Fees due for Pre-registered Summer classes by 5:00 p.m.or classes will be dropped.
May 8	Allied Health Pinning 3:00 p.m. Nursing Pinning 4:30 p.m. Commencement 7:00 p.m.
May 9	Grades due to Registrar

Summer Semester, 2014

April 7	Web registration available
April 14-18	Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 a.m. - 6:30 p.m. If you do not register during pre-registration, a $25.00 late fee will be charged for Final Registration
April 16	Summer & Fall Advising/Pre-registration for currently enrolled students Wednesday 8:00 a.m. - 12:00 noon.
April 16	Registration for new and readmitted students Invitations to be mailed
May 19	Final Registration for Summer full and T-Term 9:00 a.m. - 12:30 p.m. 3:00 p.m. - 6:30 p.m. Fees plus the $25.00 late fee are due on this day.
May 20	Preparation Day – Campus is closed to the public except for K-Building Offices
May 21	Regular & A-Term classes begin
May 22	Second day of class
May 23	Drop/Add Day
May 26	Memorial Day The campus will close at 11:30 a.m. Friday, May 23 and reopen for regular classes Tuesday, May 27
June 5	Last day to drop A-Term classes without academic penalty
June 23	B-Term Registration 9:00 a.m. - 12:30 p.m. 3:00 p.m. - 6:00 p.m. Fees are due on this day
June 24	A-Term - Last day of class
June 25	Last day to drop Full-Term class or withdraw from College without academic penalty
June 25	A-Term finals
June 26	B-Term begins
June 30	Web registration available
July 4	Independence Day Observance – College closes at 10:30 p.m. Thursday, July 3, and will reopen for regular scheduling Monday, July 7, 2014
July 7-10	Fall Advising/Pre-registration for currently enrolled students M-T 8:00 a.m. - 6:30 p.m.
July 9	New Student Registration (Invitations to be mailed)
July 9	Registration for new and readmitted students (Invitations to be mailed)
July 10	Last day to drop B-Term class without academic penalty
July 22	Last day of classes
July 23-24	Final examinations for Full-Term and B-Term classes
July 24	Fees due Pre-registered Fall classes by 5:00 p.m.or classes will be dropped.
July 25	Grades due to registrar

Fall Semester, 2014

July 7-10	Fall Advising/Pre-registration for currently enrolled students M-T 8:00 a.m. - 6:30 p.m.
July 9	New Student Registration (Invitations to be mailed)
July 9	Registration for new and readmitted students (Invitations to be mailed)
July 22	Fees due Pre-registered Fall classes by 5:00 p.m.or classes will be dropped.
August 8	New Faculty report
August11	Final Registration for full and A–Term 9:00 a.m. - 12:30 p.m. 3:00 p.m. - 6:30 p.m. Fees plus the $25.00 late fee are due on this day
August 12	President's State of the College Address Preparation Day – Campus is closed to the public except for K-Building Offices.

August 13	Regular & A-term classes begin
August 14	Second day of class
August 15	Drop/Add Day
	10:00 a.m. - 12:00 p.m.
	4:00 p.m. - 6:00 p.m.
Aug 29 – Sept 1	Labor Day Weekend - College closes at 5:00
	Friday, Aug 29, and will reopen for regular
	scheduling Tuesday, September 2, 2014
Sept 9	Last day to drop A-Term classes without academic penalty
October 9 - 10	Faculty/Staff Professional Development – College closed
October 1	B-Term Registration
	9:00 a.m. - 12:30 p.m.
	3:00 p.m. - 6:00 p.m.
	Fees are due on this day
October 3	A-Term last day of classes
October 6	Last day to drop Full-Term classes without academic penalty
October 6	A-Term finals
October 7	B-Term begins
November 3	Web registration available
November 4	Last day to drop B-Term classes without academic penalty
November 10-14	Spring Advising/Pre-registration or currently enrolled students M-T 8:00 a.m. - 6:30 p.m.
November 12	Spring Advising/Pre-registration for currently enrolled
	students
	Wednesday 8:00 a.m. – 12:00 noon
November 12	Registration for new and readmitted students
	Invitations to be mailed
Nov. 26- Dec 1	Thanksgiving - College closes at 5:00 Tuesday, November 26
	and will reopen for regular scheduling Monday, December 1
December 3	Last day of scheduled classes, last day to drop Full-Term and B-Term
	classes with penalty
December 4-9	Finals Full-Term & B-Term
December 9	Fees due for Pre-registered Spring classes by 5:00 p.m.or classes will be dropped.
December 9	Allied Health pinning 3:00 p.m.
	Nursing pinning 4:30 p.m.
	Commencement 7:00 p.m.
December 10	Grades due to Registrar
TBA	Campus Closed – Christmas holidays

APPENDIX C: GRADE SUBMISSION INSTRUCTIONS

You MUST use Internet Explorer 5.0 or higher for MyDC - BANNER Web access. Netscape will not work with BANNER frames.

1. Open your web browser to the Darton State College home page (www.darton.edu)
2. Click the "My DC" link (top right)
3. Click the "BANNER Web" link
4. Click in the "User Name" area and type your User Name (ex. firstname.lastname)
5. Click in the "PIN" area and type your PIN number.
6. Click the "Login" button.
7. Click on the "Faculty-Banner" tab.
8. Click on "Enter Final Grades" menu at the bottom right hand side of the screen.
9. Choose term from drop down box and click on "Submit Term".
10. Choose a CRN from the drop-down box and click on "Submit CRN"
11. Enter grades for **each** student by choosing a grade from the drop-down box or tabbing and keying in the grade. After all grades are entered, click on the "Submit" button (bottom of the page). **If you fail to click on the submit button, the grades will <u>not</u> be entered.**
12. **If you have a student on your class roll that did not attend, please award an "F" grade and enter 0.00 under hours attended!**
13. If you have additional classes, click on "CRN Selection" at the bottom of the page. Select and submit the CRN.
14. Click on "Final Grades" and enter grades for this CRN. Repeat steps 10-13 until all grades are submitted.
15. Click on the "Exit" button and exit your browser.

Copies of grades are no longer submitted to the Registrar's Office **<u>unless</u>** you have students who meet the following criteria:

~~1. If you a student who never attended your class but is on your class roster, please assign a grade and note "non-attendance" on the grade sheet and submit to the Registrar's Office.~~

2. If you have a student who was in your class but does not show on your class roster, please write in the student's name, ID, and grade on the grade sheet and submit Registrar's Office. Distance Learning faculty can fax this information to us at 229-317-6606.

Reminder on "I" grades: Any time you report a grade of "I" you will be asked to complete an "Incomplete Grades" form via ~~Sharepoint~~ "Grade Surveys", showing the reason for the "I" grade. "I" grades will need to be satisfied by the student's next semester of enrollment or within the next twelve months, whichever comes first.   If "I" grades are not removed by that time, an "F" will be reported. **REMEMBER: "I" GRADES CAN ONLY BE AWARDED FOR NON-ACADEMIC REASONS. Please do not enter an "IP" grade or an "I" in BANNER. "IP" grades are only used for learning support classes. "I" grades are left blank in BANNER and a form must be submitted via Sharepoint. Your grades are not considered submitted until we receive the "I" form.**

Accessing Sharepoint:

If you have not requested access to SharePoint, please do so ASAP. You can do this by going to the url listed below. If you don't have access, you will get an "Access Denied" page. There is a "Request Access" link on that page, click on it. On the next page click on "Submit". I will receive an email request from you. Once I add your account you will receive an email notification. At that point, you will be able to login to the SharePoint site.

https://share.darton.edu/sites/darton

Using ~~***Sharepoint***~~ ***" Grade Surveys"***

- ***Go to the Darton State College website;***
- ***click Faculty & Staff; (top right corner);***
- ***click Email and Sharepoint Access;***
- ***click "Grades Surveys" (please use your Windows/Outlook password when prompted;***
-

It is recommended that PC users use internet explorer and mac users use safari.

- ***At this point, you will be the message: There is a problem with this website's security certificate-please click- "Continue to this website (not recommended)***
- ***Under Surveys (top left)-choose "Incomplete Grades";***
- ***click "respond to this survey"; please fill out form COMPLETELY!;***
- ***click "finish" button.***

When the student completes the work, you will use the "grade changes" icon instead of the "incomplete grades" icon.

If you need assistance with entering your grades via the web, please contact your departmental administrative assistant. If the administrative assistant is unable to resolve the problem, please call the Registrar's Office at 229-317-6544 or 229-317-6744 for further assistance. Please keep in mind that our office hours are Monday-Friday, 8:00 am to 5:00 pm.

Updated 12/09/10

APPENDIX D: SYLLABI REQUIREMENTS

A course syllabus represents a contract between the instructor and the student. Students rely on the course syllabus as their guide; therefore, the syllabus should state clearly (1) the student's academic responsibilities and requirements, (2) the instructor's disciplinary procedure for student academic dishonesty, and (3) the College's statement on reasonable accommodations for students with disabilities.

If a conflict occurs between a student and a faculty member, the Division Chair and/or VPAA will try to resolve the issue by examining the guidelines defined on the syllabus.

For each course taught, a printed syllabus must be developed and distributed to the students on the first class meeting. A copy of the syllabus should be provided to the Office of the division dean prior to the first class meeting. At a minimum, the syllabus will include the following. Check with your division dean for more details.

Syllabus information was sent to you via email from your academic dean. However, below is some more information that will help you create your course syllabus.

We have removed the college policies from our syllabi. Some divisions have also removed the course data (check with your dean if you are unsure). This is to cut down on the amount of paper that we use for copies but also to ensure that each course will be using consistent information. Though these college policies (and possibly course data) will not be included on each syllabus, you **must** include the following statement on each syllabus to direct students to the information:

> **SPECIFIC COURSE POLICIES:** For full information regarding Darton State College course policies (Disability Statement, Academic Honor Code, Drug and Alcohol Policy, etc.), please review the college policies available at http://www.darton.edu/CoursePolicies. Students are responsible for accessing this information online; however, if you would like a print copy of this information, please contact your instructor. Instructor-specific course policies are listed in this syllabus.

Many of you already include the information that is necessary on your syllabi. However, as a recap, you should include all of the information listed below.

- Name of division
- Course department number and name of course
- Instructor name
- Email
- Phone
- Office location and hours
- Additional contact information if possible
- Required texts
- Darton State College policies statement
- Specific course policies (i.e. grading, attendance, personal policies)
- Any specific policies required by your program or division
- Course schedule

If your division does not have a course data sheet, your syllabus must also include the following:
- Credit hours
- Course description
- Exit requirements
  - Prerequisite or corequisite
  - Student learning outcomes
  - Assessment

To obtain a list of student learning outcomes and assessment for each course, visit
http://sacs.darton.edu/courseinfo/index.html.

Of course, feel free to ask for help from your dean, your coordinator, or your online lead. A
copy of each syllabus is due to your division office at the beginning of each semester.

Important Dates for Fall

Code	Term	Dates	Enrollment Verifications	Last day to drop without penalty	Grades Due
1	Full Term	8/15-12/5	8/24-8:00am	10/8/12	12/12 noon
T	LS	8/15-12/5	8/24-8:00am	10/8/12	12/12 noon
A	A-Term	8/15-10/5	8/24-8:00am	9/11/12	10/10 noon
B	B-Term	10/9-12/5	10/18-8:00am	11/6/12	12/12 noon

APPENDIX E: ENROLLMENT VERIFICATION INSTRUCTIONS

You MUST use Internet Explorer 5.0 or higher for BANNER Web access. Netscape will not work with BANNER frames.

1. Open your web browser to the Darton State College home page (www.darton.edu)

2. Click the "MyDC" link (top right)

3. Click in the "User Name" area and type your User Name (ex. frances.carr).

4. Click in the "PIN" area and type your PIN number (**Note:** If you do not know your pin, you will need to contact the Help Desk at 229-317-6704. Operating hours for the Help Desk are M-F, 8:00am to 5:00pm)

5. Click the "Login" button

6. Click on the "Faculty-Banner" tab.

7. Click on "Confirm Attendance " menu at the right hand side of the screen.

8. Choose term from drop down box and click on "Submit Term"

9. Choose a CRN from the drop-down box and click on "Submit CRN"

This is your class roster. If you wish, you can print this to use in class.

10. Under the "Attend Hours" column, you will need to put a "0" by each student who is NOT attending. This will indicate to us that this student is a NO SHOW!

11. For a class that everyone is present and there are NO "No Shows" to report, you will need to put a "1" under "Attend Hours" for just ***one*** random student in that class!

12. After all enrollment info has been entered, click on the "Submit Changes" button. If you fail to click on the submit button, the data will not be entered.

13. If you have additional classes, click on "CRN Selection" at the bottom of the page. Select and submit the CRN. Continue this process until "ALL" your CRNs have been processed!

APPENDIX F: COMPUTER USE POLICY

An interactive logon message is deployed to each networked Windows computer. The message reads: "*By logging on to this system you agree to have read and abide by the Information Systems Use Policy.*" From this interactive logon message, further action on the computer requires users to click an acknowledgement before they are able to log onto a networked Windows computer. The purpose of this interactive message and acknowledgement is to ensure all computer users are made aware of the *Information Systems Use Policy*, agree to having read the policy, and agree to abide by the policy.

Since the interactive logon message is only deployed to networked Windows computers, those users who exclusively or primarily work on a Mac computer may not be aware of the *Information Systems Use Policy*. For those of you who are not familiar with the policy, the policy is conveniently located on the Darton web page.

To locate the *Information Systems Use Policy,* go to the www.darton.edu web page, hover over "Faculty & Staff." On the drop menu, click "Policies and Procedures." This will open the main page for "Policy Documents & Policy and Procedures Manuals." On this page, under the "I's", the third item down is the link to "*Information Systems Use Policy.*" This is the policy referenced by the interactive logon message on the Windows computers. Please take time to carefully read the policy. All computer users are expected to be aware of the policy, and abide by the policy.

For a direct link to the policy; http://www.darton.edu/TSD/is_policy/12/20120131-Information_Systems_Use_Policy.pdf

APPENDIX G: ONLINE TEACHING DESCRIPTION/PAY

Darton State College is a dynamic, public two-year comprehensive community college and unit of the University System of Georgia. The College is located in Albany, GA, and has a local 14 county service area. The College actively recruits throughout the state, nationally and internationally. Opened in 1966, Darton State College has experienced a growth rate of over 40 percent in the last five years and currently enrolls over 5,000 students in transfer and career two-year associate degree programs and one-year career certificate programs.

Darton State College, which has won numerous awards in technology, offers 31 associate degrees fully online, 15 certificates and over 150 courses online. Additionally many of the Allied Health degree and certificate programs may be partially completed online (clinical components are required).

Qualified applicants, with a proven track record in online teaching, are invited to apply and grow with Darton State College.

Darton State College offers a certificate program in Instructional Technology, which is fully online. This certificate is comprised of five courses that will uniquely prepare an instructor in the pedagogy of online teaching. As a part of this certificate *Facilitating Learning Online* (FLO) is presented. The purpose of FLO is to introduce faculty to the theory of quality online teaching. Online instructors are encouraged to complete the Instructional Technology Certificate program or at a minimum complete the FLO course component of it. Instructors should have a working knowledge of D2L Vista prior to enrolling in the FLO course.

Responsibilities of the position include:

- Teach/facilitate each course(s) in accordance with college-approved online master course content.
- Prepare and distribute a course syllabus to students, based upon the college-approved syllabus.
- Develop and provide guidelines for student participation in online course(s.)
- Develop and provide guidelines for the determination of grades consistent with the College's grading standards.
- Login to each online class at least once every 24 hours and respond to student emails within 24 hours of receipt.
- Be actively participating in the online course three to four days per week.
- Hold a minimum of 2 office hours weekly via available technology
- Actively facilitate course content, guide student discussion and provide frequent, timely meaningful feedback to online students.
- Submit class roles, grades, etc., by institutional required deadlines.
- Maintain required records and reports for each course assigned.
- Refer students with special needs to the appropriate College resources.
- Utilize Darton email to stay informed about institutional information and for all communication with Division of Online Learning

Minimum requirements for the position include:
- Prior experience teaching online with a minimum of three online courses. (**Only applicants with prior online teaching experience will be considered.)**
- Must have a passion for helping students learn online
- Broadband Internet access and adequate computer to handle D2L Vista
- Masters degree from an accredited institution with a graduate major concentration, or a minimum of an additional eighteen (18) graduate semester hours, in the primary teaching field.

Contract Provisions:
- This is a part-time temporary faculty position with the specified academic term as the term of employment.
- Each course has a minimum number of students needed in order for it to run and a maximum capacity. On occasion you may be asked to take a number of students beyond the maximum for which you could be compensated for each additional student, usually at a rate of $50 per additional student. Please see your division dean for details on these capacities.
  - NOTE: the total number of students enrolled in your course is determined by student enrollment the day after Late Registration.

	Base Pay	After 3 Terms	After 6 Terms	Caps Out After 9 Terms
Master Degree	$600/cr. hr.	$625/cr. hr.	$650/cr. hr	$675/cr. hr.
Doctor Degree	$800/cr. hr.	$825/cr. hr.	$850/cr. hr.	$875/cr. hr.

A complete application must include:
- Cover letter explaining your relevant experience and qualifications.
- A current resume'/vita which includes evidence of online teacher training and prior successful online teaching experience.
- In order to be considered for this adjunct position, you must submit unofficial transcripts of *all* college work. Official transcripts with college/university seal will be required prior to employment.
- Finalists will be required to submit to a background investigation.

Address all inquiries, nominations, and applications to:

Online Learning Program
Darton State College
2400 Gillionville Road
Albany, GA 31707-3098
Or email
onlineinfo@darton.edu

APPENDIX H: ON CAMPUS ADJUNCT PAY

Contract Provisions:
- This is a part-time temporary faculty position with the specified academic term as the term of employment.
- Each course has a minimum number of students needed in order for it to run and a maximum capacity. On occasion you may be asked to take a number of students beyond the maximum for which you could be compensated for each additional student, usually at a rate of $50 per additional student. Please see your division dean for details on these capacities.
  - NOTE: the total number of students enrolled in your course is determined by student enrollment the day after Late Registration.

	Base Pay	After 3 Terms	After 6 Terms	Caps Out After 9 Terms
Master Degree	$600/cr. hr.	$625/cr. hr.	$650/cr. hr	$675/cr. hr.
Doctor Degree	$800/cr. hr.	$825/cr. hr.	$850/cr. hr.	$875/cr. hr.

APPENDIX I: ONLINE COURSE REVIEW PROCESS

The course review instrument for online adjuncts is the result of a collaborative effort between the Online Learning Coordinator, Online Lead Faculty from each division, and the Online Education Committee. We believe that higher expectations combined with a more concerted review technique will raise the excellence of online courses at Darton even further. This course review instrument was implemented summer 2012.

Each online section taught by an adjunct will be initially reviewed. Those instructor/course pairings who have longevity teaching with Darton College and receive an acceptable evaluation may be "certified" and placed on a less frequent review cycle. Those instructor/course pairings not certified will be reviewed each term taught.

The process:
- Preterm Review/Checklist – Completed two weeks prior to semester start
  - Completed by Division Online Support Specialist and Online Learning Coordinator
- Review/Checklist #1 – Completed after enrollment verifications
  - Administrative portion completed by Division Online Support Specialist and Online Learning Coordinator
  - Instructor Interactions/Discussion portion completed by Online Lead Faculty or other appointee
- Review/Checklist #2 – Completed 2 to 4 weeks following review #1 (depending on if abbreviated or full term)
  - Administrative portion completed by Division Online Support Specialist and Online Learning Coordinator
  - Instructor Interactions/Discussion portion completed by Online Lead Faculty or other appointee
- Review/Checklist #3 – Completed 2 to 3 weeks prior to end of semester.
  - Completed in its entirety by Online Lead Faculty or other appointee
  - Recommendation forwarded to Online Learning Coordinator
- Final Review – Completed no later than 3 weeks after semester end
  - Completed in its entirety by Online Lead Faculty or those versed in the discipline.
  - Recommendation may be made at this point to certify the instructor/course pairing which would place the instructor/course pairing on a less frequent review cycle.

Reviews of all adjuncts teaching online sections will be housed electronically under the supervision of the Online Learning Coordinator. The online adjunct database will be updated to reflect when evaluations have been completed, are due, and when instructor/course pairings have been certified. Reports will be supplied to Academic Division Deans to facilitate the scheduling of online classes.

APPENDIX J: ADEQUATE FULL-TIME FACULTY POLICY

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.

APPENDIX K: PART-TIME FACULTY LOAD POLICY

Per University System of Georgia, Board of Regents policy, a part-time faculty member may not have a commitment that exceeds 50% of that of a full-time faculty member in any fiscal year. A full-time faculty member has a work schedule of 35 weekly hours for fall semester, 35 weekly hours for spring, and 30 weekly hours for summer. This gives a total of 100 working hours so by the rule above a part-time faculty member must have an annual workload of 49 weekly hours or less.

By formula we calculate the number percentage a full-time faculty member spends in the classroom teaching. We start with the regular teaching load for a faculty member based on discipline (e.g. 15 for English, Math, or History and 18 for science). We then use the amount of required Office Hours as the basis for calculating additional instructional time (grading, helping students, etc.) We do not count the On Campus hours because these are spent performing tasks that part-time faculty are not required to do, such as attend meetings, serving on committees, and advising. Based on these numbers we calculate the **percentage of work hours spent in the classroom** (see Excel document titled "Part time load formula"). This percentage of the 49-hour annual workload gives us the maximum number of contact hours a faculty member teaching in that discipline is permitted to work during each fiscal year.

Therefore, the Part-time faculty load guidelines are based on the discipline. Some examples are shown below:
- 15 hour disciplines (Math, English, History, …)
  - Fall: No more than three classes, no more than 10 total credit hours
  - Spring: No more than three classes, no more than 10 total credit hours
  - Summer: No more than two classes, no more than 7 total credit hours
- 18 hour disciplines (Biology, Chemistry, …)
  - Fall: No more than two six contact hour courses
  - Spring: No more than two six contact hour courses
  - Summer: No more than one six contact hour course
- **Exceeding** these hours for any semester **requires** written approval from the Vice President for Academic Affairs.

If these guidelines are exceeded in the fall and/or spring, the part-time faculty member's total for the fiscal year must be kept below the total credit hour cap calculated on the Excel spreadsheet, including the summer semester.

Under no circumstances may a part-time faculty member teach more than the total credit hour cap calculated on the Excel spreadsheet in a fiscal year.

APPENDIX L: NOTIFICATION OF ADDITIONAL FEES/MONETARY REQUIREMENTS BY COURSE

PURPOSE:
This policy sets forth the procedure for notifying students of additional course fees and monetary requirements as mandated by Federal Requirement 4.8.

PROCEDURE:
Students will have access to information regarding additional course fees and monetary requirements prior to making registration decisions. Typically, additional fees or monetary requirements must not be added to a course following the registration period for a particular term.
To ensure that all students are aware of this information, each semester the college will:
- Contact instructors prior to registration to determine if a course will have additional requirements (proctored testing, etc.).
- Update information as needed on Darton State College's Online Learning website under "Additional Course Fees"
- Display current information throughout the registration area on registration days.
- Display the following message in MyDC for students who web-register: Some courses require additional fees, the purchase of additional course items (other than books), and/or proctored testing. Please visit http://online.darton.edu and click Additional Course Fees to check the courses for which you are registering.

APPENDIX M: Complaint Resolution for Distance Learning

PURPOSE:
This policy sets forth the procedure for complaint resolution for distance learning students.

PROCEDURE:
Darton State College is committed to providing students at a distance with an exceptional educational experience that is transparent, efficient, stimulating, and fair. Prospective and current students who feel that Darton State College has not lived up to those standards may register a complaint. Information on this process can be found at http://www.darton.edu/resources/concerns.php.

APPENDIX N: E-mail Policy for Online Students

PURPOSE:
This policy outlines the Darton State College's requirements for student e-mail correspondence.

PROCEDURE:
All students, inclusive of faculty and staff who are taking classes at Darton State College, must use the learning management system (D2L) e-mail within the class (if appropriate) or their Darton student e-mail account (MyDC) for all correspondence with the course instructor(s).

APPENDIX O: Attendance Defined for Online Courses

PURPOSE:
This policy sets forth the procedure for attendance in online courses to remain in compliance with state and federal regulations to maintain accurate attendance records.

PROCEDURE:
Darton State College expects online students to participate in all instructional activities. Online courses will have, at a minimum, weekly mechanisms for student participation, which can be reviewed, documented, and reported. (Email and other correspondence lack transparency, therefore, do not qualify as methods that may be counted for weekly attendance assignments.)

An online academic week (for attendance purposes) is defined as Monday 12:00 a.m. through Sunday 11:59 p.m. EST. excluding school holidays and closings.

For purposes of establishing attendance in their online class, students must attend weekly and one of the following items (showing academic progress) must be completed each week as directed by the instructor and outlined in the syllabus:

- Submit an academic assignment using D2L tools/features (excluding e-mail) and/or through publisher website assignments
- Complete a quiz or exam
- Participate in a discussion board assignment

Note: Logging into class without active participation as defined above does not count as weekly attendance. Assignments submitted in a week other than the one when the assignment is due will not count towards attendance for the previous week; participation must occur during the week attendance is counted.

Students who have extraordinary circumstances (deployment, surgery, etc.) may be exempt from weekly attendance requirements for a set number of weeks if requested and coordinated with the instructor. (Requests should be made in writing and when possible in advance.)

Students are strongly encouraged to log into class at least three times a week in order to immerse themselves fully in the subject matter and benefit from the learning experience.

APPENDIX P: Online Student Engagement Requirements

PURPOSE:
This policy sets forth the definition of an online credit hour as required by SACS standard 3.4.6.

PROCEDURE:
Instructors who teach one or more classes online will design their online courses to meet the following online credit hour requirements.

Student engagement in the online course may be defined by instruction and assignments which address a variety of learning styles and utilize a variety of resources. These resources may include lecture, discussion, research, blogs, at-home labs, group work, and other tools available for instructional delivery. Instruction and assignments in the online course should engage the student in active learning through synchronous and/or asynchronous methods. Minimum engagement times are listed in the table below.

Course Credit Hours	Full Term Minutes of Engagement per week	Full Term Hours of Engagement per week	A or B Term Minutes of Engagement per week	A or B Term Hours of Engagement per week
1 Credit Hour	150	2.5	300	5
2 Credit Hours	300	5	600	10
3 Credit Hours	450	7.5	900	15
4 Credit Hours	600	10	1200	20
5 Credit Hours	750	12.5	1500	25

Courses that have greater contact hours than the number of hours awarded for credit should follow the number of engagement minutes listed in SACS documentation for 4.9.