

Albany State University



Staff Employees Handbook

2007-2008

The Albany State University (ASU) Staff Handbook is designed to provide staff members with information regarding some of the policies and procedures related to staff employment at ASU. Contained herein are many of the policies that directly affect the ongoing performance and duties of ASU staff members. Many of the policies recorded in this handbook were taken directly from the ASU Fiscal Affairs Policies and Procedures Manual and the Board of Regents (BOR) Policy Manual; others are summations of policies that appear in these and other manuals and documents.

The publication of this Staff Handbook is significant in the growth of Albany State University as a premiere institution of higher learning. The University has long been known as a place where the voice of and energy of the staff was important. This handbook crystallizes that point of view.

In the interest of economy, duplication of information readily available from other sources is minimized, although every effort has been made to include in this document the majority of the major policies affecting staff members. Occasional references will be made to those other sources and the staff member is invited to consult those sources for information. To this end, all staff are urged to familiarize themselves with the ASU Fiscal Affairs Policies and Procedures Manual, the Undergraduate and Graduate Bulletins, the Policy Manual of the Board of Regents of the University System of Georgia, and the BOR Academic Affairs Handbook.

This handbook is prepared for the convenience of ASU staff and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In cases of divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. It is expected that this staff handbook will undergo regular revision as policies change over time.

Everette J. Freeman
President

**ALBANY STATE UNIVERSITY
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STATEMENT

This Handbook is a summary of information from the original documents cited in the Handbook's footnotes. This Handbook is provided for information purposes. The original sources should be consulted for complete and up-to-date policies.

The Board of Regents is the controlling authority for all institutions within the University System of Georgia. The Board of Regents' policies shall prevail over the University's policies in all situations including conflicts and omissions.

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THE UNIVERSITY SYSTEM OF GEORGIA

SECTION 100 BOARD OF REGENTS¹

Albany State University, as one of the state-supported colleges and universities comprising the University System of Georgia, is governed by the Board of Regents.

The constitutional board is made up of 15 members appointed by the Governor and confirmed by the State Senate for staggered terms of seven years each. One member is chosen from each of the state's ten congressional districts with five members representing the state at large.

The Constitution of the State of Georgia charges the Board of Regents with responsibility for *government, control, and management of the University System of Georgia*. The Board has final authority over all physical properties of the University System's colleges and universities, over the offering of courses of study and degree programs, and over employment of staff and other System personnel. State appropriations for the University System are requested by and are made to the Board of Regents. Allocations of the appropriations are made by the Board.

Section 101 OFFICERS OF THE BOARD

Officers of the Board of Regents shall be Chair, Vice Chair, Chancellor, Secretary to the Board, and Treasurer.

CHAIRMAN: The Chairman is a member of the Board. His duties include presiding over the Board meetings, appointing all committees and executing all notes, contracts and other documents requiring the seal.

VICE CHAIRMAN: The Vice Chairman is a member of the Board and assumes all duties of the Chairman in his absence.

¹Source: *The University System of Georgia home page at*
<http://www.usg.edu>

Section 102 CHANCELLOR

The Board of Regents shall elect the Chancellor who shall hold office at the pleasure of the Board. In case of any vacancy in the chancellorship, the Board shall name an Acting Chancellor to serve until the office of the Chancellor is filled.

The Chancellor shall be the chief administrative officer of the University System as well as the chief executive officer of the Board of Regents and, as such, shall perform those duties that are prescribed by the Board. The Chancellor shall be responsible to the Board for the prompt and effective execution of all resolutions, policies, rules, and regulations adopted by the Board for the order and operation of the entire University System and for the government of any and all of its institutions. The Chancellor's discretionary powers shall be broad enough to enable him/her to discharge these responsibilities. The Chancellor shall attend and he/she shall participate in, without the privilege of voting, all of the meetings of the Board and its committees except as otherwise determined by the Board and shall be an ex-officio member of all committees, without the authority to vote. The Chancellor shall make all recommendations regarding appointments, promotions, salaries, transfers, suspensions, and dismissals and shall recommend the appointment of all Presidents and all other administrative officers, members of instructional, research and extension staffs, and all other employees of the institutions and divisions of the University System, including all employees of the Office of the Board of Regents.

The Chancellor shall be a member of all faculties and other academic bodies having legislative authority within the University System. He/she shall decide all questions of jurisdiction, not otherwise specifically defined, of the several councils, faculties and officers. The Chancellor shall have the right to call meetings of any council, staff, or committee at any time.

The Chancellor shall have the power to veto any act of any council, staff, or committee of any institution within the University System, but in doing so shall transmit to the proper officer a written statement of the reason for such veto. A copy of each veto statement shall be transmitted to the Board of Regents.

Any council, staff, or committee shall have the right of appeal from a veto of the Chancellor to the Board and to be represented before the Board by any member or members chosen from said council, staff or

committee.

The Chancellor shall prepare and submit to the Board of Regents such annual and special reports concerning the University System as the Board may require. The Chancellor shall be the medium through which all matters shall be presented to the Board, and to the committees of the Board, including reports, recommendations, and suggestions from institutions, their staff members, employees, and students. The Chancellor may, on his/her own initiative, make such reports to the Board as will, in his/her opinion, be helpful to the members in the discharge of their duties.

The Chancellor shall be responsible for the preparation for the Board of a suggested allocation of state appropriations to the institutions of the System. This suggested allocation shall be accompanied by a statement on the basis of which it is to be determined. The suggested allocation shall be transmitted to the Board by the Committee on Finance and Business Operations with such modifications as the committee may deem necessary. Budgets of the member institutions shall be submitted by the heads of institutions of the University System to the Chancellor. When the Chancellor has approved the budgets, the Chancellor shall submit all of the budgets of the University System to the Board for final approval. The Chancellor shall be the regular channel through which policies of the Board of Regents shall be announced. The heads of the units shall not make any announcements of the Board's policies until so authorized by the Chancellor. The Chancellor may limit the matriculates to the educational facilities at the institutions of the System.

The Chancellor is authorized to execute all documents concerning federal aid to the University System of Georgia including, but not limited to, applications, acknowledgments of grants, and other necessary documents in the conduct of affairs on behalf of the Regents of the University System of Georgia in connection with the United States Government. The Chancellor is further authorized to settle any claim or dispute against the Board or its employees for an amount not to exceed \$100,000.

The Chancellor is authorized to develop procedures for approval of the following matters without the necessity of formal Board action:

- A. Adjunct (courtesy) appointments

- B. Graduate teaching assistant appointments
- C. Appointment of part-time staff members, other than those staff members over seventy years of age and/or those who have previously retired from the System.
- D. Reappointments of temporary staff, part-time staff, and aliens
- E. Changes of designation for approved degree programs and approved administrative units.
- F. Regents' Scholarship awards.

The Chancellor shall make all recommendations regarding the establishment or discontinuance of all positions in the Office of the Board of Regents. He/she shall recommend the appointment of administrative officers and all other employees of the Office of the Board of Regents.

For titles and duties of other officers, please see the reference (1), The University System of Georgia [home page](#).

110. ASU'S RELATIONSHIP WITH THE BOARD OF REGENTS

Each unit of the University System is responsible for the initiation and development of sound academic programs, research, community service programs, and the development of supporting administrative structure, staff, and physical plant for these programs. Each unit plans for its needs and initiates requests to the Board of Regents for program approval and the financial resources necessary for implementation.

ALPHABETICAL LISTING OF INSTITUTIONS

[Abraham Baldwin Agricultural College](#), Tifton
[Albany State University](#), Albany
[Armstrong Atlantic State University](#), Savannah
[Atlanta Metropolitan College](#), Atlanta
[Augusta State University](#), Augusta
[Bainbridge College](#), Bainbridge
[Clayton College and State University](#), Morrow
[Coastal Georgia Community College](#), Brunswick
[Columbus State University](#), Columbus
[Dalton College](#), Dalton
[Darton College](#), Albany
[East Georgia College](#), Swainsboro
[Fort Valley State University](#), Fort Valley
[Gainesville College](#), Gainesville
[Georgia College & State University](#), Milledgeville
[Georgia Gwinnett College](#), Lawrenceville
[Georgia Highlands College](#), Rome
[Georgia Institute of Technology](#), Atlanta
[Georgia Perimeter College](#), Decatur
[Georgia Southern University](#), Statesboro
[Georgia Southwestern State University](#), Americus
[Georgia State University](#), Atlanta
[Gordon College](#), Barnesville
[Kennesaw State University](#), Kennesaw
[Macon State College](#), Macon
[Medical College of Georgia](#), Augusta
[Middle Georgia College](#), Cochran
[North Georgia College and State University](#), Dahlonega
[Savannah State University](#), Savannah
[South Georgia College](#), Douglas

[Southern Polytechnic State University](#), Marietta

[University of Georgia](#), Athens

[University of West Georgia](#), Carrollton

[Valdosta State University](#), Valdosta

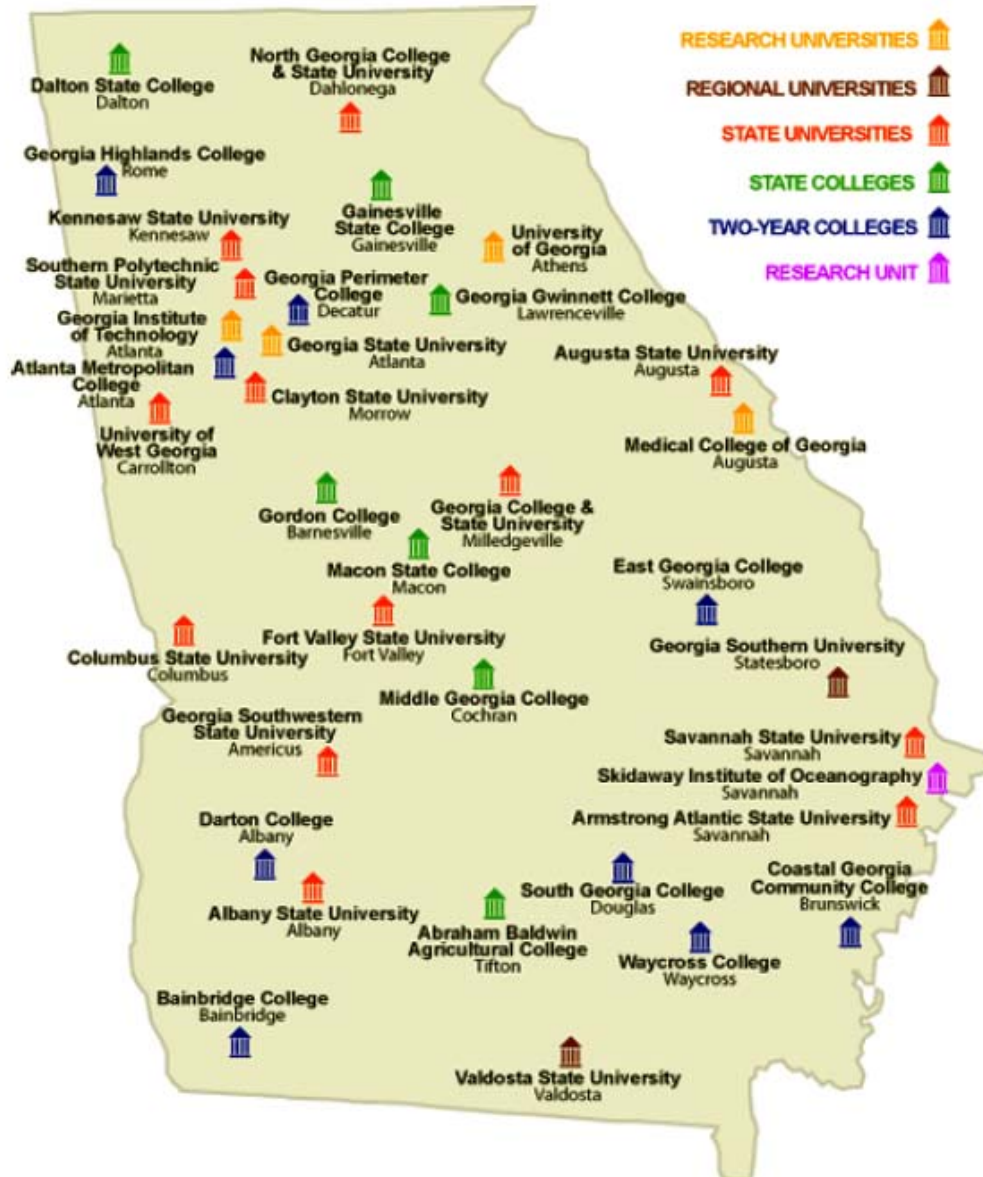
[Waycross College](#), Waycross

Independent Research Unit:

[Skidaway Institute of Oceanography](#), Skidaway Island-Savannah

Colleges & Universities

The map below shows the location of the 35 colleges and universities of the University System of Georgia (main campus sites).



ALBANY STATE UNIVERSITY

Section 200 MISSION STATEMENT²

Albany State University, a historically black institution in Southwest Georgia, has been a catalyst for change in the region from its inception as the Albany Bible and Manual Training Institute to its designation as a university. Founded in 1903 to educate African-American youth, the University proudly continues to fulfill its historic mission while also serving the educational needs of an increasingly diverse student population. A progressive institution, Albany State University seeks to foster the growth and development of the region, state and nation through teaching, research, creative expression and public service. Through its collaborative efforts, the University responds to the needs of all of its constituents and offers educational programs and service to improve the quality of life in Southwest Georgia.

The primary mission of Albany State University is to educate students to become outstanding contributors to society. Offering Bachelor's, Master's and Education Specialist degrees and a variety of non-degree educational programs, the University emphasizes the liberal arts as the foundation for all learning by exposing students to the humanities, fine arts, social sciences and the sciences. Global learning is fostered through a broad-based curriculum, diverse University activities and the expanding use of technology.

A leader in teacher education, nursing, criminal justice, business, public administration and the sciences, Albany State provides a comprehensive educational experience with quality instruction as the hallmark of all of its academic programs. The University embraces the concept of "students first" as a core institutional value and is committed to "education on a personal level." The University advocates the total development of students, especially the under served, and provides the wholesome academic environment in which students can study, learn and develop through their interaction with fellow students, staff, staff, administrators, visiting scholars and community leaders.

²Source: *Mission Statement, Albany State University, Flyer #ASU62397*

Consistent with the core mission of the University System of Georgia, Albany State University exhibits the following characteristics:

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

With other state universities in the University System of Georgia, Albany State University shares:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of an area of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and college-prepared student body, promotes high levels of student achievement, offers academic assistance, and provides developmental studies programs for a limited student cohort;
- a high quality general education program supporting a variety of disciplinary, interdisciplinary, and professional academic programming at the baccalaureate level, with selected Master's and Education Specialist degrees, and selected Associate degree programs based on area need and/or inter-institutional collaborations;

- a commitment to public service, continuing education, technical assistance and economic development activities that address the needs, improve the quality of life, and raise the educational level within the University's scope of influence;
- a commitment of scholarly and creative work to enhance instructional effectiveness and to encourage staff scholarly pursuits, and a commitment to applied research in selected areas of institutional strength and areas of need.

While Albany State University shares much in common with other state universities, it is dedicated to preparing leaders for under served populations and is committed to the following distinctive purposes:

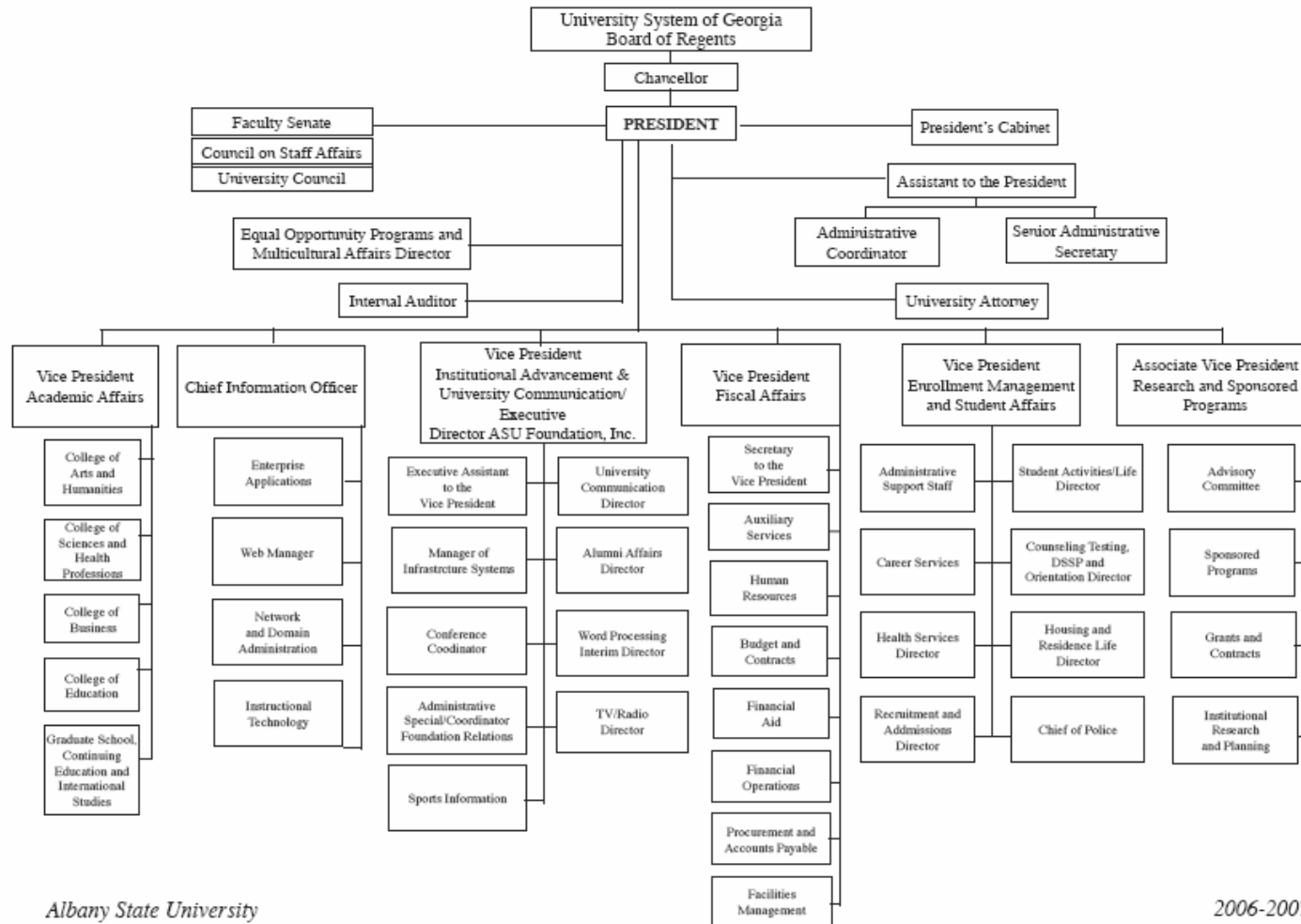
- providing quality educational experiences for under served populations in the region, state and nation;
- promoting and preserving the historical and culturally distinctive traditions which define African-American culture;
- offering a comprehensive array of programs in health care services, community development, human disabilities, cultural enhancement, business and economic development, international trade and entrepreneurship;
- graduating marketable students not only through technologically advanced academic programs but also through undergraduate research, studies abroad, internships, service learning and developmental pre-professional experiences;
- improving the quality of life of African-American males via the educational, research, intervention and service programs coordinated through the Center for the Study of the African-American Male.

COMMITMENT TO AFFIRMATIVE ACTION³

Albany State University recruits, admits, and provides services, financial aid, and instruction to all students without regard to race, religion, sex, handicap or national origin. The University is also an equal opportunity and equal rights employer in that all applicants for staff, staff and student employment positions are considered without regard to race, religion, sex, handicap or national origin.

³*Source: University Catalogue and Affirmative Action Office*
Created November 2006

Organizational Chart President for Albany State University



Section 210 ADMINISTRATIVE ORGANIZATION

The University is organized into four major administrative units: Academic Affairs, Fiscal Affairs, Student Affairs, and Institutional Advancement. Each of these units is headed by a Vice President who reports directly to the President. Additionally, other departmental units serving the campus are: Public Information, Police Department, and Instructional Technology & Administrative Systems.

Section 211 THE PRESIDENT

Elected annually by the Board of Regents, the President serves as the Chief Executive Officer of the University. The President shall be a member of the University staff and the presiding officer at staff meetings, assemblies and staff senate. The President shall be the Chairperson of the Executive Council⁴.

Section 211.01 Powers and Duties

The powers of the President shall be those ordinarily implied by the office and those set forth in the policy manual of the Board of Regents. The President is the chief spokesperson for the University and has the responsibility for defining goals, taking administrative action and facilitating public understanding. The President develops specific objectives and strives to meet specific educational and cultural needs. Besides working as liaison between the Board of Regents and the University staff and students, he/she also works closely with the community in the fulfillment of institutional objectives.

The President shall be a member of the University staff, the presiding officer of all legislative bodies established by the staff and an ex-officio member of all committees of the University. He/she makes recommendations for all appointments, reappointments, promotions, dismissals and compensation of all staff and staff of the University to the Board of Regents through the Chancellor. He/she presents, through the Chancellor, to the Board of Regents, views of the staff and students, including dissenting views in those areas and on those issues where the responsibilities are shared.

The President identifies and defines the responsibilities of other administrative staff who, serving at the

⁴*Source: Statutes of Albany State University (1997)*

President's discretion, guide and direct other functions necessary for the efficient operation of the University. Through memoranda and/or organizational charts, the President advises the University of organizational changes and shifts in the responsibilities of the administrative staff. The President confers all degrees, presides at the commencement ceremonies, and authorizes issuance of all diplomas and certificates.

On behalf of the Board of Regents, the President negotiates and signs research and service agreements between Albany State University and other public and private agencies.

Section 212 Executive Assistant to the President

The Executive Assistant to the President shall report to the President directly and shall be a member of the Executive Council and the President's Cabinet. He/she shall help in smooth operation of the President's Office by managing and coordinating staff, schedules and other resources. He/she shall represent the President at campus, community, regional and national programs and meetings, and serve as the University-community liaison. He/she shall also provide oversight for the Office of Public Information, Police department, Division of Instructional Technology and Administrative Systems, and Affirmative Action/Equal Opportunity Programs.

Section 213 Director of University Communications

Appointed by the President, the Director of University Communication shall be a member of the Executive Council and serve as the Council's recorder. The Director shall be responsible for the development, coordination and implementation of a multi-phase public relations (media relations) and marketing program for the University. Under this structure he/she shall be responsible for publications, information services, sports information and the Department of Word Processing. The Office of University Communications also monitors all items bearing the Albany State University name and works with Fiscal Affairs in handling licensing agreements for outside vendors.

The Director shall help in creating an informed, favorable and sympathetic understanding of the role and objectives of the University and its multi-faceted programs, and shall be responsible for disseminating all news and information pertaining to the University and its various programs. Policies pertaining to media

contacts are available in the Office of Public Information.

Section 214 Associate Vice President for Information Technology

The Associate Vice President for Information Technology shall be the supervisor of the Division of Instructional Technology and Administrative Systems and shall report to the President. He/she shall be responsible for operation and management of academic and administrative computing systems including computer network. He/she shall develop long term strategic plans for instructional technology including budget and acquisition plans, and provide necessary training to ASU personnel on the use of various hardware and software.

Section 215 OTHER ADMINISTRATIVE OFFICERS

The titles and duties of other administrative officers who report directly to the President are included in description of the units they supervise.

Section 220 EXECUTIVE COUNCIL

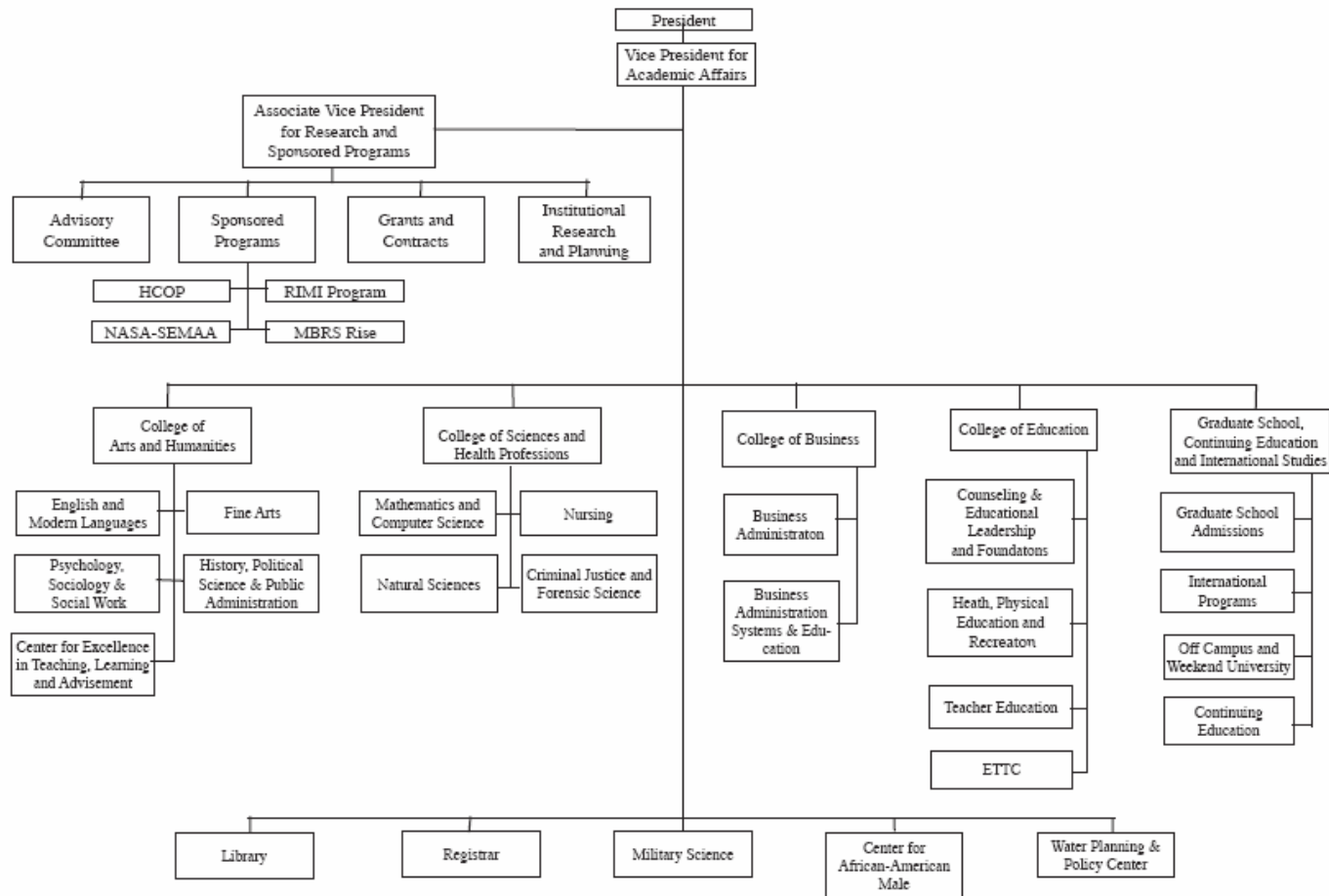
The Executive Council functions as an advisory council to the President in all administrative and general educational policies of the University. The following are the members of the Council: the President, who is also the chairperson of the council, the Vice President for Academic Affairs, the Vice President for Fiscal Affairs, the Vice President for Student Affairs, the Vice President for Institutional Advancement, the Chairperson of the Executive Committee of the Staff Senate, the Director of Public Information, the Registrar, the Library Director, the Director of Admissions and Financial Aid, and the President of the Student Government. The President may designate other administrative personnel as associate members.

Section 230 COMMITTEES OF THE UNIVERSITY

The Standing committees and other committees of the University are the main vehicle through which the members of the staff and staff express their opinions on the University's business. These committees make recommendations to the President pertaining to the management of the University. The members of

all committees, except the Staff Senate, are appointed by the President. Appendix B includes a list of Standing Committees and other campus-wide committees.

Organizational Chart Vice President for Academic Affairs



Albany State University

2006-2007

Section 300

ACADEMIC AFFAIRS

The Academic Affairs Unit of the University consists of all Academic Colleges, Schools and Departments including the University Library, the Office of Research and Sponsored Programs, the Department of Military Science and the Water Planning and Policy. The primary Colleges and Schools are:

1. College of Arts and Humanities consisting of the departments Center for Excellence in Teaching, Learning, and Advising; English and Modern Languages; Fine Arts; History, Political Science and Public Administration; and Psychology, Sociology and Social Work.
2. College of Business consisting of the departments of Business Administration, Health Care Administration and Business Information Systems and Education.
3. College of Education consisting of the departments of Teacher Education,; Health, Physical Education and Recreation; and Counseling & Educational Leadership and Foundations. Additionally, the Early Learning Center and the Education Training and Technology Center are components within the School of Education.
4. College of Sciences and Health Professions consisting of the departments of Criminal Justice; Mathematics and Computer Science, Natural Sciences, and Nursing. The school has a collaborative relationship with the University Student Health Services Department.
5. The Graduate School offering the Education Specialist degree program in Educational Leadership, Master of Education degree program in Education, the M.B.A. degree program in Business Administration, the Master of Public Administration, and the Master of Science degree programs in Criminal Justice and Nursing.

Section 300.01 Vice President for Academic Affairs

The Vice President for Academic Affairs shall be a member of the faculty, a member of the Executive

Council, and an ex-officio member of the Faculty Senate and all committees pertaining to academic matters. He/she serves as the President's chief advisor on matters relating to staff appointments, promotions, tenure, curriculum review and development of new programs. He/she shall supervise and coordinate all instructional programs including continuing education, and shall be responsible for maintaining academic standards. He/she shall be administratively responsible for academic support functions including the library, student records and registration.

Section 300.02 Registrar

The Registrar shall be an ex-officio member of the University Faculty, a member of the Executive Council, an ex-officio member of all committees pertaining to student records and the secretary for the Faculty Senate. The Registrar shall be directly responsible to the Vice President for Academic Affairs.

The Registrar shall facilitate registration of students, maintain records of students' academic performance, send quarterly reports, and certify the candidates for graduation.

300.03 Library Director

The Library Director shall be a member of the Executive Council, and an ex-officio member of the Faculty Senate and all library related committees. He/she shall report to the Vice President for Academic Affairs. He/she shall be responsible for all aspects of administration and maintenance of the library and the educational media.

300.04 Associate Vice President for Research and Sponsored Programs.

The Associate Vice President for Research and Sponsored Programs shall promote scholarly pursuits and assist the university in its instruction and public service missions, the Office of Research and Sponsored Programs facilitates opportunities for academic research, creative activities and other sponsored programs.

Section 300.05 Academic Deans of Schools

The Dean shall be the chief administrative officer of the respective school. He/she shall be a member of the University Faculty and an ex-officio member of the Faculty Senate and all committees pertaining to the matters of the respective school. Each Dean shall report to the Vice President for Academic Affairs. The Dean shall coordinate and supervise all instructional programs through respective departmental chairs. The Dean shall guide the staff in the development of new courses, programs, and goals pertaining to his/her school, and submit the same for approval by the Faculty Senate. He/she shall make recommendations to the Vice President for Academic Affairs regarding all appointments, promotions, raises and dismissals of the faculty and staff in various departments in the school after consultation with the respective departmental chairs. The Deans may teach a course during an academic year. *The course may be taught at his/her discretion or upon request from the President through the Vice President for Academic Affairs. (ASU Statutes, 1997)*

Section 300.06 Dean of Graduate School

The Dean of the Graduate School shall be a member of the University Faculty and an ex-officio member of the Faculty Senate and all committees of the University pertaining to the matters of graduate studies. He/she shall report to the Vice President for Academic Affairs. He/she shall, in consultation with various departments, devise, plan, implement, improve and enlarge graduate programs and course offerings. He/she shall coordinate with various departments the dissemination of information about the graduate programs and the selection of applicants for graduate study.

Section 300.07 Departmental Chairpersons

A department is a subdivision within a school and is organized for the purpose of providing instruction and conducting research and development in a specific academic field. Each department shall be headed by a chairperson who shall be a member of the departmental faculty. He/she shall be responsible for implementing instructional details in the department including scheduling classes, assigning faculty to teaching, advisement and other departmental activities. He/she shall make recommendations for appointments, promotions, and raises for faculty and staff in his/her department. He/she shall be in regular

consultation with the departmental faculty in all matters related to instruction, new courses, programs, research, and other matters pertaining to the effective operation and enhancement of the department. Annually, the chairperson shall meet with each faculty member individually to discuss and evaluate the faculty member's performance, goals, professional growth and other achievements and provide a written copy of the evaluation to each faculty. Based on these evaluations, he/she makes recommendations for raises, promotions and tenure for each faculty member in the department.

Section 310 THE FACULTY

The University faculty is made up of the President, the Vice President for Academic Affairs, the Academic Deans, the Director of Institutional Research, the Director of Admissions, the Library Director and the instructional faculty. The University faculty, through the Faculty Senate, executes legislative duties pertaining to the general educational policies of the University.

Section 311 THE STAFF

In general, the University staff is made up of all non-faculty employees. Several distinctions are made regarding classification of staff employees. Section 450-452 discusses those distinctions. The University staff, through the Staff Council, serves as a University advisory committee on issues relating to the overall well-being of the staff and the institution.

Section 311 THE STAFF COUNCIL

Vision

The ASU Staff Council empowers staff employees to achieve their full potential and accomplish their goals. The council also advances the mission of the University while promoting and fostering the welfare of staff, in non-collective bargaining issues, through the creativity of ASU staff employees. The council helps design programs and activities that intended to help the institution's employees enjoy an improved work environment.

Purpose

The purpose of the Staff Council is to aid in staff development, improve the work life of staff employees and support the advancement of the institution.

Mission

The mission of the ASU Staff Council is to uplift, enlighten and support the professional and personal development of staff employees by creating and sustaining programs, activities and events that provide better opportunities for growth and success. The ASU Staff Council seeks to use committees comprised of staff members who will work together at regularly scheduled meetings and planned events to make the council's vision a reality.

There are currently five active committees of the council. Those committees are:

Constitution and Bylaw Committee

Election and Awards Committee

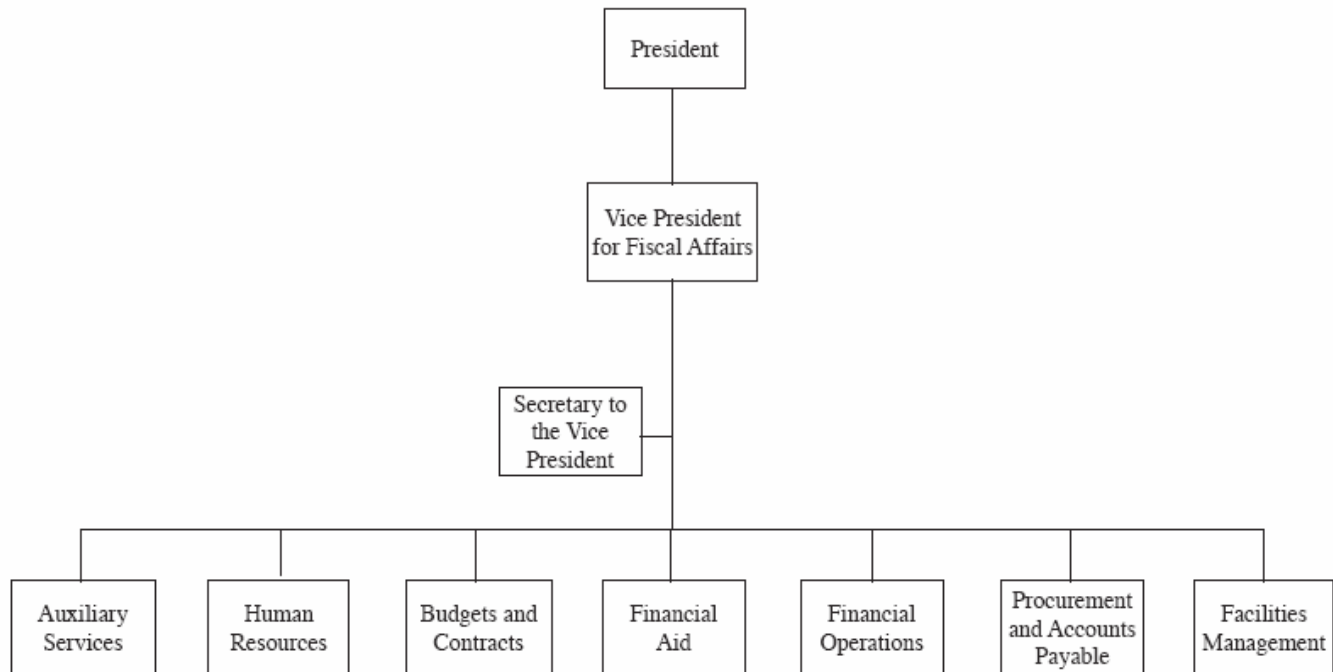
Education and Training Committee

Personnel Committee

Fundraising and Finance Committee

For more information on the ASU Staff Council visit: www.asurams.edu/staffcouncil

Organizational Chart
Vice President for Fiscal Affairs



Albany State University

2006-2007

SECTION 400

FISCAL AFFAIRS

Section 410 Vice President for Fiscal Affairs

The Vice President for Fiscal Affairs shall be responsible for all fiscal matters, and may be a member of the University Staff, the Executive Council and an ex-officio member of the Faculty Senate and all committees pertaining to fiscal matters. He/she shall report to the President and shall act as advisor to the President on matters pertaining to budget, finances and general service areas of the University.

He/she shall be responsible for installation and administrative direction for various accounting procedures, financial reports, internal auditing, procurement, plant operations, auxiliary services, inventory control, and human resources management.

Section 420 DEPARTMENTS

The Office of Fiscal Affairs is divided into the following departments, each of which is headed by a **Director** who reports to the Vice President for Fiscal Affairs:

Section 420.01 Human Resources Management

This department is responsible for the administration of programs in recruitment, selection and hiring process of non-academic personnel, payroll, employee benefits, retirement, workers' compensation, training and development, employee relations and records management.

Section 420.02 Financial Operations

This department is responsible for the development of systems and procedures to accurately, efficiently and timely handle all financial functions.

Section 420.03 Procurement and Accounts Payable

This department is responsible for procurement, accounts payable, central receiving, inventory and risk management.

Section 420.04 Facilities Management

Facilities Management is responsible for all engineering and architectural aspects of new buildings, plant services, buildings and grounds maintenance, custodial services, transportation services, operation and renovation of campus property.

Section 420.05 Auxiliary Services

This department is responsible for the University Bookstore, Food Services, Vending Services, Laundry Services, Post Office and Ram Card Services.

Section 420.06 Financial Aid

This department is responsible for providing financial assistance to students in order to support their educational goals and objectives.

Section 420.07 Budgets and Contracts

The Office of Budgets and Contracts is responsible for the preparation, generation, procession and supervision of all budgets and contracts in the various departments and offices at the University.

SECTION 450 NON-ACADEMIC PERSONNEL (CLASSIFIED EMPLOYEES)⁵

Section 451 Professional/Administrative Personnel

All employees who are exempt from the Federal Wage-Hour Provisions of the Fair Labor Standards Act because of their professional or administrative responsibilities, and who are not identified as Staff or Graduate Assistants, shall be designated as Professional & Administrative Personnel.

Section 452 Staff

All employees who are not exempt from the Fair Labor Standards Act shall be designated as staff.

Section 453 Types of Employment

Regular

Personnel employed for a continuous period expected to exceed six calendar months shall be known as “regular” employees.

Temporary

Personnel who are not employed as Regular employees are Temporary employees. Temporary employees shall be employed for a period no longer than six calendar months; however, such temporary employment may be extended up to an additional six months if the appropriate employing supervisor or department head needs the services of that individual, subject to the approval of the chief business officer of the institution or his/her designated representative. Once an individual has served as a Temporary employee for a twelve-month period, he/she shall not thereafter be employed as a Temporary employee until a period of thirty calendar days has elapsed. All student assistants shall be classified as Temporary. Employment as student assistants shall not be subject to the reemployment restrictions

⁵Source: *Fiscal Affairs Handbook*

outlined above.

Section 454 Provisional Appointments

All classified employees are required to serve the first six months of the employment on a provisional basis to provide the employing department an opportunity to evaluate the employee's performance. If the evaluation is satisfactory, the employment will continue. In case of an unsatisfactory work evaluation, the employee will be notified prior to the completion of the six-month provisional period that the employment may be terminated at that time, without right to appeal.

Section 455 Work Week and Overtimes

Albany State University has established a standard work week of 40 hours and shall abide by the provisions of the Fair Labor Standards Act (FLSA.) The distribution of hours throughout the week shall be a matter of scheduling left primarily to the individual supervisor with the approval of the Office of Human Resources Management.

When necessary, overtime work can be authorized for employees who are not exempt from the FLSA by the Human Resources Director. Payments for such overtime are made in accordance of the FLSA. However, in lieu of payment, compensatory time may be granted at the rate of one and one-half hours of compensatory time for each hour of overtime work. The compensatory time can accumulate to a maximum of 60 hours and must be expended within 30 days or that time will be lost.

Section 456 Performance Evaluation

Performance evaluation is utilized for all classified employees for the purpose of continued employment, transfer, promotion, demotion, supervisory assistance and future employment references. All classified employees shall be evaluated in a systematic manner at specified time intervals by the supervisor at least once a year. The evaluation shall contain the following elements: adjustment, capability, productivity, efficiency, and potential for departmental and institutional development. The supervisor shall share the evaluation with the respective employee who will be given an opportunity to review the evaluation with the supervisor.

Section 457 Resignations

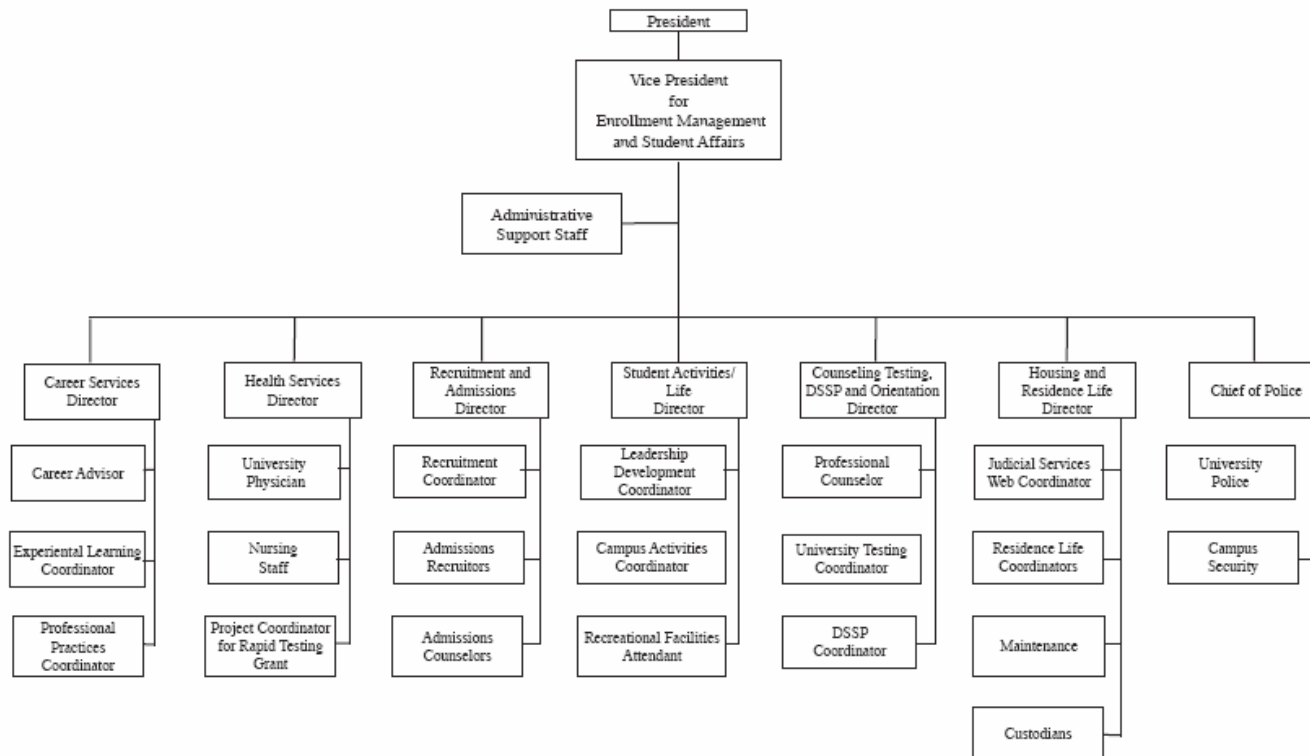
An employee who wishes to resign must give a written notice of his/her intention to resign at least two weeks prior to the effective date of resignation. However, a shorter period may be agreed upon between the supervisor and the employee. A copy of the resignation letter should be forwarded to the Office of Human Resources Management. An exit/clearance interview must be done at least two days prior to the last day of work.

Section 458 Dismissal, Suspension or Demotion

If the immediate supervisor of an employee determines that the employee's performance or personal conduct is unsatisfactory, the immediate supervisor may initiate the procedure for employee's dismissal, suspension or demotion. However, the recommendation for action must be submitted through appropriate channels for final action. The employee shall be informed in writing of the reasons for the action taken, and granted a reasonable time (not less than five working days) to respond. Any such employee shall be entitled to the procedural protection of a hearing before the Board of Review as described in detail under AGrievance Procedure,@ (section 900) in this handbook.

Organizational Chart

Vice President for Enrollment Management and Student Affairs



Albany State University

2006-2007

SECTION 500

ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS

Section 510 Vice President for Enrollment Management and Student Affairs

The Vice President for Enrollment Management and Student Affairs shall be a member of the University staff, the Executive Council and an ex-officio member of the Staff Senate and all committees pertaining to the matters of student affairs. He/she shall be responsible for the formulation of all rules and regulations pertaining to students. He/she shall strive to promote a mutual understanding and goodwill between students and the staff and staff. He/she shall be responsible for management of the following student services: admission, recruitment, counseling, testing, health services, housing, career counseling and placement, student organizations and activities.

He/she shall prepare and publish a student code governing rights, responsibilities and discipline.

Section 520 DEPARTMENTS

Various functions relating to students affairs are conducted by the following departments, each headed by a **Director** who reports to the Vice President for Enrollment Management and Student Affairs.

Section 520.01 Admissions and Recruitment

The Director of Admissions and Recruitment shall be responsible for dispensing information about academic programs and admissions requirements to prospective students. He/she shall receive, screen, evaluate applications and send letters of acceptance/rejection to candidates who have applied for admission to the University. He/she shall prepare necessary reports about accepted students for distribution to various staff and administrative staff.

Section 520.02 Housing and Residence Life

The Director of Housing shall be responsible for operations and maintenance of residence halls, for making residence life an integral part of the student's total educational experiences, and for creating

within each hall an environment in which students are able to grow and develop as total persons.

Section 520.03 Student Activities/Life

The Director of Student Activities shall be responsible for planning and implementing social and cultural activities for students and promoting leadership and enthusiasm to add strength and vigor to activities.

Section 520.04 Student Health Services

The Director of Student Health Services shall be responsible for providing health care to all students. He/she shall collaborate with the Dean of School of Nursing and Allied Health Sciences in management and health services operational designs.

Section 520.05 Counseling, Testing, Disability Services, and Orientation

The Director of Counseling, Testing and Disability Student Support Services shall provide counseling and disability services to assist students in their total development by providing services and programs to facilitate their intellectual, emotional, social and academic growth. Counseling services seeks to aid students in determining a purpose and direction for their lives and in developing coping skills and behaviors to aid them in working more effectively with others in their environment

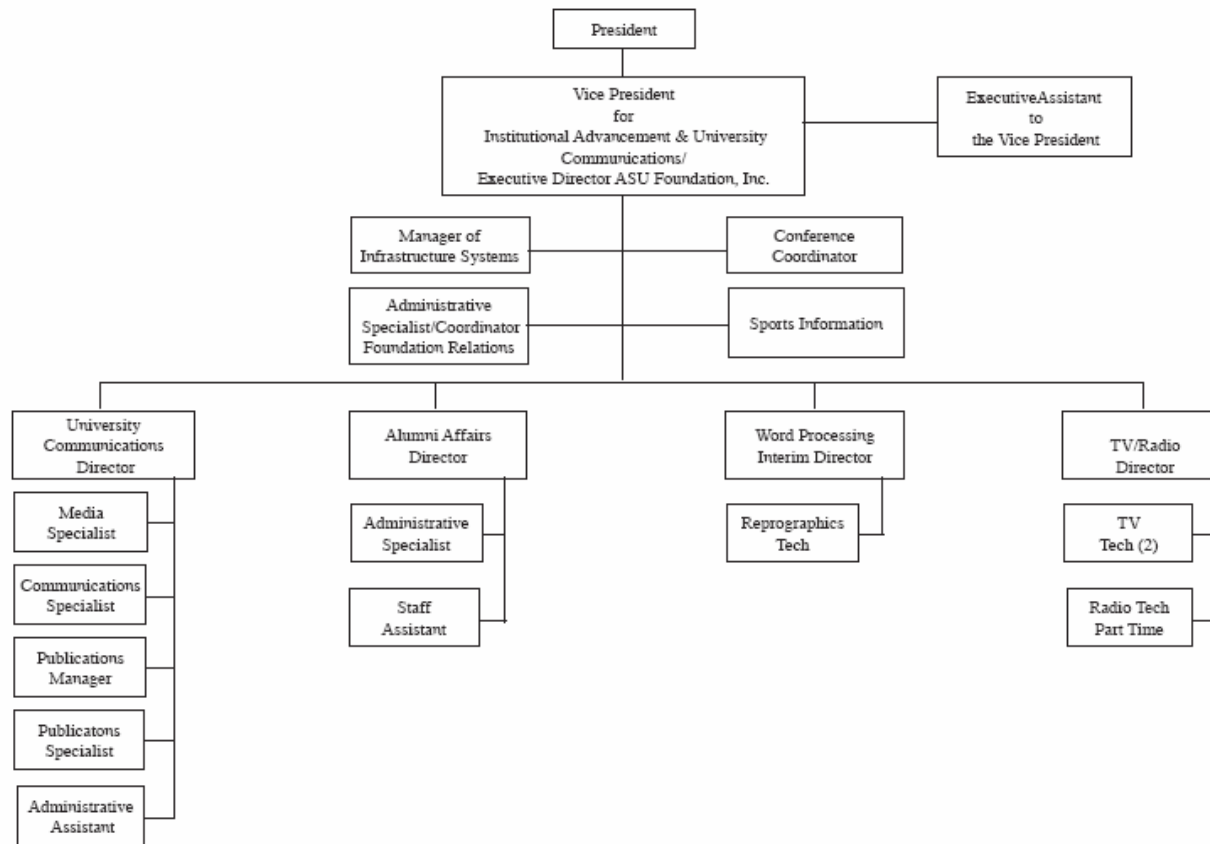
Section 520.06 Career Services

The Office of Career Services assists students and alumni with choosing career interests, gaining related work experience, and providing guidance in their full-time professional job search.

Section 520.07 ASU Police Department

Our officers are responsible for providing a safe environment, protecting personal and state property, parking enforcement and the enforcement of all university rules and regulations as well as local and state laws.

Organizational Chart
Vice President for Institutional Advancement & University
Communications/
Executive Director ASU Foundation, Inc.



Albany State University

2006-2007

SECTION 600

INSTITUTIONAL ADVANCEMENT

Section 610 Vice President for Institutional Advancement

The Vice President for Institutional Advancement shall be appointed by the President with the approval of the Board of Regents. The Vice President shall be a member of the Executive Council and an ex-officio member of the Staff Senate and all committees pertaining to fund raising and institutional advancement. The Vice President shall serve generally as the chief administrative officer for the Institution's advancement program.

Among the duties of the Vice President for Institutional Advancement shall be the following:

- a. The Vice President shall establish and maintain effective working relationships with persons in business, government, private organizations, foundations, federal agencies, alumni and friends of the University.
- b. The Vice President shall market the programs for the institution, cultivate and solicit support from foundations, individuals, and corporations for the development and strengthening of the University's programs.
- c. The Vice President shall lend the support of his/her office to annual fund drives associated with the University.

Section 620 DEPARTMENTS

The Office of Institutional Advancement is divided into the following departments, each of which is headed by a Director who reports to the Vice President for Institutional Advancement.

Section 620.01 Alumni Affairs

The department is responsible for administering programs that help to cultivate and keep alumni informed of the University programs, services, people and needs.

Section 620.02 Development

The department is responsible for the identification, cultivation and solicitation process to secure major gifts from individuals, corporations and foundations for endowment, scholarships, programs and services at the University. The department also coordinates plans and implements a strategic program to maximize annual fund support for the University.

Section 620.03 University Communications

The Office of University Communications is responsible for making all media contacts on behalf of the Albany State University and its subordinate units. For a detailed description of the services provided by the Office of University Communications, please see Appendix C.

SECTION 700
GENERAL INFORMATION
AFFECTING ALL EMPLOYEES

Section 701 TRAVEL

Employees are encouraged to attend professional meetings and seminars. If departmental funds are requested for such travel, the individual should discuss the same with the departmental chairperson or other sources from which funds are to be secured for reimbursement of all or part of the expenses for such travel. Whether the funds are requested or not, any employee undertaking such travel, should complete two (2) copies of the A) Leave of Absence Form at least ten (10) days prior to the starting date of travel and submit the form for approval. The Official Request for Absence Form requires only two (2) signatures, namely the Departmental Head and Vice President (Departmental Heads approve all under their supervision. Vice Presidents approve Departmental Heads. President approves Vice Presidents. Vice President for Fiscal Affairs approves President). To receive reimbursement, one should complete the Travel Reimbursement Form. For further details on reimbursement and other travel regulations, consult the ***Travel Regulations and Procedures Manual***, published by the Office of Fiscal Affairs.

Section 702 PAY SCHEDULE

1. Bi-weekly paid employees are paid every other Friday. Monthly paid employees are paid on the last working day in the month. Pay checks are issued between 10:00 a.m. and 10:30 a.m. from the Office of Human Resources Management.

2. Direct deposit is available to all regular employees. Direct Deposit allows an employee to automatically deposit his/her paycheck through payroll at the financial institution of his/her choice. Employees may contact the Human Resources Office for enrollment.

Section 703 BENEFITS

Section 703.01 Health Insurance Benefits

1. Regular employees working 20 hours or more a week are eligible for the University's insurance benefits. Open enrollment normally occurs during the month of November.
2. The health insurance plan pays medical expenses up to the maximum lifetime benefit of \$2,000,000 per person.
3. The calendar year deductible for an individual is \$300; family maximum deductible is \$900. The insurance plan pays 90% of the expenses for inpatient expenses. The plan pays 80% for other expenses, such as physician fees and prescription drugs.
4. The plan will pay 100%, up to \$500 per person each calendar year for preventive care (no deductible). Premiums are pre-taxed. (Refer to the Health Insurance booklet for additional information).

Section 703.011 Employee Assistance Program

The ASU Employee Assistance Program is serviced by John D. Archbold Memorial Hospital in Thomasville. This program has been developed to assist employees with problems, regardless of whether the concerns are work-related or not. The Employee Assistance Program (EAP) is a confidential, free, voluntary and professionally administered service to help families resolve problems that might affect their personal lives or job performance.

The Archbold Employee Assistance Program is an employee benefit provided to ASU employees and their family members. It is a program designed to assist employees and their family members to resolve practically any concerns that are affecting their personal or work lives. The services are confidential and free.

Services

The EAP is called a comprehensive "broad brush" program. This means it can assist covered individuals with a variety of concerns that affect many people. These concerns include:

- Individual, marital or family problems;
- Grief and loss;
- Sexual, physical, and emotional abuse;
- Career planning;
- Alcohol and drug abuse;
- Financial assistance;
- Psychiatric assessments.

Employees or family members may schedule an appointment with Archbold EAP through the following contact information. All contact with us, including your concerns and their resolutions, is confidential. There is absolutely no charge for any service provided directly by Archbold EAP.

Main Office

Archbold Employee Assistance Programs
902 Cairo Road
P.O. Box 1018
Thomasville, GA 31799-1018

Toll-free phone: 1-877-EAP-ARCH (1-877-327-2724)

Fax: (229) 228-2215

E-mail: aeap@archbold.org

Section 703.02 Dental Insurance

1. The Dental Benefits Plan covers preventive care, basic and major restorative dental work, and orthodontic treatment.

2. The plan pays up to \$1,000 per person, the maximum for dental benefits per calendar year. There is a separate life time maximum benefit of \$1,000 per person for orthodontic treatment.
3. The plan pays 100% for preventive dental services (no deductible).
4. The calendar year deductible is \$50 for each covered person. After satisfying the deductible, the plan pays 80% of usual, customary, and reasonable covered charges. Premiums are pre-taxed. (Refer to the Dental Benefits Plan booklet for additional information.)

Section 703.03 Life Insurance

1. Basic life of \$25,000 is provided to all eligible employees at no cost to the employee. Supplemental Life Insurance is offered to the employee at one, two, or three times his/her annual salary. The cost depends on age and amount of coverage. Accidental death and dismemberment insurance are included. Premiums are pre-taxed for supplemental life insurance. Refer to Group life Insurance booklet for additional information.

Section 703.04 Dependent Life

Eligible dependents (spouse and children up to age 26) are eligible for \$10,000 life insurance per individual.

Section 703.05 Flexible Spending Accounts

Under a spending account arrangement, an employee makes contributions to the account from his/her salary each pay period before payroll taxes are computed. The employee is reimbursed for eligible expenses from his/her Flexible Spending Accounts(s) as the claims for payment are presented. The two types of expense account offered are Dependent Care and Health Care.

Section 703.06 COBRA

Cobra provides an offer for continuation of health care coverage under the group plan to employees who have health care coverage in case of reduction of work hours to less than half-time or termination.

Section 703.07 Worker's Compensation

All employees are covered under Workers' Compensation. Workers' Compensation provides medical treatment and compensation for employees who are injured while performing their duties at Albany State University.

Section 703.08 Mandatory Deductions

1. All employees are required to participate in Social Security withholdings, retirement, federal and state withholdings based on filing status.
2. The Social Security withholdings are deducted at the rate of 7.65%. The withholdings consist of regular FICA and FICA/Medicare deductions.

Section 704 RETIREMENT

1. Georgia Defined Contribution Plan

A retirement plan has been created for temporary, seasonal, and part-time employees of the State of Georgia who are not eligible for membership in the Employees' Retirement System or the Teachers' Retirement System.

Members contribute seven and one-half percent (7 %) of gross salary to the plan through payroll deductions. The amount deducted is credited to the individual account of the member.

2. Teachers' Retirement

The state retirement plan is provided to eligible employees. The Employee's payroll deduction is 5% of gross salary, while the employer's contribution is 11.81% of gross salary. The employee's payroll deduction is pre-taxed. (Refer to the TRS - Booklet or <http://trsga.com> for additional information). Eligibility for retirement benefits include:

- a. Completion of 30 years of creditable service-regardless of age.
- b. Completion of at least 10 years of creditable service and attainment of age 60.

- c. Completion of at least 25 years of creditable service at age 55 with a 7 1/2% penalty for each year less than 30 years of service or from age 60.

3. **Georgia Optional Retirement Plan**

The plan is designed for newly hired eligible staff and principal administrators. It provides a portable, alternative to the Teachers' Retirement System of Georgia Plan. The companies approved to offer the plan include:

- a. Variable Annuity Life Insurance Company (VALIC)
- b. Fidelity Investments
- c. TIAA-CREF
- c. American Century Mutual Funds

The employee's payroll deduction is 5% from gross salary while the employer's contribution rate is 7.75%. The employee selects the company and specific funds for investments.

Representatives from the companies are available for counsel. The employee's payroll deduction of 5% is pre-taxed.

Section 705 ANNUITY PROGRAMS

1. **Tax Sheltered Annuities (TSA)**

The University offers the option to reduce salary and pay income tax only on the remaining portion. The TSA's are established under the Internal Revenue Code, Section 403 (b). TSA's are offered through the following companies:

- a. VALIC
- b. Lincoln Financials
- c. Lincoln Investment Planning, Inc.
- d. IDS - American Express
- e. Equitable Financial Services
- f. Waddell & Reed

- g. State Merit System/Peach State Reserves

2. **State Deferred Compensation Program**

The University is authorized to make investment options available to its employees under the State of Georgia Deferred Compensation Program established under Internal Revenue Code of Section 457.

Section 706 CREDIT UNION

The University has an approved payroll deduction slot for the DOCO Regional Federal Credit Union. The main office for DOCO in Southwest Georgia is located at 107 Westover Boulevard, Albany, Georgia 31701. On the web DOCO may be found at www.docofcu.com. Regular employees working at least twenty hours a week are eligible to participate in the payroll deductions.

Section 707 IDENTIFICATION CARDS

Identification cards are issued to all regular employees. A \$25.00 fee is charged for replacements.

Section 708 PARKING

All vehicles parked on campus must be registered at the Police department Office. Standard parking fees for staff employees are \$25 and \$60 for reserved parking. Please contact the Police department Office for the most current information about parking locations, parking permits, fees, and other matters related to operation of vehicles on campus.

Section 710 LEAVE

Section 710.01 Earned Leave

1. Employees working full-time, other than temporary employees, shall be entitled to vacation at the rate of one and one-fourth working days per month for each of the first five years of employment, one and one-half working days per month for each of the next five years of employment, and one and three-fourths working days per month for each year after completion of ten years of continuous service. Employees, other than temporary employees, working one-half time or more but less than full-time earn and accrue vacation time in an equivalent ratio to their percentage of time employed.
2. Earned vacation may be accrued up to a maximum of 45 working days, and employees shall be compensated for all accrued vacation time upon termination of service from the University System of Georgia for any reason. Such compensation shall be based on information from institutional vacation leave records. A terminating employee shall not accrue leave after last working day of employment.
3. Earned vacation shall be taken at times mutually acceptable to the employee and the immediate supervisor.
4. Temporary employees, including student assistants, and regular employees working less than one-half time do not earn or accrue vacation time.

Section 710.02 Sick Leave With Pay

All full-time employees (fiscal or academic year contract) are entitled to sick leave. The sick leave is accrued at the rate of one day (eight hours) per month of service, and there is no maximum limit on the sick leave accrual for the employee's entire length of continuous service. An employee may take sick leave for any of the following reasons:

1. Illness or injury to a staff member.
2. Medical or dental treatment and/or consultation.
3. Maternity.

4. Illness or injury to the family member of the staff that requires his/her presence to care for the ill family member.
5. Quarantine due to contagious illness in the member's household.
6. Death in the staff member's family requiring his/her presence.

If an employee claims sick leave for a continual period in excess of one week, a physician's statement is required to permit further claim of sick leave rights by the employee.

A terminated employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his/her employment.

Section 710.03 Sick Leave Without Pay

Any employee who is unable to return to work after exhausting all accrued sick leave and earned leave may be granted sick leave without pay for a period not to exceed one year. Such approved sick leave shall allow the employee the right to elect to continue the group insurance benefits, and ASU will continue its share of the cost of group insurance for such period. All other benefits that would normally accrue to the employee are restricted and prohibited.

Section 710.04 Family Leave

The Family Leave Act provides from 2 to 12 work weeks of leave without pay to full-time employees who have been employed for at least 12 months. The Family Leave shall be granted to an eligible employee in the event of: (a) the birth of a child of the employee; (b) the placement of a child with the employee for adoption; (c) a serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence; or (d) a serious health condition of the employee which renders him unable to perform the duties of his/her job.

Section 710.05 Educational Leave Without Pay

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

Section 710.06 Military Leave with Pay

Full-time regular employees who are members of the National Guard or a reserve component of U.S. armed forces are entitled to military leave with pay when ordered to military duty in the service of the state or United States. The maximum length of the military leave with pay shall be 18 working days in any calendar year.

Section 710.07 Miscellaneous Leave

- a. Professional leave:** An employee may request a leave with pay to attend professional meetings, seminars or workshops and for participation in other professional activities. (e.g. serving as a judge in a science fair or attending functions and meetings of student organizations for which the staff serves as advisor.
- b. Court Duty:** Court duty leave with pay shall be granted for serving on a jury or as a witness.
- c. Voting:** When an employee's normal working hours coincide with voting hours, the employee is granted leave as stipulated by his/her immediate supervisor for the purpose of voting.
- d. Selective Service & Military Physical Examination:** Any regular employee required by federal law to take Selective Service or Military physical examination shall be granted leave with pay for such purpose.
- e. Personal Leave:** At the discretion of the President, personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee to elect to continue group insurance benefits.
- f. Other Leave:** In the event of inclement weather or any emergency which requires leaves of

absence of employee, the President may declare leave with or without pay.

Section 711 HOLIDAYS

Twelve authorized holidays have been established by the institution. The Office of Human Resources publishes the dates of holidays at the beginning of each fiscal year. The holidays include:

Independence Day	(1)
Labor Day	(1)
Thanksgiving	(2)
Christmas	(5)
New Year's Day	(1)
Martin L. King, Jr. Day	(1)
Memorial Day	(1)

Section 712 UNIVERSITY SMOKING POLICY

Albany State University is a smoke-free campus to eliminate the hazards from smoking and from passive smoke. Because of the inability to establish effective barriers between smoking and non-smoking areas, the University prohibits smoking in all interior areas of the campus.

Section 713 DRUG FREE CAMPUS POLICY⁶

1. ASU complies with and supports federal, state, and local laws, and policies of the Board of Regents with respect to the unlawful manufacture, distribution, sale, use or possession of marijuana or other illegal or dangerous drugs on University campuses and elsewhere.
2. ASU prohibits the unlawful manufacture, distribution, sale, use or possession of illegal drugs by students and employees on the Albany State University campus or as any part of its activities, whether on or off campus.

⁶Source: *A Drug-Free Campus Policy*, a publication of the Department of Human Resources Management, Albany State University

3. The University will inform its students and employees at least annually of the provisions of this policy.
4. The University requires that as a condition of enrollment each student will abide by this policy.
5. The University requires that as a condition of employment each employee will abide by this policy.

The details on the enforcement, disciplinary actions against violations, and other items related to Campus Drug Policy may be found in ASU publication, "Drug-Free Campus Policy," available at the Human Resources Management office.

Section 714 REORGANIZATION, PROGRAM MODIFICATION OR FINANCIAL EXIGENCY

Employees who are terminated, demoted, or otherwise adversely affected by reorganization, program modification or financial exigency, as approved or determined by the President shall not be governed by the general procedures described under the heading, ADismisal, Demotion or Suspension.@ Such employees shall, however, have the right of appeal to the Board of Regents as provided in the By-laws of the Board of Regents.

Section 715 AFFIRMATIVE ACTION⁷

According to the Albany State University Affirmative Action Plan, any person who thinks that he/she has been discriminated against based on race, color, religion, sex, national origin, veteran status or disability status should inform the Affirmative Action Officer in writing.

Upon receipt of the written grievances, the Affirmative Action Officer will discuss the grievance with the aggrieved party. Following the conference, the Affirmative Action Officer and Personnel Officer will request a meeting of the aggrieved party and the department head in an effort to negotiate an agreement between the two parties. The Affirmative Action Officer and the personnel officer will meet with the

⁷Source: *Affirmative Action Office*
Created November 2006

aggrieved party and the accused to get the facts. They may also hold a joint meeting of the aggrieved party and the accused in order to reach an agreement. The Affirmative Action Officer and personnel officer will send a written report to the President of the University.

If an incident occurs within a major Unit, the aggrieved party should report the incident to the Vice President in charge of the Unit in which the incident occurred. Upon receipt of the written grievance, the Vice President in charge will investigate the charges. If the results of investigation and negotiations are not satisfactory, a formal hearing will be convened upon the request of the aggrieved party.

The Affirmative Action Officer of the University, as the President's agent, has the primary responsibility for the implementation of the overall Affirmative Action Program throughout the University. The following individuals have direct responsibility for implementation in their respective areas:

1. The Vice President for Academic Affairs is responsible for implementation and investigation for all teaching staff and students in academic matters.
2. The Vice President for Fiscal Affairs is responsible for investigating complaints of discrimination for personnel in the fiscal affairs unit.
3. The Vice President for Student Affairs is responsible for implementation and investigation for personnel in the student affairs unit and for students who file complaints relating to the student services in the student affairs unit.
4. The Vice President of Institutional Advancement is responsible for personnel in the areas of Institutional Advancement.
5. The Affirmative Action Officer is responsible for Vice Presidents and all other professional and non-professional University employees, including staff associated with Athletics, Public Information and the Office of the President.

Also, please refer to Section 900, AGrievance Procedure@ for more details.

Section 716 SEXUAL HARASSMENT⁸

Albany State University interprets rights to freedom to include staff, students and administrators. It believes that academic freedom is not a license for a single group or person to act without regard for another. True academic freedom requires an environment in which no person is intimidated, exploited, or coerced. Sexual harassment, in any of its many forms, prevents academic freedom. The institution's policies and procedures for dealing with sexual harassment are designed and implemented to ensure the academic freedom of everyone while protecting the rights of all. The procedure for filing a sexual harassment complaint is the same as described above under Affirmative Action.

Section 717 APPEALS

An employee whose grievances cannot be resolved through normal administrative channels may submit a written request to the President for review of his/her grievances. For further details, please refer to section 900, "Grievance Procedure".

Section 718 TUITION ASSISTANCE

The Tuition Assistance Program (TAP) replaced the Tuition Remission and Reimbursement Program (TRR) effective November 1, 2004. This program was implemented with the Spring Semester 2005. TAP is an employee supplemental educational assistance program.

Mission Statement & Purpose

As part of its mission statement the University System of Georgia is committed to "the recruitment, hiring, and retention of the best possible staff, staff and administration." The Board of Regents of the University System of Georgia is committed to creating a more educated Georgia. Both of these commitments extend internally, as well as, externally. As part of its desire to meet its employees evolving needs, the University System of Georgia (USG) has established an educational assistance program, the

⁸*Source: Affirmative Action Office, Albany State University*

Tuition Assistance Program (TAP). The purpose of TAP is to foster the professional growth and development of its eligible employees.

Section 802.18, *Career Development*, and [Section 802.20, Tuition Assistance Program](#), of *The Board of Regents Policy Manual* contain the system-wide policy guidelines for this program.

Work Schedule Arrangements

To the extent possible, no employee should take a course(s) that would require him/her to be absent from work during regularly scheduled work hours. If attendance in an approved TAP course requires that an employee be absent from his/her assigned workstation during normal work hours, various accommodations may be possible, depending upon the needs of the unit/department and of the employee. The supervisor must certify that the employee's participation in TAP will not adversely affect departmental services, or, result in undue hardship for other employees. Alternate work arrangements will only be granted at the discretion of the immediate supervisor. Supervisors are encouraged to make a reasonable effort to find an appropriate work schedule accommodation.

Ineligible Programs

Employees may not enroll in certain programs or courses of study under the TAP policy.

Those ineligible programs, or courses of study, include academic courses in the following professional schools: dental, law, medical, pharmacy, veterinary, or executive/premiere or comparable graduate school programs. Other ineligible programs, or courses of study, include: workshops, seminars, continuing education courses, management development programs, special examinations for admissions to degree programs, or private consultant refresher courses to take examinations such as C.P.A. certification, admissions examinations, and related types of programs or classes. Support for these types of programs, may be provided by departmental policies.

Appeals

An employee may not appeal any institutional decision regarding the TAP program to the Board of Regents of the University System of Georgia. Each USG institution will utilize its internal review process to review TAP application denials.

TAP Program Procedures

<i>Responsibility</i>	<i>Required Actions</i>
<i>Employee</i>	1. Completes and signs the TAP application (available on line at www.usg.edu/employment/benefits/tuition/). 2. Submits the TAP application to his/her immediate supervisor for review.
<i>Immediate Supervisor</i>	3. Promptly reviews the TAP application and advises the employee if his/her request is approved or denied.
<i>Immediate Supervisor & Employee</i>	4. If an approved TAP course(s) is scheduled to meet during an employee's regularly scheduled work hours, the immediate supervisor will advise the employee if his/her work hours must be rescheduled; or, if the employee's class hours must be reported as annual leave (if available).
<i>Immediate Supervisor</i>	5. Signs the approved TAP application and forwards the original document to the TAP Coordinator of the employee's home institution by semester deadlines: Fall Semester July 15th Spring Semester November 15th Summer Semester April 15th
<i>Immediate Supervisor & Employee</i>	6. Each retains a copy of the approved TAP application for departmental and personnel files.
<i>TAP Coordinator of the Home Institution</i>	7. Verifies employee eligibility and grants "home institution" approval. Notifies the TAP Coordinator of the "teaching institution" within ten (10) business days of the application deadline.
<i>TAP Coordinator of the Teaching</i>	8. If the TAP participant enrolls in a limited-slot academic class at a "teaching institution", the TAP Coordinator of the "teaching institution" will advise the

<i>Institution</i>	TAP Coordinator of the "home institution" if the employee will be accepted as a class member.
<i>Employee</i>	9. Registers for TAP course(s) during the designated employee registration period of the "teaching institution". (Please see www.usg.edu/employment/benefits/tuition/ .)
<i>Employee & Immediate Supervisor</i>	10. If a desired course(s) is filled before the employee registration period, the employee may receive approval from his/her immediate supervisor to enroll in an alternate course(s). The employee will be required to notify his/her "home institution" TAP Coordinator in writing or by e-mail of this decision, and, the employee will be required to copy his/her immediate supervisor of the change.
<i>Employee & TAP Coordinator (Home Institution)</i>	11. The employee must submit a copy of his/her final grade to the TAP Coordinator of the "home institution" to continue participation in the TAP program.

The Board of Regents of the University System of Georgia reserves the right to change this program, with or without notice.

Section 720 APPEALS TO THE BOARD OF REGENTS

Any person in the University System of Georgia for whom no other appeal is provided in the Bylaws and who is aggrieved by the final decision of the President of an institution may apply to the Board of Regents without prejudice to his/her position for review of the decision. The application should be submitted in writing to the Executive Secretary of the Board within a period of twenty days following the decision of the President. The written request for review should state the specific decision requiring review and the redress sought.

SECTION 800

GENERAL POLICIES AFFECTING CLASSIFIED EMPLOYEE

801 EDUCATIONAL AND PROFESSIONAL LEAVE

The president of an institution may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to employees of the institution. Leaves of absence of one academic term or less, with or without pay, may be granted by the institution's president. Extensions of such leaves require the approval of the Chancellor and the Board.

In considering a request for leave with pay, the president should bear in mind that it is the policy of the Board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The president should examine carefully the program or project on which the employee proposes to work, and he/she should also consider the likelihood of the employee's being able to accomplish the purposes for which leave is requested. (It is expected that scholarly and professional leaves shall be granted without pay where the leave is supported by an external grant or stipend).

In considering a request for a leave, the president should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the employee is a member. If the employee's work cannot be handled by other employees and if funds are not available for the employment of a substitute, the president will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave.

If, after careful consideration, the president feels the interests of the institution and of the employee will be served by the granting of the leave requested, the president shall submit a recommendation through the Chancellor to the Board of Regents to this effect, together with a statement of the reasons supporting his/her recommendation.

The president ordinarily should not approve a request for a leave with pay if the applicant for leave has been employed at an institution for the period of less than three years, nor should the president ordinarily approve a leave with pay for a person in an academic position who has not already completed the

requirements for a master's degree.

Any employee who has been granted a leave of absence with pay shall be required, before beginning the leave, to sign an agreement indicating that:

1. for a leave with pay of less than one year, the employee will return to the institution at the termination of the leave for a period of at least one year;
2. for a one-year leave with pay, the employee will return to the institution at the termination of the leave for a period of at least two years; and that
3. if the employee does not return to the institution for the full amount of time specified in the agreement, the employee will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the University System of Georgia during the leave.

A faculty or staff member who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the mandated across-the-board salary raises which occurred during the period of leave. (BR Minutes, 1980-81, p. 191).

No leaves of absence will be granted to persons in the University System who are retired and who are drawing retirement benefits from the Teachers' Retirement System of Georgia or from the University System. Approved leave shall allow employees the right to elect to continue group insurance benefits with institutional participation (BR Minutes, 1949-50, pp. 452-53; 1990-91, pp. 298-299).804 Promotion to a Higher Job Classification

A. An employee is considered to have been promoted when:

1. The employee is selected to fill a vacant position with a higher classification and pay grade.

This may occur within an employee's own department or with another campus department. Any employee seeking promotion must meet the published minimum requirements of the higher level position.

2. An employee's current position is upgraded to a higher classification at a higher pay grade.

B. Pay upon promotion will allow an employee to be eligible for a salary increase consistent with the following guidelines:

1. When an employee is promoted to an open position at a higher classification and pay grade, the employee's present salary may be increased up to a maximum of 5% or to the minimum of the new job classification, whichever is greater. However, the new salary may not exceed the maximum amount authorized for that pay grade.

2. When a promotion is effected through reclassification of an employee's present position, the employee's current salary may be increased up to a maximum of 5% or to the minimum of the new job classification, whichever is greater. However, the new salary may not exceed the maximum amount authorized for that pay grade.

802 STARTING SALARIES FOR CLASSIFIED EMPLOYEES

A. It is the policy of Albany State University that the starting salary for a new employee will normally be at the base rate or minimum of the pay grade for the position.

B. The Director of Human Resources Management may offer a new employee up to a maximum of the mid-point of the pay grade und the following conditions:

1. Reasonable efforts have failed to provide qualified applicants for a vacant position having ben advertised at the entry level;
2. Funds are available in the hiring department's budget; and
3. Justification has been submitted by the hiring department documenting an extraordinary level of knowledge and experience pertinent to the open position by the new employee.

C. Under no circumstances will a new employee be hired at a rate greater than the mid-point of the pay grade without prior written approval from the Vice President of Fiscal Affairs.

803 PROMOTION TO A HIGHER JOB CLASSIFICATION

A. An employee is considered to have been promoted when:

- 1. The employee is selected to fill a vacant position with a higher classification and pay grade. This may occur within an employee's own department or with another campus department. Any employee seeking promotion must meet the published minimum requirements of the higher level position.
- 2. An employee's current position is upgraded to a higher classification at a higher pay grade.

B. Pay upon promotion will allow an employee to be eligible for a salary increase consistent with the following guidelines:

1. When an employee is promoted to an open position at a higher classification and pay grade, the employee's present salary may be increased up to a maximum of 5% or to the minimum of the new job classification, whichever is greater. However, the new salary may not exceed the maximum amount authorized for that pay grade.
2. When a promotion is effected through reclassification of an employee's present position, the employee's current salary may be increased up to a maximum of 5% or to the minimum of the new job classification, whichever is greater. The new salary may not exceed the maximum amount authorized for that pay grade.

804 DEMOTION TO A LOWER JOB CLASSIFICATION

When an employee is demoted to a job classification in a lower pay grade, the Director of Human Resources Management has the authority to establish the new rate of pay at any point from the minimum of the new job classification to the present salary of the employee, provided that the present salary of the employee does not exceed the maximum amount authorized for the new job classification.

805 LATERAL TRANSFER

A. Transfers must be based on mutual agreement between department heads. A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills at the same pay grade. There is no salary change involved in a lateral transfer.

B. To be eligible for promotion or transfer outside the employee's department, an employee must have completed his or her initial six-month provisional period of employment. An employee is eligible for promotion and/or transfer within the same department at any time. To be either promoted or transferred, an employee must meet the minimum requirements of the position as identified.

C. All classified position vacancies are posted, as they occur, with every campus department using current computer technology resources and/or in hard copy format, if necessary.

Whenever practicable, vacancies are filled by the promotion or transfer of current employees. Eligible employees may apply for transfer with the Office of Human Resources Management.

D. To assist a department in filling an open position that results from the transfer of an employee to another department, a two (2) week notice should be provided to allow sufficient time for recruitment activities. A shorter notice may be given if acceptable to the respective departmental supervisors.

SECTION 900

PROPOSED GRIEVANCE PROCEDURE

EMPLOYEE GRIEVANCES

The Grievance Committee at Albany State University shall be known as the Board of Review.

Employee grievances are to be expected in any work environment, with numerous reasons for their origin. Albany State University is no exception, and although not every grievance may initially be considered a serious matter, the University wants to maintain a positive position in the quick resolution of problems which occur.

The following brief paragraphs provide general statements on the grievance procedure at Albany State University and are supplemented by more detailed information in other sections of this Manual.

Grievances Not Covered

Not all employee complaints or grievances are acceptable or subject to corrective actions. The following examples, while not covering exceptions in their entirety, provide general guidelines on what grievances are excluded:

- A. Any matter which is subject to final administrative review outside Albany State University under law or the policies of the Board of Regents of the University System of Georgia;
- B. The content of published policy. Should published policy be in direct conflict with law or regulation, the employee should advise the Office of Human Resources Management which in turn will advise the President of the University and the appropriate staff member of the Regents Central Office;
- C. Non selection for promotion or grievance related to salary increases unless there is specific evidence to show that said grievance relates to discrimination based on race, color, sex, religion, national origin, handicap or age. The President's decision on all such matters, with exception, shall be final at the University level with the Board of Regents representing the final review;
- D. A preliminary warning or notice of an action, which, if effected, would be covered by the grievance mechanism; and

E. Grievances by a temporary, probationary, or non State-funded employee relating to his or her separation.

Initiation of a Grievance

An employee or group of employees with a grievance which does not fall in the above categories may seek remedy. Two basic processes are followed in expressing a grievance: the informal grievance process and the formal grievance process.

The Informal Grievance

This is the initial step in expressing a grievance and requires that an employee work within his or her departmental organization in seeking redress. Informal grievances may be oral or written and should be directed to the first line Supervisor. The employee should clearly identify the policy infraction involved, the date of the incident, and the preferred solution. If the grievance relates to the first line Supervisor, the employee may use the next organizational level. Normally grievances are solved at this level; however, the employee may elect to pursue the formal procedure if no action is taken, if it is not taken within a prescribed time frame, if the incident or source of the problem recurs or if the Supervisory solution proffered does not adequately address the problem.

The Formal Grievance

Having exhausted the informal process, the employee may file a written grievance to the Affirmative Action Officer if the employee believes that the Supervisor's actions are inappropriate or untimely, do not address the problem, or do not provide adequate redress. An employee must present a formal grievance in writing, expressing policy infraction, date of the incident, preferred action, and efforts taken through the informal procedure to correct the problem.

Should the grievance be acceptable, a Board of Review will be selected and a formal hearing date established. The Board will conduct an administrative review, not requiring strict rules of evidence, and make recommendation(s) for resolution of the problem. The President and his or her Vice Presidents, with assistance from the Director of Human Resources Management, will review the recommendations. The President will then advise the employee of the final decision.

In cases where the Director of Human Resources Management determines that the action alleged to have wronged the Grievant is covered by laws, regulations, policies, etc. pertaining to discrimination of any

kind (including sexual harassment), he or she will refer the grievance to the University's Affirmative Action Officer for further action.

Appeals

An employee shall be afforded due process in resolving grievances and shall have the right of appeal at each supervisory level. Although the decision of the President is final at the University level, the employee can initiate further recourse or review by requesting review at the University System level within twenty (20) days from receipt of the President's decision.

Retaliatory Action

An employee exercising his or her right to follow the established grievance procedures shall not be subjected to retaliatory action, harassment, or intimidation or be otherwise penalized for exercising the right to express grievances. Supervisors and other employees found using such tactics will be subject to disciplinary action to include reprimand, possible suspension, or dismissal, depending on the circumstances.

On first occurrence, the employee should report such actions to the Office of Human Resources Management which will advise the President and appropriate Vice President of the retaliatory acts. They, in turn, will determine what disciplinary action shall be taken.

Classified Employees

Overview

The Board of Review is established to provide a means to hear the complaints of University employees (Classified Personnel) who have exhausted normal channels of appeal but who have not received satisfaction in the resolution of a grievance. Normal channels shall be construed to mean an appeal to administrative officers, through and including at least one level of authority higher than the Grievant's Immediate Supervisor, to resolve the grievance satisfactorily.

Jurisdiction

A. Grievance Complaints

The Board of Review may consider the grievance of any classified employee. The grievance must be reasonably related to the terms and conditions of his or her employment, be supported by affidavit of the

Grievant or other credible evidence, and be timely filed in accordance with the applicable procedures as described herein.

B. Grievance Referral

Notwithstanding the exclusions set forth in this policy, the Board of Review shall consider any referred grievance for hearing by the President of the University or the Board of Regents of the University System of Georgia.

C. Exclusions

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

D. Request for Hearing

Any Grievant, within thirty (30) working days after the occurrence of the alleged act causing the grievance, may file a written request for a hearing with the Chairperson of the Board of Review. He or she must describe the grievance and state the following:

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

Hearing Procedure

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

- A. The Board of Review will conduct the hearings in private; however, the parties may select one (1) person to attend as an observer;
- B. Attorneys are not authorized to participate in grievance hearings; however, the Grievant may select an advisor, other than an attorney, from the University to assist him or her at the hearing;
- C. The Board of Review will keep a tape recording, transcript or written summary of the proceedings and

make it available to the parties concerned, at reasonable cost;

D. The Board of Review shall afford the parties a reasonable opportunity to obtain and present witnesses and relevant documents or other evidence concerning the subject matter of the complaint;

E. The Board of Review shall afford the parties the right to cross-examine witnesses against them.

Should a witness be unable to appear because of illness or other cause acceptable to the Chairperson, the sworn statement (affidavit) of the witness may be introduced into the record;

F. A notary public shall administer an oath or affirmation to all witnesses;

G. The Board of Review will not be bound by strict rules of legal evidence. It may receive any evidence deemed by the Chairperson to be of probative value in determining the issues involved. The Board will make every possible effort to obtain the most reliable evidence available. The Chairperson shall decide all questions as to the admissibility of evidence or other procedural matters;

H. The Board of Review shall make no decision on the merits of the grievance but shall state its Findings which shall be based on the evidence introduced at the hearing. The Chairperson will report the Findings to the Grievant and President. The Board of Review may also submit Confidential Recommendation(s) to the President as provided in Section 808.030508, below; and

I. To safeguard the confidentiality of the hearing, the Board and all parties concerned must avoid public statements and publicity about the complaint.

Findings and Recommendations by the Board

The Chairperson must send the Findings of the majority of the Board of Review to the President and the Grievant no later than ten (10) working days following the hearing. If a transcript of the hearing is required, the Chairperson must send Findings no later than ten (10) working days following receipt of the transcript. The Board of Review may, in addition to its Findings, make Confidential Recommendation(s) (if any), to the President. The Findings, and Confidential Recommendation(s) (if any), made by the Board of Review to the President shall be advisory only, and shall in no way bind or commit him or her to any suggested course of action.

Action by the President

In making a decision, the President will not be bound by the Findings, or Confidential Recommendation(s) (if any) of the Board of Review. The President should, within ten (10) working days after receipt of such written notification of the Findings, and Confidential Recommendation(s) (if any) of the Board of Review, advise in writing the Classified Employee, his or her direct Supervisor, and other

parties concerned of the decision. The President may refer the matter back to the Chairperson of the Board of Review for further response and recommendation(s) before rendering a final decision. The President must advise the employee in writing of his or her right to apply to the Board of Regents for review of the President's final decision, in accordance with the provisions of Article IX of the Bylaws of the Board of Regents.

Time Requirements of the Review Process

The Review process operates on the premise that grievance panels (nine [9] members) should be constituted (drawn by lot) within five (5) working days following receipt by the Chairperson of an acceptable written grievance from any employee of the University. The final selection of a three (3) member Board of Review from the panel should be completed within ten (10) working days after the filing of the alleged grievance. The Chairperson should give written notice of any hearing date to the members of the Board of Review and to the parties at least three (3) but no more than ten (10) working days prior to the date set for the hearing. The Chairperson must forward Findings to the Grievant and the President within ten (10) working days from the conclusion of the hearing unless a transcript of the evidence is required. If a transcript of the evidence is required, the Chairperson must forward such documents to the President within ten (10) working days after receipt of the transcript. The Chairperson must also send any Confidential Recommendation(s) to the President within ten (10) working days. The President must make the final decision within ten (10) working days thereafter unless he or she refers the matter back to the Board for further response and recommendation(s). After a final decision by the President, the employee must file any appeal to the Board of Regents within twenty (20) days.

Retaliatory Action

The Grievant shall not be harassed, intimidated, or otherwise penalized for using the grievance procedures.

APPENDIX A
LIST OF CAMPUS COMMITTEES

I. EXECUTIVE COUNCIL

Members and Associate Members

II. FACULTY SENATE

Senators

Ex-Officio Members

COMMITTEES OF THE FACULTY SENATE

Executive Committee

Admissions and Evaluation Committee

Curriculum and New Programs Committee

Faculty Grievance Committee

Library and Education Media

III. AD HOC CAMPUS COMMITTEES

Ad Hoc Career Development Committee

Advisory Committee for Continuing Education and Public Services

Biohazardous Committee

Civil Defense/Disaster Plan Committee

Commencement Committee

Committee on Graduate Studies

Continuous Quality Improvement Council

Faculty and Staff Handbook Committee

Founder's Day Committee

Freshman Orientation Committee

Homecoming Committee

Honors Day Committee

International Education and Studies Abroad Committee

Long Range Planning Committee
Nursing and Allied Health Science Advisory Committee
Pre-Session Faculty and Staff Conference Committee
Regents' Test Task Force Committee
Retirement Committee
Scholarship and Grants Committee
Teacher Education Advisory Committee
Tenure Committee

IV. CLASS SPONSORS AND STUDENT GOVERNMENT OFFICERS

Class Sponsors

V. UNIVERSITY STANDING COMMITTEES

Athletic Committee
Discipline Committee
Lyceum Committee
Recruitment Committee
Student Welfare Committee
The Albany State University Enrollment Plan Committee
Annual Fund Steering Committee
Heart Fund Committee

VI. SPECIAL APPOINTED COMMITTEES

Ad Hoc Committee for ASU Education Radio Station
Alumni Affairs Corps Committee
Archival Committee
Catalog Committee
Connecting Teachers and Technology Committee
Diversity Committee
Financial Aid Committee
Fringe Benefits Committee
Health and Physical Education Building Committee

International Trade Committee
Local Semester Conversion Task Force Committee
Minority Affairs Committee
Pre-College Task Force Committee
Promotion Committee
Recycling Task Force Committee
Retention Committee
Social Work Program Advisory Committee
The Sophomore Comprehensive Examination Committee
Thurgood Marshall Black Education Fund Merit Scholarship Committee
Transportation Partnership Committee
Veterans Affairs Committee

APPENDIX B

JAMES PENDERGRAST MEMORIAL LIBRARY

James Pendergrast Memorial Library is a three-story structure containing a media center, two classrooms, two drafting rooms, an auditorium and a television studio. With a staff of four professional librarians and eight support persons, it serves the staff, staff and students of Albany State University as well as community residents. Additionally, it cooperates with all of the University System of Georgia libraries in joint borrowing services which allows its students and staff to borrow materials from any library in the University System of Georgia. The present structure seats approximately 905 users with clusters of seating carrels, library furniture and casual seating. The library collection contains 615 journal titles and approximately 162,506 volumes in hard cover.

Services of the Library include:

1. **Interlibrary Loan Request:** This service is available through the librarian on duty at the circulation desk. This service provides access to the OCLC database and the Georgia On-line Database as a participating OCLC and GOLD member.
2. **Microform Services:** Numerous collections in micro format with state-of-the-art equipment are available for use by patrons. Portable readers are available for overnight use.
3. **Duplicating Service:** For a minimal fee, patrons have access to three public copying machines in addition to five Reader/Printers for copying microform articles. Several microform readers-only are available.
4. **Library Instruction:** The library staff offers "point of use" instruction whenever needed. At the request of staff, this instruction is further expanded by library visits, subject presentations and guided tours which originate in respective classrooms. Staff orientation and on-going student orientation are done on an individual basis. Teaching the use of the library is a high priority with library staff who constantly engage in individual instruction with students.

5. **Other Available Services:** The library maintains a close cooperative arrangement with the Dougherty County Public Library and Darton College, a two-year unit located in the City of Albany. Albany State University students may, by standing arrangement with the libraries, check out materials from either of these two systems by presenting a valid Albany State University ID. A common pick-up system is operated by the three libraries. A telefacsimile Network among the three library systems provides 24-hour turn around service for materials which can be transmitted by faxing.

INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center, with a staff of a media center director, media technician and a secretary, provides the following services:

Audio Equipment Distribution System

Software Library - Audio cassettes, video tapes, 16mm films, filmstrips, sound filmstrips, multi-media kits and overhead transparencies

Graphic and Production Service - Duplicates audio and video tapes; produces audio cassette tapes; laminates materials; prepares overhead transparencies, graphs and charts

Instruction in Media Equipment Operation

Instructional Software Preview and Auditioning

Audio Production Services - Audio recordings and playback, duplication of audio cassette tapes, background music for special occasions and public address system for large group activities

Circulation of Record Players - open reel and audio cassette players and recorders

Photographic Services - Service to the academic community includes: color slide production, photographing of live events and activities; processing and printing of black and white film

Video Production Services - Includes videotaping and playback of a variety of events and activities

Equipment

Telefacsimile System

Copy Machines - Xerox

Microfiche Reader/Printers

Microfilm Reader/Printers

Portable Microform Readers

C-D Rom Database Services with Printers

Midline (Cambridge Abstracts) - Produced by the National Library of Medicine, primary source for locating biomedical literature

Academic Index (Information Access) IBM-PC - Index to periodicals designed for research in a broad variety of subjects in over 375 scholarly publications

Dialogue - A comprehensive information resource--computer-based on-line system giving instant access to summaries of articles from a pool of over 100 million items on 400 databases

OCLC 3M Station (Dedicated terminal) - provides on-line access to 13 million bibliographic records on the OCLC database. The library subscribes to the Cataloging and Interlibrary Loan subsystems.

NewsBank Electronic Index (IBM-PC) - Indexes over 700,000 newspaper articles from leading newspapers.

Magazine Index (ROM Reader only) - Access to information in 400 plus general interest and

special subject publications

Business Index (ROM Reader only) - Provides access to journals indexed in 425 business journals beginning 1979 through 1988. Full text articles are available through a cooperative agreement with the Dougherty County Public Library.

Hours of Operation

The library is open seven days a week. A professional librarian is on duty during library hours. The daily schedule is as follows (Summer hours may vary):

Monday-Thursday.....	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 7:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
Sunday	3:00 p.m. - 8:00 p.m.

SOURCE: Librarian Handbook

APPENDIX C

SERVICES PROVIDED BY THE OFFICE OF UNIVERSITY COMMUNICATIONS

The Office of University Communications provides assistance in the following areas:

Advertising: The director of the Office of University communications will assist in identifying the most appropriate media outlets to achieve the advertising objectives. The director offers assistance in developing specifications and in placement of both electronic and print advertising. Design and layout services are available for print advertising, and audio/video production consultation is available for electronic advertising.

Media Relations: The Director of the University Communications has been designated by the President as the official spokesperson for the University. The Director is responsible for the dissemination of information to all media. The Office of University Communications should be used to publicize and promote an activity or a public affairs programming. The Director will provide tips and assistance in developing the most effective way to disseminate information about the event to the target audience.

Photography Services: A full-time photographer is available to provide photographic service for all events. The request for such services must be made to the secretary of the Public Information Office as early as possible.

Printing: The Word Processing Center has necessary equipment to provide black-and-white and color photocopying services. For offset printing the Office of University Communications will assist in developing specifications and identifying an outside vendor. The cost for the outside printing service is the responsibility of the individual requesting the service. However, the Public Information Office will assist in developing printing specifications, design, layout, typesetting and preparing necessary requisitions.

The University Communication Office should be contacted immediately if the printed product contains any error or defects. Common defects to watch for include but are not limited to the following:

- . inconsistent paper stocks or different from specifications

- . smeared ink
- . missing words or text
- . uneven or untrimmed edges
- . upside down pages
- . ink that is too light to read or inconsistent in resolution

Publications Design and Layout: The Office of University Communications is responsible for the production of all major publications of the University. Such publications include recruitment materials, annual reports, view books, catalogues, newsletters, departmental pamphlets and brochures and several journals. The Director of the Office of Public Information provides assistance to ensure that the publication's goals are achieved. Design and layout costs are budgeted based on the previous year's activity. Expenses for large projects that must be camera-ready for printing are the responsibility of the individual or group requesting such service.

Publication of Employee Newsletter: In an effort to keep ASU employees informed about current events taking place at Albany State University in higher education and in the community at large, the Office of University Communications produces a monthly newsletter called Short Takes. All employees are encouraged to submit articles for publication in the Short Takes.

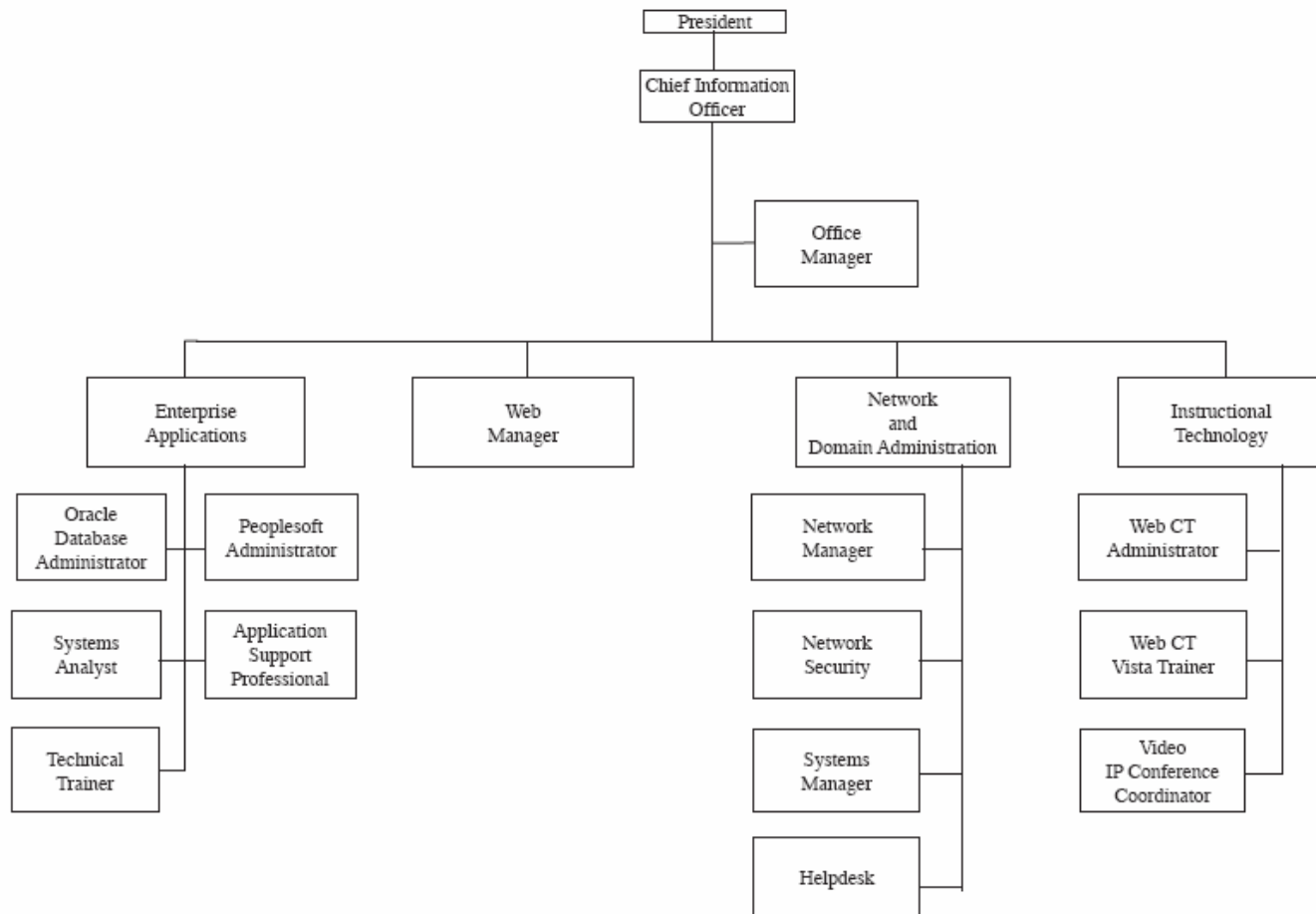
Sports Information: In an effort to promote ASU, the Office of University Communications assists the Sports Information Director with coordinating the dissemination of all sports information. The Sports Information Director, under the direction of the Athletic Director, is responsible for conducting sports media relations.

Word Processing Center: The Word Processing Center typesets and reproduces documents for campus use. Services available in the center include typesetting, duplicating and finishing operations like collating, stitching (stapling), setting, and spiral binding. The center does not provide paper or other supplies; however, the staff can advise regarding supplies needed for the timely and attractive completion of a project. Discussing special paper stock preferences before purchasing can assure that the paper is compatible with the equipment.

Contact: All calls to the Office of University Communications may be directed to **430-4671**. All calls to the Word Processing Center should be directed to **430-4790**.

APPENDIX D

Organizational Chart
Chief Information Officer



Albany State University

2006-2007

THE DIVISION OF INFORMATION TECHNOLOGY AND ADMINISTRATIVE SYSTEMS

The Division of Information Technology and Administrative Systems (DITAS) is a service unit of the University responsible for the operation and support of the major institutional computing and data communications. It also provides consulting support services and training for staff, staff and students in the area of microcomputing, departmental networking , site planning for departmental computing facilities and hardware and software acquisition. DITAS provides support for electronic mail and information access to computers on campus and the world via the Internet.

Web site Information: The official Albany State University web site is maintained by the Office of Information Technology. This office should be contacted for placing information on the Web site or creating/linking Web page. The ASU Web site also includes calendar of events and other useful information. The Web site address is: **www.asurams.edu**

