

# ALBANY STATE UNIVERSITY

## FACULTY HANDBOOK

(Revised April 20, 2007)

ALBANY STATE UNIVERSITY

*A Unit of the University System of Georgia*

Albany, Georgia

Everette J. Freeman

PRESIDENT

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## **STATEMENT REGARDING THE ALBANY STATE UNIVERSITY FACULTY HANDBOOK**

This Albany State University (ASU) Faculty Handbook (Handbook) is a summary of information from the Board of Regents' Policies and Procedures Manual and from Minutes of certain Board of Regents' Meetings. Additionally, the handbook includes information derived from various Albany State University Policy and Procedures Manuals of which many are cited in the Handbook's footnotes. The Handbook is provided for information purposes. Original sources of pertinent information should be consulted for complete and up-to-date status of policies and actions.

This Handbook is prepared for utilization as a convenient university document for informing ASU faculty regarding policy issues and approved best practices at university. It should not be construed as an official publication of the Board of Regents of the University System of Georgia. In cases of omissions, conflict, or divergence from the ASU Faculty Senate Constitution and Bylaws, the Albany State University Statutes, or other specific faculty approved ASU policy or Policies of the Board of Regents, the specific ASU policy subject to the official Bylaws and Policies of the Board of Regents shall prevail. The Board of Regents is the controlling authority for all colleges and universities within the University System of Georgia. It is expected that this Faculty Handbook will be reviewed annually by the Faculty Handbook Committee and will undergo appropriate revisions with all appropriate approvals as policies change on an annual basis. Any and all amendments to the Faculty Handbook as offered by the Handbook Committee must be approved by a two-thirds vote of the general teaching faculty and a two-thirds vote of the Faculty Senate.

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## **SECTION 100 THE UNIVERSITY SYSTEM OF GEORGIA**

The University System of Georgia is the state's network of college and universities and governing authorities that constitute the higher education system of Georgia. The system is authorized under the authority of the secretary of state, and the Governor to conduct its educational business within the state of Georgia. The University System of Georgia operates under the governance of its Board of Regents' and the Chancellor of the system.

### **SECTION 100.01 Board of Regents<sup>1</sup>**

Albany State University is one of 31 state-supported colleges and universities comprising the University System of Georgia. The Board of Regents governs the University System and serves as its constitutional and policy making board. The constitutional board is made up of 19 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 fourteen 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 faculty and other System personnel. State appropriations for the University System are requested by and are made to the Board of Regents. The Board makes allocations of the appropriations.

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

### **SECTION 100.02 Officers of the Board**

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

**CHAIR:** The Chair shall be a member of the Board, shall preside at the meetings of the Board with the authority to vote, shall appoint members of all Committees, and shall designate the Chair of each Committee. The Board Chair shall be an ex officio member of all Committees with the authority to vote. The Chair, upon the authority of the Board and in the name of the Board of Regents of the University System of Georgia, may execute all notes, bonds, deeds, contracts, and other documents requiring the Seal. The Chair shall submit the annual report of the Board of Regents to the Governor.

**VICE CHAIR:** The Vice Chair shall be a member of the Board and an ex officio, voting member of all committees of the Board. The Vice Chair shall perform the duties and have the powers of the Chair during the absence or disability of the Chair.

### **SECTION 100.03 Chancellor**

The Board of Regents shall elect the Chancellor at the first regular meeting following May 1. The Chancellor shall be given an annual letter of agreement. In case of any vacancy in the Chancellorship, the Board shall name an Interim Chancellor who shall serve until the office of the Chancellor shall be 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 all of 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 USG 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 is authorized to delegate or re-delegate all approvals and actions as designated by The Policy Manual (BOR Minutes, July 2007).

The Chancellor shall be the regular channel through which policies of the Board of Regents shall be announced. The heads of USG institutions 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 USG institutions.

The Chancellor shall recommend the appointment of administrative officers to the extent that officers are required to be approved. The Board shall promptly accept or reject the recommendations of the administrative officers (BOR Minutes, April 2007).

The Chancellor shall attend and 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 recommendations to the Board for the appointment of institution presidents and senior level employees of the Office of the Board of Regents to the extent that officers are required to be approved.

The Chancellor shall be a member of all faculties and other USG academic bodies. 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, faculty, or committee at any time (BOR Minutes, 1986-87, p. 263).

The Chancellor shall have the power to veto any act of any council, faculty, or committee of any USG institution but, in doing so, shall transmit promptly 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 (BOR Minutes, April 2007).

The Chancellor shall prepare and submit to the Board of Regents such annual and special reports concerning the USG as the Board may require. The Chancellor, and/or the Chancellor's designee, 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 faculty members, employees, and students (BOR Minutes, February 2007; April 2007).

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, and/or the Chancellor's designee, is authorized and empowered, in the name of and on behalf of the Board of Regents of the University System of Georgia, to take

or cause to be taken any and all such other and further action as, in the judgment of such officials, may be necessary, proper, convenient, or required in connection with the execution and delivery of such instruments documents or writings in order to carry out the intent of authority delegated herein.

The Chancellor shall be responsible for the preparation for the Board of a suggested allocation of state appropriations to the USG institutions. This suggested allocation shall be accompanied by a statement of the basis upon 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 USG member institutions shall be submitted by heads of the institutions to the Chancellor. When the Chancellor has approved the budgets, the Chancellor shall submit all of the USG budgets to the Board for final approval.

The Chancellor, and/or the Chancellor's designee, is authorized to execute all documents concerning federal aid to the USG, 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 (BOR Minutes, 1966-67, pp. 414-415; February 2007; April 2007).

The Chancellor is further authorized to settle any claim or dispute against the Board or its employees for an amount not to exceed \$300,000 of Board of Regents' funding (BOR Minutes, May 2006).

The Chancellor and the Chancellor's designee are authorized and empowered to execute, accept, and deliver for, on behalf of, and in the name of the Board of Regents of the University System of Georgia and under its Seal, and without prior approval by the Board, the following documents:

1. Any and all rental agreements, supplemental agreements, and subrental agreements in which the Board of Regents is named as the tenant of the property rented and where the total rent to be paid by the Board does not exceed the sum of \$5,000 per month.
2. Any and all contracts, agreements, deeds, licenses, or other instruments related to the purchase or gift of real property (other than property acquired by condemnation) at a purchase price not to exceed the average of three separate appraisals made by

independent and licensed real estate appraisers and where the purchase price (or gift value) of the real property does not exceed the sum of \$100,000. (BOR Minutes, April 2007).

The Chancellor, and/or the Chancellor's designee, is authorized to act without prior approval of the Board as the contracting officers for and on behalf of the Board of Regents, with authority to act for the Board in the execution of:

1. Construction contracts;
2. Change orders to construction contracts;
3. Contracts for professional services;
4. Selection of architects and engineers and execution of architectural/engineering contracts for the preparation of plans for new buildings or engineering projects,
5. Major remodeling;
6. Allocation of rehabilitation funds; and,
7. Other USG projects, except routine maintenance.

However, the authority so delegated shall not exceed the sum of \$1,000,000 for any one contractual obligation. The actions taken under the authority of this paragraph shall be reported annually to the Committee on Real Estate and Facilities (BOR Minutes, 1991-92, pp. 319-320).

The Chancellor, and/or the Chancellor's designee, is authorized to allocate to USG institutions, without prior approval of the Board, capital outlay appropriations – rehabilitation funds (cash or bonds) in amounts not to exceed \$200,000 for any one project. The actions taken under the authority of this paragraph shall be reported annually to the Committee on Real Estate and Facilities (BOR Minutes, 1991-92, pp. 319-320).

The Chancellor, and/or the Chancellor's designee, is authorized to delegate any or all of the above authority to act as contracting officers to individual USG institutions based upon an evaluation by the Chancellor or the Treasurer of the ability of an institution to properly administer the delegated authority. Such delegation of authority shall be administered in accordance with policies and procedures approved by the Chancellor, the Treasurer, or the Chancellor's designee (BOR Minutes, 1991-92, pp. 319-320; October 2013).

Each institution is authorized to develop procedures for approval of the following matters without the necessity of formal Board action (BOR Minutes, February 2007; April 2007):

1. Adjunct (courtesy) appointments;
2. Graduate teaching assistant appointments;
3. Appointment of part-time faculty members, other than those faculty members who have previously retired from the USG;
4. Reappointments of temporary faculty, part-time faculty, and aliens; and,
5. Changes of designation for approved degree programs and approved administrative units.

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

Any council, faculty, 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, faculty, or committee.

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

### **SECTION 110 ASU'S RELATIONSHIP WITH THE BOARD OF REGENTS**

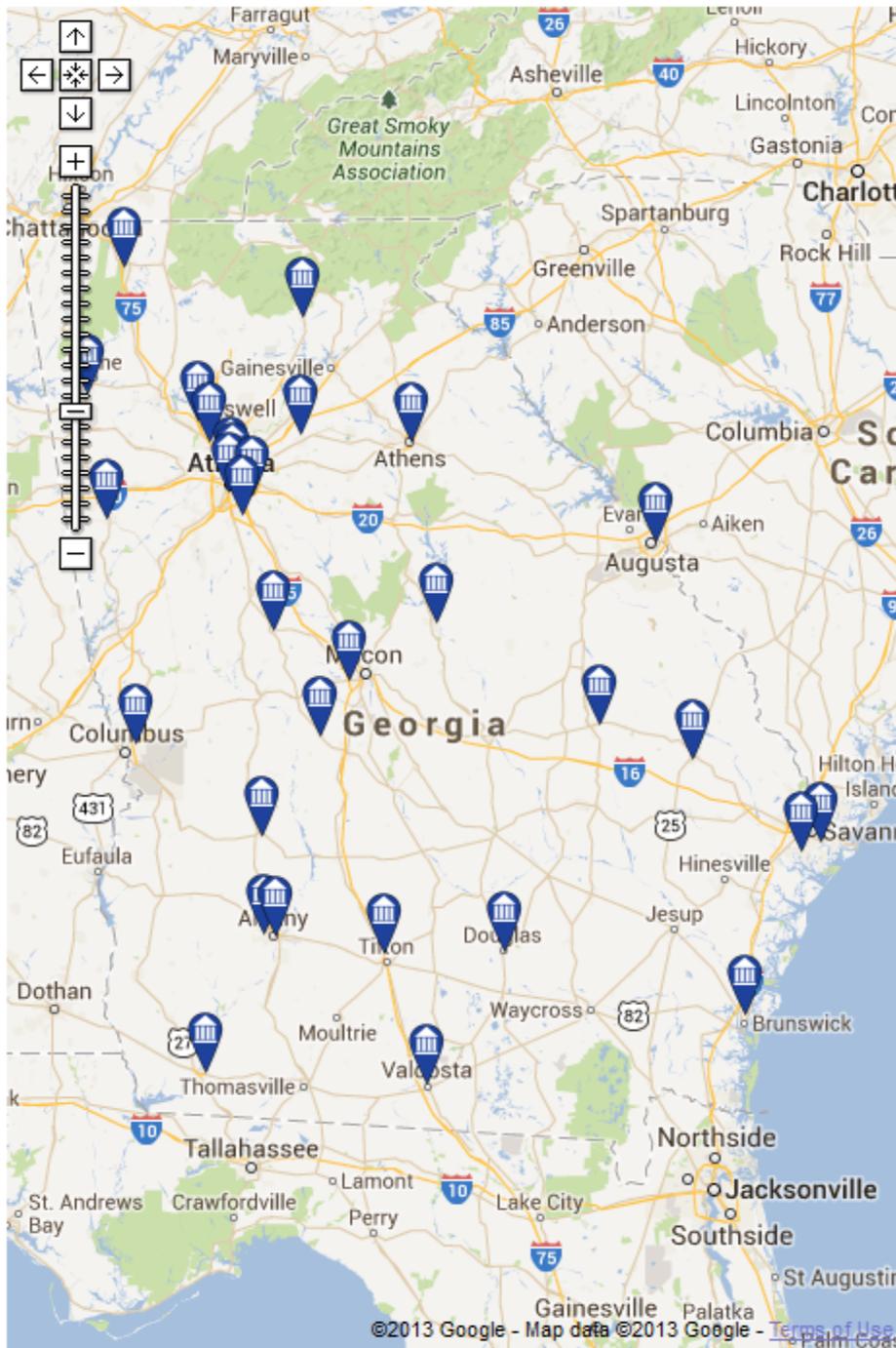
Each unit of the University System is responsible for the initiation and development of sound academic programs, research, community service programs, and the development of supporting administrative structure, staff, and physical plant for these programs. Each unit plans for its needs and initiates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

### **Alphabetical Listing of Colleges and Universities**

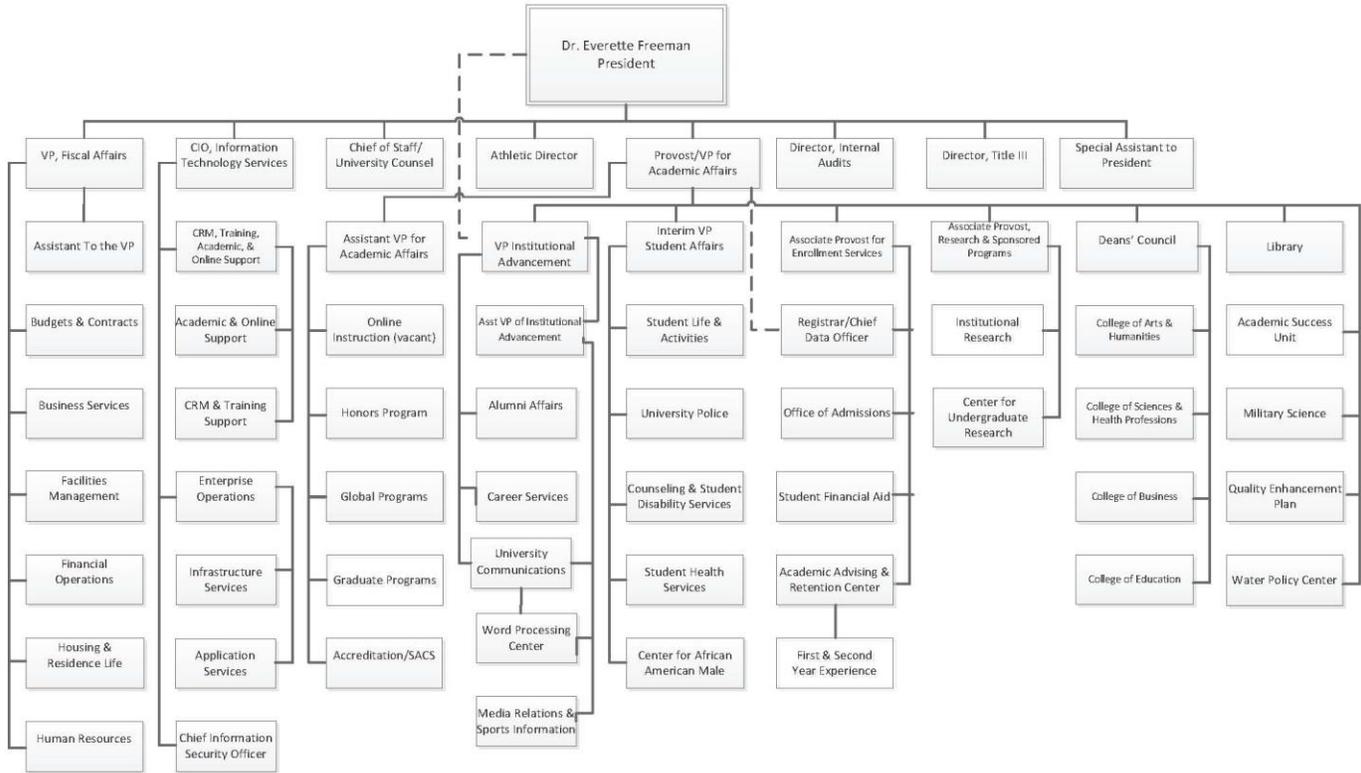
Abraham Baldwin Agricultural College, Albany State University, Armstrong Atlantic State University, Atlanta Metropolitan State College, Bainbridge State College, Clayton State University, College of Coastal Georgia, Columbus State University, Dalton State College, Darton State College, East Georgia State College, Fort Valley State University, Georgia College & State University, Georgia Gwinnett College, Georgia Highlands College, Georgia Institute of Technology, Georgia Perimeter College, Georgia Regents University, Georgia Southern University, Georgia Southwestern State University, Georgia State University, Gordon State College, Kennesaw State University, Middle Georgia State College, Savannah State University, South Georgia State College, Southern Polytechnic State University, University of Georgia, University of North Georgia, University of West Georgia, Valdosta State University

## The Map of Georgia Showing Locations and level of all State Colleges and Universities

The Georgia map below shows the locations institutional level of the main campus sites for the 31 colleges and universities of the University System of Georgia.



## SECTION 200 Organizational Chart: Albany State University



Last updated:  
September 10, 2013

## **SECTION 200 ALBANY STATE UNIVERSITY**

### **SECTION 200.01 MISSION STATEMENT<sup>2</sup>**

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, faculty, staff, administrators, visiting scholars and community leaders.

<sup>2</sup> *Source: 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:

1. a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty and staff;
2. cultural, ethnic, racial, and gender diversity in the faculty, staff and student body, supported by practices and programs that embody the ideals of an open, democratic and global society;
3. technology to advance educational purposes, including instructional technology, student support services and distance education;
4. 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:

1. 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;
2. 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;
3. 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;
4. 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;
5. a commitment of scholarly and creative work to enhance instructional effectiveness and to encourage faculty 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 underserved populations and is committed to the following distinctive purposes:

1. providing quality educational experiences for underserved populations in the region, state and nation;
2. promoting and preserving the historical and culturally distinctive traditions which define African-American culture;
3. offering a comprehensive array of programs in health care services, community development, human disabilities, cultural enhancement, business and economic development, international trade and entrepreneurship;
4. 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;
5. 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.

### **SECTION 200. 02 COMMITMENT TO AFFIRMATIVE ACTION<sup>3</sup>**

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 faculty, staff and student employment positions are considered without regard to race, religion, sex, handicap or national origin. The procedures to report violations are listed in a separate section under Grievance Procedures.

### **SECTION 210 ADMINISTRATIVE ORGANIZATION**

The University is organized into four major administrative units: Academic Affairs, Fiscal Affairs, Student Affairs, and Institutional Advancement. A Vice President who reports directly to the President heads each of these units. Additionally, other departmental units serving the campus are: Public Information, ASU Police Department, and Instructional Technology & Administrative Systems. See enclosed organizational chart, 2013

<sup>3</sup> *Source: University Catalogue and Affirmative Action Office*

### **SECTION 210.01 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 faculty and the presiding officer at faculty meetings, assemblies and faculty senate or he or she may delegate another to preside in his or her absence. The President shall be the Chairperson of the Executive Council<sup>4</sup>.

### **SECTION 210.02 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 faculty 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 faculty, the presiding officer of all legislative bodies established by the faculty and an ex-officio member of all committees of the University. The President holds voting privileges on all matters that require a Faculty Senate vote. He/she makes recommendations for all appointments, reappointments, promotions, dismissals and compensation of all faculty 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 faculty 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 that, serves at the President's discretion, guides and directs 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.

<sup>4</sup>  
*Source: Statutes of Albany State University (1997)*

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 210.03 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 the effective operations 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, the ASU Police Department, Division of Instructional Technology and Administrative Systems, and Affirmative Action/Equal Opportunity Programs.

#### **SECTION 210.04 ASU Police Chief**

The **ASU Police Chief** has the responsibility of providing for the safety of the public including protection of life and property on campus, and enforcement of laws and ordinances within its legal jurisdiction.

#### **SECTION 210.05 Director of Public Information**

Appointed by the President, the Director of Public Information 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 Information Services also monitors all items bearing the Albany State University name and works with Fiscal Affairs in handling licensing agreements for outside vendors.

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The Director shall help in creating an informed, favorable and unbiased 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 Information Services.

### **SECTION 210.06 Associate Vice President for Information Technology or Chief Information Officer**

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.

**Also, see SECTION 700: Information Technology and Administrative Systems, and SECTION 700.1: Chief Information Officer**

### **SECTION 210.07 Other Administrative Officers**

The titles and duties of other administrative officers who report directly to the President are included in the 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 Faculty Senate, the Director of Public Information, the Registrar, the Library Director, the Director of Admissions and Financial

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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 form the structure through which the members of the faculty and staff execute the business, which drives the internal operations of the University's. These committees make recommendations to the President

pertaining to the management of the University. The President appoints the members of all committees, except the Faculty Senate and its standing committees. Appendix B includes a list of Standing Committees and other campus-wide committees. The Faculty Senate is described in detail in section 320.

## **SECTION 300 ACADEMIC AFFIARS**

The Academic Affairs Unit of the University consists of all Academic Colleges and their Departments, the ROTC Program, including the graduate studies program and the University Library. The four Colleges are:

1. College of Arts and Humanities consisting of the departments of Academic Success Center, English, Mass Communications 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 and Administrative Systems and Business Education.
3. College of Education consisting of the departments of Curriculum and Instruction and Health, Physical Education and Recreation. Additionally, the Child Development Center and the Department of Education Training and Technology Center are components within the College of Education.

College of Sciences and Health Professions consisting of the departments of Nursing, Mathematics and Computer Science, Natural Sciences, Criminal Justice. The College has a collaborative relationship with the University Student Health Services Department.

The Graduate Studies program has been integrated into the each of the Colleges and their respective departments.in Educational Leadership, Master of Education degree program in Education, the M.B.A. degree program in Business 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 faculty 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/Chief Data Officer**

The Registrar/Chief Data Officer 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.(delete the secretary to Faculty) The Registrar/Chief Data Officer shall be directly responsible to the Vice President for Academic Affairs.

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

### **SECTION 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.

### **SECTION 300.04 Academic Deans of Colleges**

The Dean shall be the chief administrative officer of the respective College. 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 faculty 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 300.05 Dean of Graduate Studies (Pending Reinstatement)**

The Dean of the Graduate College 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 300.06 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. A chairperson who shall be a member of the departmental faculty shall head each department. 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. A department Chairperson shall be an associate member of the Faculty Senate.

### **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. See the approved Faculty Senate Constitution and By-Laws for details regarding faculty governance.

## SECTION 320 THE FACULTY SENATE<sup>5</sup>

- a. The designated ex-officio members of the Faculty Senate shall be the President, 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 Library Director, the University Registrar, Department Chairs, the Deans of Colleges, the Director of the Inter-Campus Unit, and the Dean of Graduate Studies. See the Faculty Senate Constitution and By-Laws for a complete listing.
- b. The Faculty Senate shall consist of not fewer than 31 elected members and the designated ex-officio members. Minimally, the elected membership shall consist of one representative for each four faculty members in each College, with no College or academic unit or department being without a representative. The representation shall be recalculated each year. Elections shall be held during the Spring Semester.
- c. During any year, half of the elected faculty members shall be serving the first year of their two-year terms and the other half shall be serving the second year of their two-year terms. (Annually, half of the Faculty Senate members are elected for a two-year term).
- d. The Faculty Senate, on behalf of the University faculty, shall be responsible for advising and recommending to the President, policies pertaining to the academic areas (and other matters that affect academics) of the University. See the Faculty Senate Constitution and By-Laws for complete details of the Faculty Senate's purpose, duties, and responsibilities.
- e. The Senate shall approve or disapprove curricula changes recommended by Departments and Schools of the University.
- f. The Faculty Senate shall have authority to establish committees, standing or otherwise, to assist the Senate in discharging its duties.
- g. The Faculty Senate shall meet on a regular monthly basis during the academic year.
- h. At the direction of the University faculty, the Faculty Senate shall consider any concern of interest to the faculty or a department or College, and make recommendations or express an opinion with reason thereto, to the university faculty, to the President, and through the President, to the Board of Regents or the Chancellor.
- i. Should the President veto any action of the Faculty Senate, the President shall send a written notice of the objection to the Senate within thirty days after receipt of the action.

<sup>5</sup> Sources: *Statutes of Albany State University (2007)*; *Constitution and Bylaws of the Albany State University Faculty Senate (2007)*

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The Senate shall then accept the veto, construct a compromise action, or return the action to the President for consideration. The procedure for appeal of the President's decision shall be the same as that provided for individuals' appeals under Article IX of the Bylaws of the Board of Regents.

- j. Subject to the approval of the Chancellor and the Board of Regents, the Faculty Senate shall make rules and regulations for its own governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, course of study, and requirements for graduation; and make such other regulations as may be necessary for maintaining high educational standards.
- k. The Secretary of the Faculty Senate is elected annually by a majority vote of the senators in the April meeting. The Secretary shall prepare, process, keep and disseminate to the President, Senators, administrators, Deans, Chairs and any other academic officer as necessary, the minutes of each meeting for appropriate administrative action. A copy of minutes of each meeting shall be sent within five working days following the meeting to the Chancellor via the President.

## **SECTION 320.01 Faculty Governance**

### Shared Governance

A strong tradition of shared governance is essential to the excellence of any institution of higher learning. Therefore, the purpose of the Faculty Senate is to ensure that the institution's faculty has the means to give effective advice with respect to the question of academic policy and institutional governance with particular emphasis upon the highest quality in matters of curricula, degree requirements, instructional standards, and grading criteria, and that the appropriate means of giving such advice is through an elected faculty senate. As such, the Senate shall execute the requests of the General University Faculty and make recommendations to that body about those matters, which must be voted on directly by the General University Faculty:

### Faculty Governance

**Faculty Governance:** A significant and integral responsibility of the Faculty Senate is to ensure shared governance (faculty governance) at the university. Embodied in the language throughout the Board of Regents' Policy Manual is the notion of meaningful faculty involvement in decision and policy issues at the university.

**Shared Governance:** Shared governance is the set of practices under which college faculty and staff participates in significant decisions about the operation of their institutions. (American Federation of Teachers)

A genuine commitment to shared governance shall exist at ASU.

Faculty Governance:

1. Is Vital to academic integrity
2. Prevents eroding standards and keeps morale high
3. Ensures ideals of academic freedom and democratic practices

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**SECTION 320.02 Academic Freedom**  
**Faculty Rights Under Academic Freedom**

The common and primary commitment of every faculty member at Albany State University is respect for the following rights:

1. the right of all to search for truth and knowledge without obstruction or restraint
2. the right of all to attempt to persuade by reasoned argument or peaceful processes and
3. the right of all to form judgments based on full and free exploration, exposition, and discussion without reprisal from any individual, office or agency.

Unacceptable Action:

Deliberately violent, obstructive, or disruptive action of groups or individuals which is prejudicial to academic freedom and destructive to the pursuit of learning at this university is unacceptable.

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For Academic Freedom Also see the Faculty Senate Constitution & By-Laws Article II, Sections A, B, and C.

Albany State University shall operate under the following principles of academic freedom:

1. Institutions of higher education are conducted for the common good and not to further special interests of an individual teacher. The common good depends upon the free search for the truth and its free exposition. The University and all of its employees are obligated to operate within the policies set by the Board of Regents.
2. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom is fundamental for the protection of the rights of the teacher in teaching and of the students to freedom of learning. It carries with its duties correlative rights.
3. The professor is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his/her other academic duties. However, research for pecuniary return should be based upon an understanding with the authorities of the University.

<sup>6</sup>  
*Source: Statutes of Albany State University (1997), & the Faculty Senate Constitution and By- Laws 2007 )*

4. The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to the subject.
5. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
6. The university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When the teacher speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but the teacher's special position in the community imposes special obligations. As an individual of learning and an educational officer, the teacher should remember that the public may judge his/her profession and the institution by his/her utterances. Hence the teacher should be accurate, exercise appropriate restraint, show respect for other's opinions and make every effort to indicate that he/she is not an institutional spokesperson.

While discussing controversial matters in the classroom, the teacher should proceed in a fair and scholarly manner.

### **SECTION 320.03 Standing Committees of the Faculty Senate**

There shall be three standing committees of the Faculty Senate: The Committee on Curriculum and New Programs, the Library and Educational Media Committee, the Admissions and Academic Evaluation Committee, the Faculty Grievance Committee and the Planning and Budget Committee. Recommendations for membership on the standing committees shall be made annually by the Faculty Senate and submitted to the President for action.

#### 1. Committee on Curriculum and New Programs

- a. The Chairperson of the Committee on Curriculum and New Programs shall be the Vice President for Academic Affairs and its membership shall consist of all Deans, Chairpersons and a faculty representative from each department.
- b. The Committee on Curriculum and New Programs shall review and make recommendations to the Faculty Senate for: (1) new programs of instruction; (2) changes of major curricula, such as additions and deletions of course offerings, revised catalogue descriptions, changes in course number and credit hours; and (3) pedagogic methods and techniques designed to improve instruction.

#### 2. Library and Educational Media Committee

- a. The membership of this committee shall consist of a faculty representative from each School, two student representatives, and the Library Director as an ex-officio

member.

- b. The Library and Educational Media Committee shall act as liaison between the Library Director and the faculty. This committee shall study the needs of the library and media center and present recommendations concerning such needs to support and to enrich the instructional programs of the university. The committee shall also advise the Library Director on the allocation of book funds designated to the various departments of instruction.

### 3. Admissions and Academic Evaluation Committee

- a. The Admissions and Academic Evaluation Committee shall consist of representatives from the Faculty Senate, university faculty at large, the Registrar/Chief Data Officer, the Admissions and Financial Aid Office, the Director of Advisement, and the Vice President for Academic Affairs. The Vice President for Academic Affairs shall serve as an ex-officio member.
- b. The Admissions and Academic Evaluation Committee shall serve in an advisory capacity to administrative officers. This committee shall review records of students applying for re-admission and shall make recommendations regarding this matter to the Registrar, Director of Admissions and the Vice President for Academic Affairs. The committee shall also review cases of appeal regarding admission or academic evaluations and present recommendations on this matter to the Vice President for Academic Affairs.

### 4. Faculty Grievance Committee:

This committee shall activate itself only at the request of the University President, through the President of the Executive Committee and then only for the purpose of a specified filed grievance. This committee shall not stand or operate as a receiver of complaints or an ombudsman group hearing and acting on informal expressions of dissatisfaction. The committee must proceed and be constrained by the detailed specifics identified in the Albany State University Statutes and the Board of Regents Policies. The Faculty Senate shall annually elect a chair and co-chair of the Faculty Grievance Committee. Refer to the Faculty Senate Constitution and By-Laws, Article II, Section F-2, E.

Any faculty member who files a grievance has a right to due process and a fair and speedy resolve of his or her complaint. First, the appropriate supervisory chain of command and all appropriate protocols for a fair and satisfactory resolve between all parties should be followed. If a grievance or conflict resolution cannot be reached through the faculty member's supervisory chain of command up to and including the level of Vice President for Academic Affairs then the complainant should request the immediate involvement and mediation of the Albany State University Conflict Management Committee as prescribed under the authority of the Board of Regents' Consortium on Negotiation and Conflict Resolution and the Dispute Systems Design Spectrum of Conflict Management.

Finally, the faculty complainant has a right to request a hearing by the Faculty Grievance Committee as prescribed within the Faculty Senate Constitution and By-Laws Article II, Section F-2, E., and the Board of Regents' Policy Manual Section 803.11.

#### 5. Evaluations Committee:

The Faculty Senate Evaluations Committee will work in consultation with the Director of Institutional Research who shall be resource member of this committee. The initial charge of the committee will involve determining when, how, and what courses and other academic instructional activities will be evaluated as a means of strengthening best practices in our instructional processes and course offerings, and ascertaining objective feedback from those we teach in order to compile immediate and longitudinal data for aiding in retention and student successes. Primarily, this is what amounts to our current students' evaluation of faculty and course.

Additionally, the committee will be charged to work with the Institutional Research Director to establish and evaluate instruments and procedures (including timelines) for evaluating Department Chairs, College Deans, Vice President for Academic Affairs, and the President as a means of providing objective and appropriate feedback from faculty regarding their professional stewardship as a university administrator.

#### 6. Planning and Budgeting Committee:

The planning and budgeting Committee shall serve in an advisory capacity to the University President and to the appropriate university administrators that deal with planning and budgeting. The initial charge of this committee is to advise the administration and to inform the Faculty Senate regarding the university's long range planning preparations of budgets, and distributions of funds with a particular focus on faculty matters. The planning and budgeting committee consults with the Faculty Senate Executive Committee on matters of the university's long range planning and budget policies.

The composition of the Planning and Budgeting Committee shall consist of one Faculty senator from each college. The Vice-President of Fiscal Affairs and the President of the Faculty Senate shall be Ex-officio members of the committee. The committee shall elect its officers from within the committee membership.

### **SECTION 330 THE INSTRUCTIONAL FACULTY**

The University faculty consists of the academic faculty (undergraduate and graduate) and administrative faculty as per the Board of Regents' policy. Furthermore, a faculty appointment may be an academic year appointment or a fiscal year appointment. The academic year faculty receives an initial contract for two semesters only --usually Fall, and Spring. If his/her services are required, a separate contract may be offered for the Summer Semester. A non-traditional contract may be offered to a faculty member, which

will include the summer and any two other semesters. Faculty on non-traditional contracts may also be offered a contract for the two regular semesters and for the summer semester if needed. The academic-year appointments are for 10 months -usually from August 1 to May 31. The President subject to approval of the Board of Regents makes all appointments, reappointments and promotions.

### **SECTION 330.01 Ranks**

The teaching faculty is employed in the following academic ranks listed in descending order: Professor, Associate Professor, Assistant Professor, and Instructor. The academic ranks may refer to tenure or non-tenure track faculty, whereas administrative titles carry no rights to tenure. Furthermore, a faculty member meeting certain criteria may be also appointed as a Graduate Faculty.

### **SECTION 330.02 Qualifications**

For appointment to one of the academic ranks, an individual must have a minimum of a Master's degree in the field and show evidence of teaching and scholarly ability.

Exceptions may be made for persons with special ability or those who are close to completion of their Master's degree requirements, and for temporary and emergency appointments.

### **SECTION 330.03 Duties**

The normal teaching load for a full-time faculty member is 9 to 12 semester hours. In addition to teaching assignments, each faculty, if appointed, is expected to serve on University and/or departmental committees. Every faculty member is expected to participate in scholarly activities and other professional activities including research, publications, grantsmanship and professional service to the community.

### **SECTION 330.04 Procedure for hiring Faculty**

The procedure for hiring full-time faculty begins with an employment announcement, which is authorized by the University President and the Vice President for Academic Affairs and announced and published by the Director of the Human Resources Department. The process of verifying the qualifications of each potential faculty member begins at the departmental level with a departmental search committee, which is appointed by the department chairperson. The search committee receives an application packet from the Human Resources Department or from The Vice President for Academic Affairs. The

search committee checks and verifies (screens) the authenticity of the potential faculty member's transcripts, degrees, experiences and other credentialing documents using a variety of means such as personal contacts at previous schools or employers, telephone contacts and e-mail contacts. Through this screening process a recommendation is made to the chair, which then proceeds through the Dean to the Vice President for Academic Affairs. See the Recruiting and Hiring Procedures for Top Administrative and Faculty Positions Policy for a detailed procedure, which is available in the Human Resources Department and in the Vice President for Academic Affairs Office.

### Part-time Faculty

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Part-time faculty members must meet the same credentialing qualifications and verifications checks as full-time faculty members except they are usually not screened by a faculty search committee. Part-time faculty members are solicited locally by personal contact from department chairs upon recommendations by department faculty members or other local educators. Potential part-time faculty members are interviewed by the department chairs who may receive informal faculty recommendations for hiring. Upon recommendation for hiring a part-time faculty member by a chairperson, the procedure for verifying qualifications and credentials then follows that of a full-time faculty member

### **SECTION 332 FACULTY PROMOTION POLICY<sup>7</sup>**

Appropriate administrative officers for possible promotion on a merit basis shall review the status, qualifications, and performances of all faculty members annually. Written recommendations setting forth the reasons for promotion shall be prepared by appropriate department heads and submitted for consideration by the Appointment, Promotion and Tenure (APT) Committee and the Academic Dean of the respective college, the Vice President for Academic Affairs, and the President. See the approved Appointment, Promotion and Tenure Policy.

<sup>7</sup>  
*Source: Appointment Promotion & Tenure Policy as approved by the Faculty Senate and the Vice President for Academic Affairs (2007)*  
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## **SECTION 332.01 Minimum Criteria**

Minimum criteria for all professional ranks are:

1. Superior teaching.
2. Outstanding service to the institution, the state and the nation.
3. Academic achievement to include workshops, seminars, additional studies, service to the profession and special recognition.
4. Professional growth and development including research and publications.
5. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not a faculty member should be promoted. The minimum number of years that must be completed at a rank before consideration for promotion to the next rank is:

Instructor to Assistant Professor	3 years
Assistant to Associate Professor	4 years
Associate Professor to Professor	5 years

Promotions to the ranks of Associate or full Professor should require the doctorate degree in the teaching field of the candidate.

## **SECTION 332.02 Procedures**<sup>8</sup>

The process for recommendations for promotion includes the following steps:

1. The faculty member initiates the process during the fall semester after completing the minimum number of years of service outlined above. The first step is to send a letter of intent to apply for promotion to the departmental chair. Within about two weeks the faculty member seeking promotion should submit a portfolio, which will include details of his/her accomplishments and all documentation in support of his/her application. The faculty member should address the criteria in the order listed in the evaluation form included in this Handbook in appendix A. All information should be listed in reverse chronological order. Those who have been promoted before must include all relevant information from the last promotion to the date of application. The necessary documents include application for promotion, curriculum vita, documentation for teaching, service, professional growth, research, publications, and other activities relevant to the application for promotion. The deadlines for the completion of these steps usually fall during the months of November and December -the actual dates will be announced each year by the Office for Academic Affairs

<sup>8</sup> *Source: ASU Tenure and Promotion Taskforce Guidelines as approved by the Vice President for Academic Affairs (1997) Revised April 20, 2007 34*

2. The Departmental Chairperson will review and forward, with his/her recommendation, the documents to the appropriate College-Wide Appointment, Promotion and Tenure Committee <sup>9</sup> (**APT**) for review and evaluation.
3. The College-Wide APT committee will review and forward its recommendations to the Dean of the respective college who will review and forward the same to the Vice President for Academic Affairs with his/her recommendation.
4. The Vice President for Academic Affairs will review all applications and forward all materials, with his/her recommendations to the President. The President has the final authority for a faculty member's promotion at the University level.
5. The President will submit the approved recommendations to the Board of

Regents. If the request for promotion is denied, the appropriate administrative official denying the request will notify the faculty member.

### **SECTION 332.03 The College-Wide APT Committee Review Process**

The APT Committee shall review and make recommendations for promotion based on the following four evaluation categories: See the Approved Appointment, Promotion and Tenure Policy for greater detail.

1. Superior Teaching: Direct and indirect instructional services to scheduled credit courses, approved and scheduled continuing education courses, distance learning courses, and courses offered through the Internet. Teaching also includes advising and mentoring of students. The compilation of data from the students' evaluation of the faculty member shall serve as an indicator of measurement of teaching effectiveness.

Of professional organizations and Academic Achievement: An additional degree; earned credit toward a degree; academic honors and awards; honorary degrees from learned societies, colleges or universities; and consulting work in the field.

<sup>9</sup> *The APT for each college consisting of 3 to 5 tenured faculty members from the college will be appointed by the respective College Dean.*

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2. Professional Growth and Development/Scholarly Achievements: Publication of articles in refereed journals and books; basic or applied research germane to the discipline; creative performance as composer, soloist, conductor, arranger, exhibitor of judged competition; membership, attendance, paper presentation at meetings offices held in those organizations; authorship and grant writing germane to discipline; development and directing of workshop; and appointments to local, state or national committee, boards and/or agencies germane to the discipline.
3. Service to the Department, Institution and Public: All direct approved services to the University other than teaching. This service includes serving on department and University committees, recruitment, service to the public, grant writing, continuing education, forums, workshops, exhibits, seminars and productions at the University.

Minimum Criteria for Promotion: Refer to the Appointment, Promotion & Tenure Policy Section 332.02 for specific information, procedures, and forms.

### **SECTION 333 FACULTY TENURE POLICY**<sup>10</sup>

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*The tenure resides with the University. The University's responsibility for employment of tenured faculty is to the extent of continued employment on a one hundred percent workload basis of three out of four consecutive academic quarters or two out of every three semesters until retirement, dismissal for cause, or release because of financial exigency. (Section 8.3.7, Board of Regents Policy Manual)*

The status, qualifications, and performances of all non-tenured faculty members shall be reviewed annually by departmental heads for possible grant of tenure on merit basis. Written recommendations setting forth the reasons for tenure shall be prepared by the department heads and submitted to the corresponding Academic Dean, the Vice President for Academic Affairs, and the President for consideration.

#### **Pre- Tenure Review. See the A, P & T Policy Section 333.01**

The process for recommendations for tenure is the same as the one for promotion listed in Section 332.02 above.

<sup>10</sup> *Source: ASU Appointment Promotion & Tenure Policy as approved by the Faculty Senate and the Vice President for Academic Affairs (2007), and the Board of Regents Policy Manual*

## **Procedure: Application for Tenure. See the A, P & T Policy Section 333.02**

Tenure may be granted to full-time faculty members employed on tenure-track positions at the rank of Assistant Professor or higher. The following categories are considered for evaluation:

1. Length of service: A minimum of 5 years of full-time service at the rank of Assistant Professor or higher served at ASU. However, a probationary credit of up to a maximum of three years may be granted for full-time service at the instructor's rank. This credit must be granted by the President and approved by the Board of Regents at the time of promotion from the rank of Instructor to Assistant Professor. A credit of up to two years may also be granted for creditable service at another educational institution. This credit must be granted by the President and approved by the Board of Regents at the time of initial employment at ASU.

All other criteria are same as outlined under the promotion category, Section 332.02 and 332.03.

### **SECTION 334 MAXIMUM LIMIT**

The **maximum time** that a faculty member can serve at the rank of Assistant Professor or above without the award of tenure is 7 years. If a faculty is not awarded tenure during this period, a terminal eighth year contract may be offered. The maximum time that may be served in any combination of full-time faculty appointment, including at the rank of Instructor, without the award of tenure is ten years, provided, however, that a terminal contract for an eleventh year may be offered if the institutional recommendation for tenure is not approved by the Board of Regents.

### **SECTION 334.01 Loss of Tenure**

Tenure or probationary credit toward tenure is lost upon resignation from the University, or resignation from a tenured position in order to take a non-tenured position, or resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event that such an individual is again employed as a candidate for tenure, probationary credit for prior service may be awarded in the same manner as for service performed at another institution.

## **SECTION 336 POST TENURE REVIEW POLICY**<sup>11</sup>

### **INTRODUCTION**

The Board of Regents has mandated that all units within the University System develop and implement procedures for post-tenure review. To meet this directive, Albany State University commissioned a committee consisting of tenured and non-tenured faculty to develop a recommendation on post tenure review for consideration. See the ASU Post Tenure Review Policy for details regarding the Post Tenure Review Process

The specific task of the committee is to:

Establish post-tenure review policies and practices, involving both administrative and peer input in long-range evaluations of faculty, to enhance the performance of all faculty, redirecting the activities of faculty member if needed, and aiding those faculty members whose performance is unsatisfactory.

The Board of Regents is desirous of identifying tenured professors who are productive in their respective academic assignments and assisting those professors with deficiencies in level and quality of productivity. The policy is not designed to be punitive in nature but to be helpful in remedying the deficiencies (*see Section 336.06 for procedures*) of those tenured professors who are rated as "unsatisfactory." All tenured faculty receiving a successful post tenure review will submit a professional development plan to ensure the continued development of their individual strengths.

In developing this policy on post tenure review, Albany State University reinforces its commitment to continued faculty development.

<sup>11</sup> *Source: Memo, Vice President for Academic Affairs (1997)*

### **SECTION 336.01 Post Tenure Review Schedule**

Post tenure review will be applicable to all tenured faculty with the exception of those senior administrators who hold administrative rank. The review process is designed to be quinquennial (every five years). In an effort to be fair in the selection process of determining who will be reviewed in a given year, the pool of tenured faculty eligible for the five-year evaluation will be randomly divided into three groups. See the Post-Tenure Review Policy for specific pertinent information and procedures.

The evaluation cycle will continue every five years for each faculty member after the initial post-tenure review. Faculty tenured in the future will be evaluated quinquennially.

### **SECTION 336.02 Post Tenure Review Procedures and Criteria**

The process is consistent with the Board of Regents and Albany State University's commitment to faculty development, which is to enhance the performance of all faculty.

The post tenure review will consist of a portfolio submitted by the candidate which reflects the candidate's career development plan and his/her achievements in the areas of teaching, service to the university, service to the community, professional activities, and other relevant documentation which reflects the faculty member's progress. Each faculty member will be given an opportunity to prioritize each of the aforementioned areas that represent his/her individual strengths. In addition to the above, the following items will be included in the review.

- a. A current curriculum vitae
- b. A copy of the six most recent student evaluations.
- c. A copy of the past two supervisor's evaluations.
- d. A five-year development plan submitted by the faculty member that indicates professional growth and identifies those resources that the university can provide to help the faculty member achieve his or her five-year goals. In instances of a superlative evaluation, the faculty member may choose to identify only those resources that the University should provide to ensure continued excellence in teaching.

In the case of a satisfactory review, the PTR Committee will accept the five-year development plan and/or recommend revisions. The results will be communicated to candidate's Department Chair and Dean. This development plan then becomes the basis for the next quinquennial post-tenure review.

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### **SECTION 336.03 The Review Board**

The review board will be two tiered. The first tier will consist of five tenured faculty members, one from each of the four Colleges at ASU and a representative from the Faculty Senate.

- A. College of Education
- B. College of Business
- C. College Sciences and Health Professions
- D. College of Arts and Humanities

The tenured and non-tenured faculty members from each College will elect a tenured faculty to serve as a first tier member of the Review Board. The first tier group will elect a chair who will serve a two-year term. All other elected representatives from each of the Colleges will serve one year.

The second tier of the post-tenure committee will constitute a sub-committee that will conduct the review of the candidate. The sub-committee will consist of one tenured faculty member selected by the candidate. Two more committee members will be selected at random from the committee of five on the first tier. No more than one tenured faculty may serve on the three person sub-committee from the candidate's discipline.

The evaluation will take place through a weighted point system. The candidate may prioritize the categories of the evaluation based on his/her individual strengths.

### **SECTION 336.04 Post Tenure Review Rating levels**

The post-tenure review will result in one of four ratings. A candidate will receive a Superlative, Excellent, Satisfactory, or Unsatisfactory rating based on evaluation of the PTR sub-committee.

### **SECTION 336.05 Appeals**

If the candidate disputes the findings of the second tier sub-committee, the candidate may appeal the results within fourteen days of notification. The appeal must be upheld by a majority vote of the first tier Post-tenure Review Board.

### **SECTION 336.06 Unsatisfactory Evaluations**

Candidates receiving an unsatisfactory review must submit to the post-tenure review board an acceptable five year development plan that is designed to enhance the performance of the faculty member. The University will have in place an approved support system to assist any faculty member receiving an unsatisfactory evaluation.

A three-year evaluation will be conducted by the five-member first tier PTR Board. The following minimum criteria will be evaluated:

- a. Specific goals.
- b. Activities used to achieve goals.
- c. Identification of appropriate time frames for achieving goals.
- d. Monitoring process provided by the departmental Chair and the Dean.

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To achieve this phase of the evaluation, the institution must have in place a funding mechanism to provide the candidate support to insure the achievement of a satisfactory evaluation. At the end of this three-year review, if the candidate is making unsatisfactory progress, the finding will be forwarded to all concerned, Department Chair, Dean, and Vice President for Academic Affairs. It may then be necessary to reconfigure the candidate's schedule to increase productivity.

## **SECTION 337 THE GRADUATE FACULTY**

The Graduate Faculty shall consist of the President, Vice President for Academic Affairs, Academic Deans, and those members of the general faculty with the rank of assistant professor, associate professor, and professor, who have been appointed to the Graduate Faculty in accordance with the guidelines set forth by the graduate council.

Teaching, scholarship, and service are important activities for all faculty members. Graduate Faculty; however, are expected to assist students in developing the qualities of scholarship and academic discipline necessary to make creative contributions to the students' discipline or field. Since the promotion of student scholarship is such an integral part of the Graduate Faculty's role, the opportunities for scholarly activities on the part of the Graduate Faculty itself need to be enhanced. The rewards for being a member of the Graduate Faculty and for engaging in scholarly activities need to be a normal part of the institution's planning and budgeting process. It is important for the institution to support development activities for the Graduate Faculty.

Opportunities for scholarship or creative endeavors, the rewards for membership on the Graduate Faculty, can be enhanced by the following goals, which will require significant increases in funding.

1. Work load reassignments for the purpose of research, creative activities, and publications are given to members of the Graduate Faculty who are actively engaged in graduate teaching and graduate programs.
2. Membership on the Graduate faculty is a significant achievement, which is recognized in the annual evaluation of faculty and in consideration for promotion, tenure, and merit pay.
3. Travel funds are allocated in recognition of the importance of Graduate Faculty members' attending professional meetings, presenting scholarly papers, and sharing creative accomplishments.

### **SECTION 337.01 Categories and Terms of Membership**

There are three (3) categories of membership on the Graduate Faculty: Full, Associate, and Temporary. Full members of the Graduate Faculty serve an initial 5-year term and are eligible for reappointment for subsequent 5-year terms.

Associate members of the Graduate Faculty serve a 3-year term and are eligible for one reappointment for a total of 6 years. Ordinarily, Associate members are new members of the Albany State University faculty who have not held membership on a Graduate Faculty at other institutions or who need some time to develop the credentials, which are necessary to qualify for Full membership. Temporary members may be reappointed on a yearly basis. When there is no Full or Associate Graduate Faculty Member available to teach a graduate course, Temporary Member may be appointed on an emergency basis to teach such courses.

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### **SECTION 337.02 Implementation**

Upon the implementation of this document, all **Regular** (non-temporary) members of the Graduate Faculty will become Full Members of the Graduate Faculty. All regular Graduate Faculty members will be reevaluated at the end of their 5-year terms under the criteria for reappointment to the Graduate Faculty, as outlined later in this document.

### **SECTION 337.03 Procedures for Appointment to Associate and Full Membership**

Except for the ex-officio appointments of deans and higher officials, all other nominations for appointment to the Graduate Faculty originate at the departmental level. Temporary appointments are recommended by the faculty member's Department Head and must be approved by the Academic Dean of the College, the Dean of Graduate Studies, and the Vice President for Academic Affairs.

In order to be considered for Full or Associate Membership on the Graduate Faculty a faculty member must submit all required materials to the Department Head. The Department Head will evaluate the faculty member's credentials with respect to the criteria for membership on the Graduate Faculty, and the Department Head may then write the nomination. Nominations are forwarded to the Dean of the College. If the Department Head does not nominate the faculty member, the faculty member may appeal the decision by forwarding all nomination materials to the Dean of the respective College for review. In any case, the Department Head should provide written notification to the faculty member and the respective College Dean about the disposition of the faculty member's nomination and

any recommendations. The Dean will forward the recommendations to the Dean of Graduate Studies.

The Dean of Graduate Studies will appoint the Graduate Faculty Membership Subcommittee. In addition to the Dean of Graduate Studies, who serves as an ex-officio member, the Graduate Faculty Membership Subcommittee will be composed of two members of the College of Education and one member from each of the other colleges. The nominations for membership on the Graduate Faculty are reviewed by the Graduate Faculty Membership Subcommittee, which forwards recommendations about the candidates to the Graduate Studies Committee.

The Graduate Studies Committee submits the recommendation to the Dean of Graduate Studies who officially approves or denies each nomination to Full or Associate Membership on the Graduate Faculty. The Dean of Graduate Studies notifies the faculty member/nominee, the faculty member's Department Head and Dean, and the Vice President for Academic Affairs about the final disposition of each nomination.

#### **SECTION 337.04 Criteria for Appointment to the Graduate Faculty**

##### *Full Member of the Graduate Faculty*

To be considered for appointment or reappointment to Full Membership on the Graduate Faculty, the faculty member must meet the first four of the following criteria and two of the remaining three criteria.

1. Possess the doctoral degree in an appropriate discipline, or, in areas/disciplines which do not have such credentials, an appropriate terminal degree.
2. Hold a tenure track position at the rank of assistant professor, associate professor, or professor.
3. Demonstrate effectiveness in classroom teaching. Such evidence is provided through the Department Head evaluations of teaching, peer/colleague evaluations, student evaluations, and/or letters of support from those having knowledge of the faculty member's teaching methods.
4. Publish scholarly papers or engage in creative endeavors in an appropriate discipline during the previous six years and submit evidence of such. Normally, evidence of such

activities includes the publication of one or more articles/major essays/short stories/poems in appropriate journals/books or the publication of one scholarly book. In the arts, the evidence may be demonstrated by one or more creative activities (solo performances, featured performances, or juried exhibits) during the previous six years. However, the quality of the creative activity or the journal/publisher and the nature of the activity or the publication must be considered. For example, articles published in a journal, which has wide distribution, and which is refereed by professional peers provides stronger evidence of scholarship than an article, which is published in a local, non-refereed journal. Also, a research article, review essay, or major creative endeavor typically provides stronger evidence than a book review. While publication in a vanity press cannot be considered as evidence of scholarship, publication in a commercial or university press would provide strong evidence of scholarship. Sole authorship of a book provides more evidence of scholarship than a text or an edited collection of articles by other scholars. In the creative arts, the nature and types of exhibits and the level of the audience for a musical or dramatic production may be used as evidence of the quality of the endeavor. Juried exhibits provide more evidence of quality than non-juried exhibits. Externally funded research grants may also be used as evidence of research productivity.

5. Present scholarly papers at professional meetings of appropriate organizations during the previous six years. Normally, the presentation of at least one paper is sufficient. However, the nature of the organization (local, state, regional, national, international) and the type of the presentation (research paper versus panel presentation) are used to judge the importance of the scholarship. In the creative arts, those activities that are not juried or reviewed by peers, and are more local in scope might be offered as evidence of professional presentations.
6. Provide evidence of professional involvement and/or service in an appropriate discipline during the previous six years. This involvement/service is demonstrated through attendance at professional meetings, membership on professional committees, holding offices in professional organizations, serving as editor or reviewer for a professional journal or publisher, serving as a judge or jury for artistic work or chairing sessions/panels at professional meetings. Furthermore, professional service is demonstrated through discipline-related consultant ships in appropriate organizations or agencies.
7. Provide service to the graduate programs in the institution during the previous six years, as evidenced by the following types of activities: teaching graduate courses, advising graduate students, administering graduate programs, creating/grading comprehensive examinations, serving on thesis/graduate committees, creating graduate courses/programs, serving on college-wide committees which are concerned with graduate programs or which support academic programs, and/or advising graduate internships, practicums, or clinicals.

### *Associate Member of the Graduate Faculty*

To be considered for an Associate Membership on the Graduate Faculty, the faculty member must meet the criteria 1-3 as well as two or more of criteria 4-7 from the list of criteria included in the previous Section on appointments as a Full Member of the Graduate Faculty.

### *Temporary Member of the Graduate Faculty*

To be considered for a Temporary Membership on the Graduate Faculty, the faculty member must demonstrate effectiveness in classroom teaching. Such evidence is provided through the Department Head evaluations of teaching, peer/colleague evaluations, student evaluations, and/or letters of support from those having knowledge of the faculty member's teaching methods.

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## **SECTION 338 FACULTY RESIGNATION AND TERMINATION**<sup>13</sup>

### **A. Tenured Faculty**

All tenured faculty members employed under written contract for the fiscal or academic year of three quarters shall give to the President of the University or to his/her authorized representative, written notice of their intention to resign, postmarked no later than February 1, immediately preceding the expiration of the contract period.

### **B. Non-tenured Faculty**

1. Each year, the President of the university, or his/her authorized representative, shall advise in writing all non-tenured faculty employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

<sup>13</sup>  
*Source: Statutes of Albany State University (1997)*

2. Notice of the intention to renew or not to renew a nontenured faculty member who has been awarded academic rank (Instructor, Assistant Professor, Associate Professor, and Professor) shall be furnished, in writing, according to the following schedule:
  - (a) at least three months before the date of termination of an initial one-year contract;
  - (b) at least six months before the date of termination of a second one-year contract;
  - (c) at least nine months before the date of termination of a contract after two or more years of service in the institution.

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

3. Nontenured faculty and other nontenured personnel employed under written contract shall be employed only for the term specified in their contracts. Subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of new and distinct contracts.

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### **C. Termination for cause**

A tenured or non-tenured faculty member may, before the end of his/her contract, be dismissed for any of the following reasons, provided that the University has complied with the procedural due process requirements as outlined under the Grievance Committee of the Faculty Senate Constitution and By-Laws and the and the Board of Regents' Policy Section 803.11 Discipline and Removal of Faculty Members.

1. Conviction or admission of guilt of a felony or crime involving moral turpitude during the period of employment--or prior thereto if the conviction or admission of guilt was willfully concealed;
2. Professional incompetence, neglect of duty, or default of academic integrity in

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*ASU Statutes, 1997*

- a. teaching, research or scholarship;
3. Sale or distribution of illegal drugs, teaching under the influence of alcohol or illegal drugs, any other use of alcohol or illegal drugs which interferes with the faculty member's performance of duty or his/her responsibilities to the University or his/her profession;
4. Physical or mental incompetence as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;
5. False swearing with respect to official documents filed with the institution;
6. Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity;
7. Such other ground for dismissal as may be specified in the University Statutes.

#### **D. Procedures for Removal of Faculty Members**

The procedures governing the dismissal of a tenured faculty member or a nontenured faculty member before the end of the term specified in his/her contract are set forth in the Policy Manual of the Board of Regents and are incorporated herein by reference.

#### **SECTION 340 ACADEMIC LEAVE**

- a. The President of the university may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to members of the university's faculty or administrative staff.
- b. Recommendations for leaves without pay must be approved by the Board whenever it appears that the granting of such leaves will not be prejudicial to the interests of the university.
- c. In considering a request for a leave with pay, the President must follow the Board's policy of granting such leaves only for the purposes of promoting scholarly work and encouraging professional development. The President shall examine carefully the program or project on which the applicant for a leave proposes to work and consider the likelihood of the applicant's being able to accomplish the purposes for which the leave is requested.
- d. In considering a request for a leave, the President will consider the effect that the granting of the leave will have on the university or on the department of which the applicant is a member. If the applicant's work cannot be handled by other faculty members 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.

- e. If, after careful consideration, the President believes the interests of the university and of the faculty member will be served by the granting of the leave requested, he/she shall submit a recommendation with a statement of reason in support through the Chancellor to the Board.
- f. The Board ordinarily will not approve a request for a leave with pay if the applicant has been employed at the university for a period of less than three years, nor will it 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.
- g. Any faculty member who has been granted a leave of absence with pay shall be required to sign an agreement before beginning his/her leave that he/she will repay the full amount of compensation he/she received while on leave if he/she should not return to the university for at least one year of service after the termination of his/her leave.
- h. Military Leave with pay. (See Georgia Code Annotated, Section 86-1109).
- i. The President may recommend, at his/her discretion, leaves of absence without salary for employees of the university who take civilian positions with the United States Government or with defense industries.

**NOTE: Other leave policies are described in Section 800.**

### **SECTION 343 ACADEMIC INTEGRITY (STUDENTS)**

Academic integrity and honesty among students is of paramount importance at the university. If a student is caught or determined to have been guilty of plagiarism, copying, and or academic cheating in any form then he or she will become the subject of punitive action taken by the university. See the Academic Integrity Policy from the Student Government Office emailed on 03-13-2007.

### **SECTION 343. 01 General Classroom Rules of Conduct and Management**

1. During the first week of class the professor should provide each student with a course syllabus. The course syllabus should meet the standards prescribed by the Office of Academic Affairs and should include the following components: The university's name; College and Department; Course Prefix, Course Number and Course Title, Course Credit Hours, Class meeting days and hours, Course Description, Prerequisites, Required Textbook(s), Instructor's Contact Information and Office Hours, Course Objectives or Learning Outcomes, Course Chapter or Topics to be Covered, Assessment and method of evaluation data, ASU Conceptual Framework, and specific rules adopted for the course.
2. Assignments are due at the designated time and place upon request of the professor of record. Assignments turned in after the designated time on the due date are subject to points being deducted by the professor as designated on the course syllabus. Exceptions may be allowed, but only with prior permission.
3. All students must obtain the designated textbook (student version only) and other tools required for the course.
4. Students must attend classes regularly and be on time. If a student is late, then he or she should enter quietly without disturbing others or disrupting the class. Excessive absenteeism may result in lowering a student's academic standing as determined by the professor of record and as stated on the course syllabus.
5. Students are not permitted to sit with their feet in or on desks.
6. If the professor is late, students must remain in class orderly working (studying) until the professor arrives or until a person of authority (a professor, secretary or other staff employee at the university) officially dismisses the class. Students are not permitted to dismiss a professor's class.
7. Students who are absent or leave class early, are responsible for all course content and assignments given in the class.
8. Male students are not permitted to wear hats, caps, headbands or other headpieces in class. Such headwear should be removed prior to entering the classroom. Female students are requested to minimize headwear.
9. beepers, cellular telephones, pagers, earphones and headsets must be turned off (earphones and headsets must be removed from ears or head) during class sessions.
10. Food and drink are not permitted within the classroom.
11. Students are responsible for contacting the professor to arrange for make-up examination and other assignments provided make-up work is allowed.
12. Approximately five in-class examinations, and five homework assignments, plus a comprehensive final examination will be given during the semester. Periodically, quizzes and homework may be given. There is no make-up opportunity for pop quizzes.

13. The final examination will be administered in accordance with the University's schedule for final examinations. Alternative arrangements may be made by the professor with the approval of the Department Chair and the Dean of the respective College.
14. All academic standards and policies, including the class attendance policy, are to be adhered to by all students. Failure to attend class does not constitute official withdrawal. In order to relinquish course obligations students must execute an official withdrawal (drop) on or before the withdrawal deadline date.
15. Academic cheating or plagiarism is a serious offense. Any student caught cheating is subject to receive a grade of "0" on that assignment. Other more punitive actions may be administered by the university (see Section 343 Academic Integrity). Academic cheating could also result in course expulsion from the course or from the university.
16. Students with a disability, who require special materials or accommodations, should inform the professor during the first week of class (preferably, immediately after the first class period). Students with a verifiable disability will be permitted to use appropriately modified academic accommodations to address course requirements. It is the student's responsibility to contact the Office of Disability Services and notify that office of their disability. The professor will, upon receipt of a letter from the Office of Disability Services, make appropriate academic accommodations for the students as recommended.
17. Albany State University observes "zero-tolerance" regarding its sexual harassment policy.

### **SECTION 343.02 Faculty Dress Code (Faculty)**

All faculty members employed by the university are expected to dress professionally during instruction and at other work related functions while at the university. Here dressing professionally means that clothing should be clean, and appropriate for presenting in front of an audience. Shorts are not to be worn by faculty members except for those teaching physical education courses where such shorts are appropriate for instruction of those activities associated with the course being taught. Some activities at the university may require males dress in coat and tie and females dress equivalently for the same activity.

### **SECTION 344 SUMMER EMPLOYMENT**

The payment of compensation to the faculty members for full-time employment during summer semester shall be at the rate not to exceed 33.33 % of their regular ten-month compensation for the previous academic year.

<sup>15</sup>  
*Source: ASU Fiscal Affairs Handbook (Section 805)*

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**Note: For details on other guidelines for compensation and salary, please consult ASU Fiscal Affairs Handbook, Section 805.**

**SECTION 346 RIGHT TO APPEAL**

Any faculty member who believes that his/her rights involving his/her relationship with the University have been invaded or ignored by an administrative officer or any other employee of the University, shall have the right to appeal as provided in Article IX of the Board Policy Bylaws.

**NOTE: The procedural and other details are listed under the Grievance Procedure, Section 900.**

## SECTION 400 FISCAL AFFAIRS ORGANIZATIONAL CHART

## **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 Faculty, 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, procurement, plant operations, auxiliary services, inventory control, and human resources management.

Revised November 12, 2013

### **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**

The mission of Financial Operations is to provide accurate and efficient accounting related services to the university and students in compliance with all Federal/State laws and the University system of Georgia policies and procedures.

#### **SECTION 420.03 Business Services**

This department administers internal services including the post office, laundry services, and central receiving and inventory.

**SECTION 420.04 Housing and Residence Life**

This department is responsible for providing on-campus student housing that is comfortable, affordable, accessible, and secure and by offering opportunities for residents to grow and develop in all aspects of their lives.

**SECTION 420.05 Budgets and Contracts**

The Office of Budgets and Contracts provides fiscal management services, including specific financial analysis and operating objectives that are in conformity with the needs and requirements of the Board of Regents of the University System of Georgia. In addition, our office is committed to providing Albany State University's managerial and/or executive staff with timely, accurate and useful financial information to assist them in making decisions that are congruent with the vision, mission and goal(s) of the University.

**SECTION 420.06 Facilities Management (Plant Operations)**

This department is responsible for the maintenance and operation of the University's physical facilities, grounds, and utilities. This encompasses responsibility for building maintenance and repairs, building alterations, maintenance of mechanical and electrical systems, custodial services, and related activities.

Revised November 12, 2013

## **450 NON-ACADEMIC PERSONNEL (CLASSIFIED EMPLOYEES)<sup>16</sup>**

### **SECTION 450.01 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 Faculty or Graduate Assistants, shall be designated as Professional & Administrative Personnel.

### **SECTION 450.02 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 outlined above.

<sup>16</sup> Source: *Fiscal Affairs Handbook*

#### **SECTION 455 WORK WEEK AND OVERTIME**

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. There is no overtime work for Academic Faculty, however; faculty may be given compensation time for extended hours of work during a work period.

#### **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 policy by the Human Resources department for handling grievances from staff employees.

**SECTION 500 ORGANIZATIONAL CHART FOR ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS**

## **SECTION 500 ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS**

The Enrollment Management and Student Affairs departments are separate and led by two cabinet members: Vice President for Student Affairs and Associate Provost for Enrollment Management

### **SECTION 510 VICE PRESIDENT FOR STUDENT AFFAIRS AND ASSOCIATE PROVOST FOR ENROLLMENT MANAGEMENT**

The Vice President for Student Affairs and/or Associate Provost of Enrollment Management shall be a member of the University faculty, the Executive Council and an ex-officio member of the Faculty Senate and all committees pertaining to the matters of student affairs and enrollment management. 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 faculty and staff. He/she shall be responsible for management of the following student services: admission, recruitment, financial aid including student employment, academic advising and retention, 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 Student Affairs and/or Associate Provost for Enrollment Management.

#### **SECTION 520.01 ADMISSIONS AND RECRUITMENT**

The Director of Admissions and Recruitment shall be responsible for providing leadership for the planning, budgeting, and evaluation of recruitment, admissions, high school partnerships and off campus student support services. The Director evaluates the effectiveness of the University's admissions and recruitment services and recommends strategies for continuous improvements. The office is 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 faculty and administrative staff.

### **520.02 DIRECTOR OF FINANCIAL AID (CATEGORY SHOULD BE SEPARATE FROM ADMISSIONS AND FINANCIAL AID)**

The Director of Financial Aid shall be responsible for providing leadership for the management of the University's financial aid programs and in compliance with federal, state, and institutional mandates. This office shall also process students' applications for federal, state, and institutional financial aid and scholarships.

### **520.03 DIRECTOR OF ACADEMIC ADVISING AND RETENTION**

The Director of Academic Advising and Retention shall be responsible for providing leadership for student advising, retention, orientation, study table/student tutoring, and first and second year programs. This office leads Academic Advising and Retention Center, New Student Orientation, Supplemental Instruction, and Peer Tutors and Athletic Programs Study Table.

### **SECTION 520.04 HOUSING**

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 520.06 OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS (VPSA)**

The Vice President for Student Affairs (VPSA) is the Chief Student Affairs Officer at Albany State University. Reporting to the Provost, the VPSA, 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, faculty and staff. He/she shall prepare and publish a student code governing rights, responsibilities and discipline. The VPSA leads a team of directors, establishes the goals and strategic plan of the Division and assesses student learning outcomes associated with these goals and strategic plan. The VPSA provides leadership in Student Affairs by building a bridge between the Division's co-curricular and extracurricular activities and academic achievement. Student Affairs strives to reach all ASU students, including undergraduates and graduates enrolled in classes on the main campus, in distance learning, or off campus locations. Five departments comprise Student Affairs presented below:

### **SECTION 520.07 ALBANY STATE UNIVERSITY POLICE DEPARTMENT**

The Albany State University Police Department (ASUPD) serves the campus community by offering community centered policing. Staffed with a Chief, Assistant Chief, Major, Captain, Lieutenants, Sergeants, Patrol Officers, Security Officers, Communication Officers/ Dispatchers, a Parking monitor, and a departmental Secretary, the ASUPD provides law enforcement services on foot, by vehicle, and bicycle. The Department also serves the campus community by giving safety presentations on substance abuse prevention; sexual assault prevention; campus watch; crime prevention; theft prevention; civil liability for student organizations; and domestic violence prevention. The Department is authorized to act by virtue of the Georgia Annotated Code 32-168 and partners with other law enforcement agencies at the local, state, and federal levels.

### **SECTION 520.08 CENTER FOR AFRICAN AMERICAN MALE**

The Center for the African American Male's mission is "to enable students to discover their cultural identities by allowing them to achieve their full potential as scholars and assume leadership roles in the community upon graduation." Although the Center's activities focus on the success and retention of African American males, CAAM's efforts reach K-12 students in the Albany State University service region as well as Albany State University students. CAAM's membership is comprised of male students from all ages and racial/ethnic backgrounds and open to all students regardless of gender.

### **SECTION 520.09 STUDENT HEALTH SERVICES**

Student Health Services (SHS) provides health services to students and the campus community by providing preventative and treatment for health concerns. SHS is led by a state certified Nurse Practitioner and other health professionals. The Center provides episodic health care and health promotion services to students registered at the University. Center staff members include two Nurse Practitioners, a Consulting Physician, a Licensed Practical Nurse and administrative staff."

Student Life and Activities (SL&A) oversees the programming for students on the ASU campus and provides leadership and codified direction to numerous student clubs and organizations. Intramural Sports and Recreation offers indoor and outdoor recreational and sport activities for ASU students and community.

The Office of Greek Life and Leadership oversees the National Pan Hellenic (NPH) organizations on campus and works with their advisors to ensure that members of Greek letter organizations adhere to University and their organization's national standards. This Office has supervisory responsibility over the NPH organizations and has the authority to impose sanctions on organizations that fail to comply with Office bylaws.

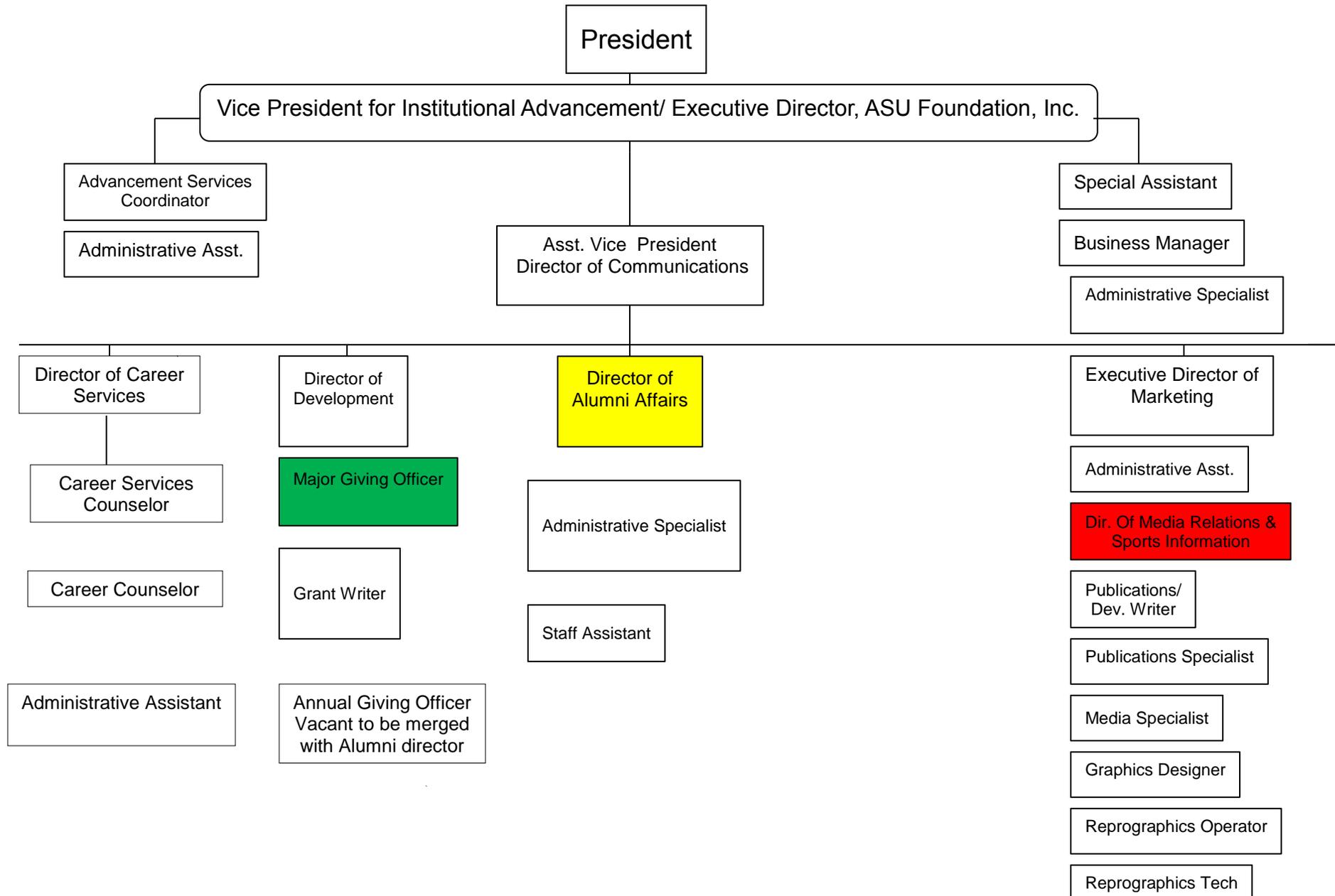
The Office of Judicial Affairs is responsible for providing the entire student body the Student Code of Conduct. The Student Code of Conduct is given to students every academic year online at the ASU Office of Judicial Affairs website.

### **SECTION 520.10 COUNSELING, TESTING AND STUDENTS DISABILITY SERVICES**

Counseling and Student Disability Services (CSDS), offers free individual, group, couple, and family counseling services to undergraduate and graduate students who have self-referred or received a referral to the Center. Areas addressed by the Center include issues such as academic success, stress management, depression, substance abuse, and managing acute or chronic mental health needs. The Center is staffed with a Director; a staff counselor; a disability services coordinator; and a Center Secretary. The Center complies with FERPA and HIPAA regulations to ensure client confidentiality. The Center also works closely with Student Health Services, which may refer students presenting with stress related physical symptomatology.

Student Disability Services (SDS) assists students in receiving accommodations for conditions covered under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students must provide documentation that is then forwarded to the Georgia Regent Center for Disabilities for approval and identification of accommodations. For those students who are concerned that they have an undiagnosed disability, SDS can facilitate referral to local or state agencies that provide evaluation and assessment.

**ALBANY STATE UNIVERSITY  
OFFICE OF INSTITUTIONAL ADVANCEMENT  
PROPOSED ORGANIZATIONAL CHART**



## **SECTION 610 VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT AND UNIVERSITY COMMUNICATIONS**

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 Faculty 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 programs.

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, state and 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. Refer to the Institutional Advancement Organizational Chart above for specific alignment of the functions departments and units within the Institutional Advancement Office.

### **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. The department is responsible for tracking and recruiting active alumni membership. Alumni serve as patrons of the University Foundation.

### **SECTION 620.02 Development**

The department is also 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 700 ORGANIZATIONAL CHART FOR INFORMATION TECHNOLOGY SERVICES**

## **SECTION 700 INFORMATION TECHNOLOGY SERVICES**

### **SECTION 700.01 Chief Information Officer**

The Vice President/Chief Information Officer is responsible for the overall management of the Information Technology Department. The Vice President/Chief Information Officer is responsible for ensuring the overall security and integrity of information systems at the University and for developing and implementing a long range strategic plan for campus instructional and information technology, which coordinates with and serves all campus clients. Activities and decisions are highly complex and require significant independent action and judgment that are subject to university-wide policies. Develops and administers the annual operating budget for instructional technology and for major equipment purchases. Creates a work environment to foster positive employee relations, efficient and effective deployment of human resources and utilizes professionally sound personnel management techniques. Develops and implements policies and procedures to protect the university's technological infrastructure and assets. Refer to the above Organization Chart for the Chief Information Officer for the IT organizational structure. Also, see **SECTION 210.06: Associate V. P. for Information Technology or Chief Information Officer.**

## **SECTION 800 GENERAL INFORMATION AFFECTING ALL EMPLOYEES**

### **SECTION 800.01 Travel**

Employees are encouraged to attend professional meetings and seminars. If departmental funds are requested for such travel, the individual should 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. 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 802 PAY SCHEDULE**

Bi-weekly paid employees are paid every other Friday. Monthly paid employees (Teaching Faculty) are paid on the last working day in the month. Paychecks are usually issued between 10:00 a.m. and 10:30 a.m. from the Office of Human Resources Management in the payroll section. These times may vary due to certain substances. Additionally, electronic pay stub information may be accessed for employees who participate in the automatic payroll deposit program.

### **SECTION 802.01 Outside Employment**

Faculty members must complete the Outside Employment Form and receive approval by the department chair, college dean and the Provost/Vice President for Academic Affairs before an outside employment commitment is made. The form can be obtained from the department chair or from the office of Academic Affairs. Failure to obtain prior approval may result in disciplinary action including termination of employment at ASU. See Board of Regents Policy 802.1602 on Outside Activities. See Appendix E.

### **SECTION 803 BENEFITS**

Contact Human Resources Management for specific details regarding employee benefits

### **SECTION 803.01 Health Insurance Benefits**

1. Regular employees working 20 hours or more a week are eligible for the University's insurance benefits.
2. The health insurance plan pays medical expenses up to the maximum lifetime benefit of \$1,000,000 per person.
3. The calendar year deductible for an individual is \$200; family deductible is \$400. There is no deductible for inpatient hospital expenses. 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 803.02 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 lifetime 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 803.03 Life Insurance**

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 is included. Premiums are pre-taxed for supplemental life insurance. Refer to Group life Insurance booklet for additional information.

### **SECTION 803.04 Dependent Life**

Eligible dependents (spouse and children up to age 25) are eligible for \$10,000 life insurance per individual.

### **SECTION 803.05 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 Account(s) as the claims for payment are presented. The two types of expense account offered are Dependent Care and Health Care.

### **SECTION 803.06 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 803.07 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 803.08 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 804 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 (7.5%) 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 for additional information). Eligibility for retirement benefits includes:

- 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 7½% 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 faculty 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. TIAA-CREF
- c. Fidelity Investments
- d. Twentieth 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. These amounts are subject to change. The Human Resources Department has updated deduction percentages.

## **SECTION 805 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. Northern Life
- c. Mutual of America
- d. IDS - American Express
- e. Equitable Life

### **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 806 CREDIT UNION**

The University has an approved payroll deduction slot for the Dougherty County School Employees Federal Credit Union. Regular employees working at least twenty hours a week are eligible to participate in the payroll deductions.

## **SECTION 807 IDENTIFICATION CARDS**

Identification cards are issued to all regular employees. A fee determined by the office of the Vice President for Fiscal Affairs may be assessed and charged for replacements if an ID is lost.

## **SECTION 808 PARKING**

All vehicles parked on campus must be registered at the Albany State University Police Department Office. Please contact the Albany State University Police Department for the most current information about parking locations, parking permits, fees, and other matters related to operation of vehicles on campus. See the ASU Parking and Public Safety Handbook.

## **SECTION 810 LEAVE**

### **SECTION 810.01 Earned Leave**

1. Employees working full-time, other than temporary employees, shall be entitled to vacation at the rate of one and one-fourth (1.25) working days per month for each of the first five years of employment, one and one-half (1.5) working days per month for each of the next five years of employment, and one and three-fourth (1.75) 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.
5. Faculty members on academic year contract are not entitled to any vacation time described above.

### **SECTION 810.02 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 faculty member.
2. Medical or dental treatment and/or consultation.
3. Maternity.
4. Illness or injury to the family member of the faculty 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 faculty 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 810.03 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 810.04 Family Leave**

The Family Leave Act provides from 2 to 12 workweeks 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 810.05 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 810.06 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 810.07 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 faculty 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 811 HOLIDAYS**

The university has established from eleven to twelve authorized holidays (depending on the number of days granted for Christmas). The Office of Human Resources Management under the authority of the Vice President for Fiscal Affairs publishes the dates of holidays at the beginning of each fiscal year or academic year. The holidays include:

Independence Day	(1)
Labor Day	(1)
Thanksgiving	(2)
Christmas	(4 or 5)
New Year's Day	(1)

Martin L. King, Jr. Day	(1)
Memorial Day	(1)

**SECTION 812 UNIVERSITY SMOKING POLICY**

Albany State University is a smoke-free campus. A smoke free campus will 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 and at least 15 feet from any entrance or exit of all buildings.

**SECTION 813 NO WEAPONS CAMPUS POLICY**

Neither an employee nor any student is permitted to store or possess knives, guns or any other weapon on any property of the university or any personal property or place located on the Albany State University Campus or property. Weapons violations will be dealt with in accordance with appropriate university policies and procedures.

**SECTION 814 DRUG FREE CAMPUS POLICY<sup>17</sup>**

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.
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.

<sup>17</sup> *Source: A Drug-Free Campus Policy, @ a publication of the Department of Human Resources Management, Albany State University*

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 815 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, Dismissal, 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 816 AFFIRMATIVE ACTION**<sup>18</sup>

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 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.

<sup>18</sup> *Source: Affirmative Action Office*

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 Provost/Vice President for Academic Affairs is responsible for implementation and investigation for all teaching faculty and students in academic matters.
2. 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.
3. The Vice President for Institutional Advancement is responsible for personnel in the areas of Institutional Advancement.
4. 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.

#### **SECTION 817 SEXUAL HARASSMENT**<sup>19</sup>

Albany State University interprets rights to freedom to include faculty, 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. See the ASU Sexual Harassment Policy for greater details and the Board of Regents' Policy Manual Section 802.17.

#### **SECTION 818 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".

<sup>19</sup> *Source: Affirmative Action Office, Albany State University*

### **SECTION 818.01 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 900 GRIEVANCE PROCEDURE**

Any grievance or formal complaint must be filed in accordance with the Board of Regents' Grievance Policy. See Board of Regents' Policy 803.11 through 803.1104. Also see Faculty Senate Constitution and By-Laws, Article II Section F-1, C.

Faculty members are encouraged to seek an agreed upon resolution to a problem through the services of the University's Conflict Resolution Committee as a first option for resolving any grievance, discrepancy, or conflict prior to filing a formal grievance or complaint pursuant to Board of Regents' Policy 803.11 through 803.1104. If the complainant cannot reach a satisfactory agreement through the Conflict Resolution Committee, then he or she may exercise the right to file a formal grievance in accordance with the above Board of Regents Policy (803.11 through 803.1104).

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**APPENDIX A**

**ALBANY STATE UNIVERSITY EVALUATION FORM FOR FACULTY PROMOTION AND  
TENURE (APPLICATION FORM)**

Date of Evaluation \_\_\_\_\_

Biographical Information

Name:

School:

Department:

Highest Degree Earned: Year:

Appointment Year:

Appointment Rank:

Present Rank:

Year of First Promotion:

Year of Second Promotion:

Year of Most Recent Promotion:

If tenured, what year did you receive tenure:

Total Years at Albany State University:

Years in Present Rank:

## Professional Preparation

Highest degree in area \_\_\_\_\_

Additional study beyond the highest degree \_\_\_\_\_

## Scholarly Activities

### Research:

Academic

Educational

Other

### Publications

Papers Presented

Proposals/Grants acquired and how they relate to ASU mission

Project Director \_\_\_\_\_

Co-Director, Faculty Associate \_\_\_\_\_

Performances, recitals, exhibits (if appropriate)

## Professional Growth and Development

Workshops and Seminars

Presenter \_\_\_\_\_

Coordinator \_\_\_\_\_

Participant \_\_\_\_\_

Professional Organization(s)

Leadership role \_\_\_\_\_

Membership \_\_\_\_\_

Teaching Performance

Years at Albany State University \_\_\_\_\_

Years elsewhere \_\_\_\_\_

Effectiveness:

Supervisory evaluation \_\_\_\_\_

Students' Evaluation and comments \_\_\_\_\_

Innovative teaching strategies \_\_\_\_\_

Other \_\_\_\_\_

Service To The Institution

Institutional Committee(s)

Chair, Co-chair \_\_\_\_\_

Membership/subcommittee role \_\_\_\_\_

Other \_\_\_\_\_

Departmental Committee(s) \_\_\_\_\_

Advisement \_\_\_\_\_

Recruitment \_\_\_\_\_

Fund raising \_\_\_\_\_

Special projects/reports \_\_\_\_\_

Community service

How does community service relate to ASU mission?

## APPENDIX B

### LIST OF CAMPUS COMMITTEES

#### I. EXECUTIVE COUNCIL

Members and Associate Members  
Conflict Resolution Committee

#### 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 Committee  
Faculty Senate Evaluations Committee

#### III. AD HOC CAMPUS COMMITTEES

Appointment Promotion and Tenure  
College-Wide Committees (one per college)  
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 Handbook Committee  
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

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

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 C

### 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 faculty, 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 allow its students and faculty 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 faculty, this instruction is further expanded by library visits, subject presentations and guided tours that originate in respective classrooms. Faculty orientation and on-going student orientation are done on an individual basis. Teaching how to properly use library resources is a high priority with library staff that constantly engage in individual assistance 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 (subject to change by the director of the library) 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*

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## APPENDIX D

### SERVICES PROVIDED BY THE OFFICE OF PUBLIC INFORMATION

The Office of Public Information Services provides assistance in the following areas:

**Advertising:** The director of the Office of Public Information Services 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 Public Information 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 Public Information 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 Public Information Services 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 Public Information 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:

1. Inconsistent paper stocks or different from specifications
2. Smearred ink
3. Missing words or text
4. Uneven or untrimmed edges
5. Upside down pages
6. Ink that is too light to read or inconsistent in resolution

**Publications Design and Layout:** The Office of Public Information Services 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 Public Information Services 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 Public Information Services coordinates the dissemination of all sports information. The Sports Information Specialist and the Sports Information Director are responsible for conducting sports media relations.

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**Web site Information:** The official Albany State University web site is maintained by the Office of Public Information Services. 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](http://www.asurams.edu)**

**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.

**APPENDIX E**

**OUTSIDE EMPLOYMENT FORM**

***Faculty/Staff members must complete this form and receive approval before an outside employment commitment is made. Failure to obtain prior approval may result in disciplinary actions including termination of employment at ASU.***

NAME \_\_\_\_\_ College \_\_\_\_\_  
Department \_\_\_\_\_

- . I am **not** currently engaging in outside employment.
- .
- . I request permission to become engaged in outside employment.

TITLE	LOCATION
EMPLOYER	TIME/DAY(S)
ACADEMIC	SEMESTER

Description of outside employment duties/responsibilities:

I hereby certify that the information listed above is true and complete.

Faculty/Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approvals/Acknowledgements**

- . Approved
- . Not Approved
- . Acknowledged (not employed outside ASU)

Departmental/Unit Head \_\_\_\_\_ Date \_\_\_\_\_

- . Approved
- . Not Approved
- . Acknowledged (not employed outside ASU)

Dean \_\_\_\_\_ Date \_\_\_\_\_

- . Approved
- . Not Approved
- . Acknowledged (not employed outside ASU)

Unit Vice President \_\_\_\_\_ Date

Policy 802.16 OUTSIDE ACTIVITIES – An employee of the University System of Georgia should avoid actual or apparent conflict of interest between his or her college or university obligations and his or her outside activities.

**Revised 7-11-05**