

ALBANY STATE UNIVERSITY

FACULTY HANDBOOK

(Revised June 2017)

ALBANY STATE UNIVERSITY

A Unit of the University System of Georgia

Albany, Georgia



Arthur K. Dunning
PRESIDENT

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FACULTY HANDBOOK COMMITTEE

(June 2017)

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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 1 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 1.01 BOARD OF REGENTS¹

Albany State University is one of 28 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 15 members appointed by the Governor and confirmed by the State Senate for staggered terms of seven years each. One member is chosen from each of the state's ten congressional districts with five members representing the state at large.

The Constitution of the State of Georgia charges the Board of Regents with responsibility for *government, control, and management of the University System of Georgia*. The Board has final authority over all physical properties of the University System's colleges and universities, over the offering of courses of study and degree programs, and over employment of 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.

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

SECTION 1.1 OFFICERS OF THE BOARD

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

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

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

OTHERS:

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

SECTION 1.2 CHANCELLOR

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

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

staffs, and all other employees of the institutions and divisions of the University System, including all employees of the Office of the Board of Regents.

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

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

Any council, 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.

The Chancellor shall prepare and submit to the Board of Regents such annual and special reports concerning the University System as the Board may require. The Chancellor shall be the medium through which all matters shall be presented to the

Board, and to the committees of the Board, including reports, recommendations, and suggestions from institutions, their faculty members, employees, and students. The Chancellor may, on his/her own initiative, make such reports to the Board as will, in his/her opinion, be helpful to the members in the discharge of their duties.

The Chancellor shall be responsible for the preparation for the Board of a suggested allocation of state appropriations to the institutions of the System. This suggested allocation shall be accompanied by a statement on the basis of which it is to be determined. The Committee on Finance shall transmit the suggested allocation to the Board and Business Operations with such modifications as the committee may deem

necessary. Budgets of the member institutions shall be submitted by the heads of institutions of the University System to the Chancellor. When the Chancellor has approved the budgets, the Chancellor shall submit all of the budgets of the University System to the Board for final approval. The Chancellor shall be the regular channel through which policies of the Board of Regents shall be announced. The heads of the units shall not make any announcements of the Board's policies until so authorized by the Chancellor. The Chancellor may limit the matriculates to the educational facilities at the institutions of the System.

The Chancellor is authorized to execute all documents concerning federal aid to the University System of Georgia including, but not limited to, applications, acknowledgments of grants, and other necessary documents in the conduct of affairs on behalf of the Regents of the University System of Georgia in connection with the United States Government. The Chancellor is further authorized to settle any claim or dispute against the Board or its employees for an amount not to exceed \$300,000 of Board of Regents' funding.

SECTION 1.2.5 INSTITUTIONAL RESPONSIBILITIES

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

- A. Adjunct (courtesy) appointments
- B. Graduate teaching assistant appointments
- C. Appointment of part-time faculty members, other than those faculty members over seventy years of age and/or those who have previously retired from the System.
- D. Reappointments of temporary faculty, part-time faculty, and aliens
- E. 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 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 College, Augusta University, Bainbridge College, Clayton State University, College of Coastal Georgia, Columbus State University, Dalton 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 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, University of Georgia, University of North Georgia, University of West Georgia, Valdosta State University

SECTION 2 INSTITUTIONAL GOVERNANCE

SECTION 2.1 ELECTION OF PRESIDENTS BY THE BOARD

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

SECTION 2.5 PRESIDENTIAL AUTHORITY AND RESPONSIBILITIES

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, guide and direct other functions necessary for the efficient operation of the University. Through memoranda and/or organizational charts, the President advises the University of organizational changes and shifts in the responsibilities of the administrative staff. The President confers all degrees, presides at the commencement ceremonies, and authorizes issuance of all diplomas and certificates. On behalf of the Board of Regents, the President negotiates and signs research and service agreements between Albany State University and other public and private agencies.

ASU ORGANIZATION CHART

SECTION 2.7 ORGANIZATION STRUCTURE AND CHANGES

HISTORY

Albany State University History

Inspired by W.E.B. DuBois' writings about the persecutions and triumphs of African Americans living in Georgia and aided in his mission by private and religious organizations, Joseph Winthrop Holley founded the Albany Bible and Manual Training Institute in 1903, and he served as its president for the next 40 years. The new school was successful in its mission to provide religious and basic education, as well as teacher training, to the local black population. In 1917, the state of Georgia began providing financial support to the school, granting it two-year status. Responding to the needs of the state, the school added training in agriculture and was renamed the Georgia Normal and Agricultural College.

With the creation of the Board of Regents in 1932, the institution joined the newly formed University System of Georgia and, in 1943, was granted four-year status. Concentrating on teacher education and home economics, the school was again renamed, this time as Albany State College. Over the next few years, the College added majors in the humanities and social sciences. In 1954, it began adding degrees in secondary education and, in 1961, nursing, adding health care to its tradition of serving the region.

During the middle decades of the 20th century, the people of Albany State extended the college's mission of education and uplift to include political action. In 1961, Albany State College's students joined with Martin Luther King, Jr., the Student Nonviolent Coordinating Committee, and other local black organizations in eight months of protest. Despite warnings from the college's president, William Dennis, many students participated in protests, marches, and an organized effort to test the state mandated desegregation of Albany's bus station. As a result of the protests and the arrest of several students, 40 students were expelled from the college. In May of

2011, 50 years after the events, 32 of these students were finally able to attend graduation as Albany State University awarded them honorary degrees.

With the passage of the Higher Education Act of 1965, the federal government formally recognized and began funding historically black colleges and universities, including Albany State College.

In the 1970s, the college worked with other institutions to offer graduate degrees in a variety of education fields and in business administration. In 1981, after increasing the number of faculty with doctorate degrees by more than fifty percent, Albany State College began offering graduate degrees designed and delivered solely by faculty and staff of the college.

In 1994, the school earned its nickname, “unsinkable.” Tropical storm Alberto, which had submerged almost a half million acres of Georgia farmland, raised the Flint River to 44 feet, flooding most of the college. Under the leadership of president Billy C. Black, students and faculty banded together to carry on the college’s mission, and, with the support of Governor Zell Miller and a \$153 million recovery fund, rebuilt, renovated, and expanded the campus. During the rebuilding process, on the strength of the school’s growing graduate programs, the Board of Regents in 1996 approved the renaming of the institution: Albany State University. In the following two decades, the university added residence halls, a student center, a stadium, and a fine arts center.

In the 21st century, Albany State University continued to strengthen its mission, attracting nationally renowned scholars and researchers to its faculty and preparing students for leadership in the region and beyond. Between 2000 and 2016, the University produced over 7,500 undergraduates and over 2,700 students with master’s and educational specialist degrees and received almost 160 million dollars in research grants.

Darton State College History

Since its founding in 1963, Darton State College has maintained and built upon its mission of providing access to higher education to potential students with a variety of educational needs from Albany, the region, and beyond.

In 1958, as part of a statewide effort to increase the number of Georgians with college degrees, the Georgia General Assembly passed the Junior College Act in an effort to spur the creation of local, two-year colleges. While the state would provide operating funds, the law stipulated that local authorities would need to finance capital construction. In response to local support, the Dougherty County School Board authorized a bond issue of 1.6 million dollars with which to finance the purchase and development of 100 acres of land and the construction of the first five buildings of the college.

In 1965, the Board of Regents appointed Dr. B. R. Tilley to serve as the college's first president, and he would remain in the office until 1989. When doors officially opened in 1966, 620 students enrolled in the new Albany Junior College.

In the following years, the College grew quickly and succeeded in serving both of its primary student populations. Students transferring to four-year institutions typically saw an increase in their grade point averages, and career-program students required to take a licensing exam consistently earned among the highest pass rates in the state.

In 1987, the USG removed the word junior from all of its two-year institutions. A committee made up of people from the faculty, staff, student body, and community drew upon an Old English word meaning "town by the water" and created the new name, Darton College.

Continuity forms an important part of Darton's history. In 1989, the USG appointed Dr. Peter Sireno to replace the retiring Dr. Tilley. Like his predecessor, Dr. Sireno

served the institution for more than twenty years, overseeing a period of intense growth.

As part of its mission to serve its students and the region, Darton College committed to expanding its programs in nursing and the health sciences, expanding to 13 programs. As a result of this and other initiatives, such as the expansion of online programs, enrollment more than doubled after the year 2000. In this period, the campus facilities also grew, including the addition of a 427-seat theater and a massive physical education complex, among other improvements.

In the last decades, Darton developed a thriving campus culture. In response to increased enrollment and interest, the College broke ground on two residence halls. Sports played a major role in student life, drawing students from across the country and around the globe. Between 1998 and 2016, Darton won 48 regional and nine national championships.

In its first 50 years, Darton College evolved to support the needs of a community that was changing in its demography and in its values. The college's first class, in 1966, included no minorities. In its last decade as Darton College, approximately half of the more than 6,000 graduates was minority.

In 2012, upon USG approval of the College's first four-year program, in nursing, the institution's name was again changed, to Darton State College.

The new Albany State University

In the years before the two institutions consolidated, the missions of Albany State University and Darton State College had converged.

Both campuses committed to delivering world-class education with investments in faculty and instructional technology. Each reached out to students local and distant through the creation of online learning platforms. Both emphasized nursing and the health sciences in response to the needs of the population of southwest Georgia. Both schools recognized the needs of non-traditional students and responded with expanded programs and flexible course schedules at the graduate, bachelor, associate, and certificate level. And each campus engaged in the community, creating student learning opportunities off campus and building partnerships with schools, local businesses, and national corporations.

The new Albany State University is committed to sustaining the missions of both of its predecessors, honoring its legacy of service to the African American community and providing access to any citizen seeking a path to education, career enhancement, or personal enrichment.

Vision Statement

Albany State University will be a world-class comprehensive university and a powerful catalyst for the economic growth and development of Southwest Georgia. ASU will be recognized for its innovative and creative delivery of excellent educational programs, broad-based community engagement and public service, and creative scholarship and applied research, all of which enrich the lives of the diverse constituencies served by the University.

SECTION 2.10 INSTITUTIONAL MISSION

The mission statement and guiding principles for the consolidated ASU, which were [approved by the Board of Regents](#) of the University System of Georgia at its March 9, 2015 meeting, are The new ASU Mission Statement and Guiding Principles that emerged from consolidation planning are as follows:

Albany State University Mission Statement

Albany State University, a proud member institution of the University System of Georgia, elevates its community and region by offering a broad array of graduate, baccalaureate, associate, and certificate programs at its main campuses in Albany as well as at strategically-placed branch sites and online. Committed to excellence in teaching and learning, the University prepares students to be effective contributors to a globally diverse society, where knowledge and technology create opportunities for personal and professional success. ASU respects and builds on the historical roots of its institutional predecessors with its commitment to access and a strong liberal arts heritage that respects diversity in all its forms and gives all students the foundation they need to succeed. Through creative scholarship, research, and public service, the University's faculty, staff, students, and administrators form strategic alliances internally and externally to promote community and economic development, resulting in an improved quality of life for the citizens of southwest Georgia and beyond.

The new mission statement is guiding the decisions of all 79 Operational Working Groups and the coordinating Consolidation Implementation Committee as they complete assigned consolidation tasks in preparation for SACSCOC approval to consolidate, effective January 2017, and full implementation of consolidated institution operations at the beginning of fall semester 2017, and the required Substantive Change Committee visit at that time. It is important to note that no substantive reduction is expected in the types and delivery locations of existing

degree programs or the quality of support services as a result of this consolidation. Any reductions noted in the combined authorized list of degree programs for the new Albany State University result from the deletion of inactive programs or the efficiencies of consolidating two similar or duplicative programs into one. There is an expectation that the institutional consolidation will facilitate the offering of expanded educational opportunities through the new ASU.

Albany State University Guiding Principles

Aspire to Excellence. Albany State University will aspire toward excellence in teaching and learning, thus becoming the first-choice institution for students from southwest Georgia and garnering recognition as a premier southern regional university.

Embrace Diversity. As a historically black institution and led by a highly-diverse faculty and staff, Albany State University will embrace diversity in all its forms – including age, gender identity, race and ethnicity, country of origin, religion, ability level, sexual orientation, and veteran status – and seek to foster a similar acceptance and celebration of that diversity.

Expand Access to Higher Education. As an access institution, Albany State University will promote student success for all by welcoming students from varying levels of academic preparation, keeping costs low, offering flexible class times and instructional modalities, and pairing high student expectations with exceptional mentoring, advising, and tutoring.

Elevate Historically Underserved Populations. Albany State University will recognize and address the many challenges that face African Americans and other students of color, adult learners, first generation students, students from low socioeconomic backgrounds, and others from underserved populations, and form strong partnerships with K-12, government agencies, and community outreach organizations to increase access and success rates.

Promote Economic Development. As part of its commitment to teaching and learning, Albany State University will promote economic development in Albany and throughout southwest Georgia by engaging in applied research, aligning its resources in support of identified needs, developing and enhancing academic programs to meet evolving needs, forming broad strategic partnerships, supplying a trained workforce, and fostering a sense of entrepreneurship.

COMMITMENT TO AFFIRMATIVE ACTION

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.

SECTION 2.10.2 ADMINISTRATIVE ORGANIZATION

The University is organized into four major administrative units: Organizational Effectiveness, Institutional Advancement, Administration, and Academic Affairs. A Vice President who reports directly to the President heads each of these units. Additionally three additional positions report to the President. These positions are: Chief Legal Affairs Officer & Title IX Coordinator, Internal Audits Executive Director, and the Director of Athletics.

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 Provost and Vice President for Academic Affairs; the Vice President for Organizational Effectiveness and Strategic Initiatives; Vice President for Institutional Advancement; Senior Vice President for Administration; Provost/Vice President for Academic Affairs; Chief Legal Affairs Officer; Internal Audits Executive Director; and the Director of Athletics. Additional members include: the Chairperson of the

Executive Committee of the Faculty Senate, the Communications Director; the Vice President for Enrollment Management; the Vice President for Student Affairs; the Library Services Director; and the President of the Student Government. The President may designate other administrative personnel as associate members.

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 D includes a list of Standing Committees and other campus-wide committees.

SECTION 3.0 ACADEMIC AFFAIRS

The Academic Affairs Unit of the University consists of all Academic Colleges and their Departments as well as Graduate Studies and Research and Sponsored Programs. The Provost and Vice President of Academic Affairs is responsible for these additional areas: Enrollment Management; Student Affairs and Success; and Transitional Studies, Advising, & Academic Success.

The five Colleges are: College of Arts and Humanities; College of Business; College of Education; College of Sciences and Technology; and the Darton College of Health Professions. The Graduate Studies program has its own Dean who is also the Executive Director of the Research and Sponsored Programs. The Dean of each College serves as the executive of his or her respective College.

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.

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.*

DEAN OF GRADUATE STUDIES

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.

DEPARTMENTAL CHAIRPERSONS

A department is a subdivision within a school and is organized for the purpose 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 3.2 FACULTIES

The University faculty is made up of the President, the Provost and Vice President for Academic Affairs, the Academic Deans, the Director of Institutional Research, the Director of Admissions & Recruitment, the Library Services 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.

INSTRUCTIONAL FACULTY

Albany State University is designated by the Board of Regents as a “blended function” institution. BOR policy 8.3.6.5 states that tenure-track faculty should possess “the degree qualifications or the equivalent in training, ability and/or experience associated with either the institution’s primary or secondary sectors, depending on which sector of the blended function the faculty member is supporting. Thus, Albany State University has two types of faculty – those who support the mission of ASU as a State College and those who support the mission of ASU as a State University.

Faculty whose primary duties are teaching and service to the institution support the function of ASU as a State University. These faculty are designated as *College Faculty*.

Faculty whose primary duties are teaching, service to the institution, and research support the function of ASU as a State University. These faculty are designated as *University Faculty*.

The ASU 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.

Albany State University (ASU) recognizes three categories of faculty that teach graduate courses: (1) Full Graduate Faculty, (2) Associate Graduate Faculty, and (3) Temporary Graduate Faculty. Appendix C contains the complete Membership and Categories of the Graduate Faculty document.

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.

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.

DUTIES

The normal teaching load for a full-time *University Faculty* member is 9 to 12 semester hours and a full-time *College Faculty* member is 15 semester hours. In addition to teaching assignments, each faculty, if appointed, is expected to serve on University and departmental committees. Every faculty member is expected to participate in scholarly activities and other professional activities including professional service to the community.

FACULTY DRESS CODE

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.

GENERAL CLASSROOM RULES OF CONDUCT AND MANAGEMENT

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.

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.

All students must obtain the designated textbook (student version only) and other tools required for the course.

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.

Students are not permitted to sit with their feet in or on desks.

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.

Students who are absent or leave class early, are responsible for all course content and assignments given in the class.

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.

Beepers, cellular telephones, pagers, earphones and headsets must be turned off earphones and headsets must be removed from ears or head) during class sessions.

Food and drink are not permitted within the classroom.

Students are responsible for contacting the professor to arrange for make-up examination and other assignments provided make-up work is allowed.

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

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.

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.

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 expulsion from the course or from the university.

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.

Albany State University observes “zero-tolerance” regarding its sexual harassment policy.

ACADEMIC INTEGRITY (STUDENTS)

We value a campus community that encourages personal growth and academic development in an atmosphere of positive influence. We affirm the necessity of academic standards of conduct that allow students, staff and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. Academic dishonesty and fraud can violate these values. Violation types for this section are as follows: Section 1. Academic Dishonesty: The intentional misrepresentation of one’s work to deceive for personal gain, when in fact said work is not that person’s or assisting another to do the same. When the instructor has sufficient evidence of cheating or plagiarism, he or she may impose disciplinary actions such as assigning a failing grade to the student's assignment, quiz, paper, or test. If the plagiarism or cheating involves major course work such as plagiarizing a research paper or cheating on a final exam, the instructor may fail the student in the course. Academic Dishonest includes, but is not limited to cheating, plagiarism, and fabrication.

Source: ASU 2016 – 2017 Student Code of Conduct

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 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

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 Policy in the USG Human Resources Administrative Practice Manual with link located in BOR Section 8.4

SECTION 3.2.3 FACULTY MEETINGS

Each faculty shall meet at least once each academic term and at such other times as may be necessary or desirable, except at those institutions which have a council, senate, assembly, or other such body, in which case the faculty shall meet at least twice a year. Each faculty shall appoint a secretary who shall keep a record of the proceeding.

SECTION 3.2.4 FACULTY RULES AND REGULATIONS

The representative body of the General University Faculty shall be known as the Albany State University Faculty Senate. The Faculty Senate functions under the authority of the Board of Regents as prescribed in the Board of Regents Policy Manual Section 3.2.4 Faculty Rules and Regulations.

Appendix A contains the complete Albany State University Faculty Senate Constitution and By-Laws Transitional Document.

SECTION 8.0 PERSONNEL

Section 8.0, Personnel, covers the categories of personnel within the USG, general policies of these personnel as well as additional policies for faculty and other classified personnel, and information on financial exigency.

See the BOR Policy Manual for all categories that are covered. All ASU specific policies can be accessed by contacting the Administrative Unit. Fiscal Affairs and Human Resources are departments contained in this unit and can provide the most up-to-date information available including benefits to all faculty and staff.

SECTION 8.2 GENERAL POLICIES FOR ALL PERSONNEL

SECTION 8.2.7.4 EDUCATIONAL AND PROFESSIONAL LEAVE

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. 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.

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.

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.

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.

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.

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.

SECTION 8.2.7.5 MILITARY LEAVE WITH PAY

Ordered Military Duty

For the purpose of this policy, ordered military duty shall mean any military duty performed in the service of the State or the United States, including, but not limited to, service schools conducted by the armed forces of the United States. Such duty shall be deemed “ordered military duty” regardless of whether the orders are issued with the consent of the employee. (BoR Minutes, 1990-91, p. 173)

Leave of Absence

An employee who receives orders for active military duty shall be entitled to absent himself or herself from his or her duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) workdays in any one federal fiscal year (October 1 - September 30) as authorized by Georgia Law O.C.G.A. § 38-2-279[e]. At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of his or her orders to active military duty. (BoR Minutes 1990-91, pp. 173-174)

Emergency Leave of Absence

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

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.

SECTION 8.2.7.7 MISCELLANEOUS LEAVE

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.

Court Duty

Court duty leave with pay shall be granted for serving on a jury or as a witness.

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.

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.

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.

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.

NOTE: Other leave policies are described in Section 8.2.

SECTION 8.3 ADDITIONAL POLICIES FOR FACULTY

This section of the BOR Policy Manual contains specific information that apply to all USG faculty at the present time. Some of the specific sections that are of pertinence to ASU faculty are listed below. These are not cited as a comprehensive list of all sections that are of interest to ASU faculty.

SECTION 8.3.4 NOTICE OF EMPLOYMENT AND RESIGNATION

SECTION 8.3.4.1

.....TENU RED FACULTY

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

SECTION 8.3.4.2NON- TENURED FACULTY WITH ACADEMIC RANKS OF INSTRUCTOR, ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, AND PROFESSOR

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.
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.

SECTION 8.3.7

.....TENU RE AND CRITERIA FOR TENURE

Academic tenure stands as a bedrock of higher education and is an employment status at Albany State University that guarantees the tenured faculty member of continuing appointment at the university until retirement or resignation, except in cases of dismissal for cause or for financial exigency. Tenure empowers the faculty member with academic freedom but also carries with it continuing expectations of excellence in teaching, service to the institution, continued professional development, and, for some faculty, ongoing scholarship. As tenure is the most important commitment made between the institution and the faculty member, the tenure and promotion process must be carried out following policy and with consequent seriousness. Tenure should be considered a confirmation that the faculty member has demonstrated, in each of the designated categories, an ongoing commitment to excellence in service to the university and its students. The awarding of tenure should not be considered as accruing from accumulated years of service. The College follows the Policies of the Board of Regents on all matters and specifically the following faculty personnel matters: appointment, renewal and non-renewal of appointment, removal before end

of contract, tenure regulations, employment contract forms, and the procedure for appeals to the Board of Regents. All appointments, promotions, and tenure of the faculty are recommended by the President. Such recommendations ordinarily originate with the Provost and Vice President for Academic and Affairs, in consultation with the Dean, Department Chairperson, and the Promotion and Tenure Review Committee.

Appendix B contains the complete Albany State University Promotion and Tenure Document.

SECTION 8.3.9
.....DISCIPLINE AND REMOVAL OF FACULTY MEMBERS

The president of an institution may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved statutes of an institution. Further causes or grounds for dismissal are set forth in the tenure regulations of the policies of the Board of Regents and in the approved statutes or bylaws of an institution

SECTION 8.3.9.1
.....GROUNDS FOR REMOVAL

A tenured or non-tenured faculty member may be dismissed before the end of his/her contract term for any of the following reasons, provided that the institution has complied with procedural due process requirements:

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

3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member's performance of duty or his/her responsibilities to the institution or to his/her profession (BOR minutes 1989-90, pp.384-385).
4. Conviction or admission of guilt in a court proceeding of any criminal drug offense (BOR Minutes, 1989-90, pp. 384- 385).
5. Physical or mental incompetency as determined by law or by a medical board of three (3) or more licensed physicians and reviewed by a committee of the faculty.
6. False swearing with respect to official documents filed with the institution.
7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity.
8. Violation of, among other policies, Board Policy 8.2.1 (non-discrimination), Board Policy 8.2.16 (sexual harassment), or Board Policy 8.2.23 (amorous relationships).
9. Such other grounds for dismissal as may be specified in the Statutes of the institution (BOR Minutes, November 2013).

APPENDICES

APPENDIX A

Constitution and By-Laws

Transitional Document

Expires April 17, 2018

APPENDIX B

Promotion and Tenure

APPENDIX C

Membership and Categories of the Graduate Faculty